

HSC - Supervisor Guidance for a Potential Exposure to COVID-19

Non-Clinical Areas

February 10, 2022

Due to the novel corona virus (COVID-19), causing the worst worldwide health crisis in more than 100 years, health care providers and health care support staff have been designated as critical infrastructure employees. All UNM employees working at HSC are critical employees.

UNM HSC will closely follow the US Centers for Disease Control (CDC) guidance for critical infrastructure workers who may have had exposure to a person with suspected/unconfirmed COVID-19 exposure. The NM Department of Health also recommends these guidelines.

1. A potential exposure means having close contact with someone with COVID-19. This document refers to this person as 'Potential Person.' The [CDC defines close contact](#) as someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes.

This document outlines the steps a Supervisor or other authority including deans, department chairs, lab directors, departmental administrators, or other individuals with direct responsibility/oversight of Health Sciences employees or students, will take when a Potential Person circumstance presents.

2. If employee is onsite: **For anyone who has been in close contact with someone with COVID-19.** The [CDC defines close contact](#) as someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes.
 - o Fully Vaccinated (with Booster, if eligible):
 - i. If you are [up to date](#) on all COVID-19 vaccines that you are eligible for and are not experiencing symptoms:
 - ii. You are not required to quarantine, and may continue to come to campus.
 - iii. Wear a mask around others for 10 days.
 - iv. Test on Day 5, if possible. The State of New Mexico has contracted with a test provider that [currently provides at-home PCR tests free of charge](#).
 - v. If you develop symptoms at any time, report your symptoms to the UNM COVID Call Center via this secure online symptom survey. Stay home and quarantine until you receive guidance on testing and isolation from the COVID Call Center. The secure online symptom survey is at https://redcap.link/CCC_Symptomatic_testing_scheduling.
 - o Not Fully Vaccinated:
 - i. If you are unvaccinated, not fully vaccinated or without a booster (not up to date on all vaccinations you are eligible for) and are not experiencing symptoms:
 - ii. Stay at home for 5 days after exposure.
 - iii. Then wear a mask around others for 5 MORE DAYS.
 - iv. Test on Day 5, if possible. The State of New Mexico has contracted with a test provider that [currently provides at-home PCR tests free of charge](#).
 - v. If you develop symptoms at any time, report your symptoms to the UNM COVID Call Center via this secure online symptom survey. Stay home and quarantine until you receive guidance on testing and isolation from the COVID Call Center. The secure online symptom survey is at https://redcap.link/CCC_Symptomatic_testing_scheduling.

3. Students must contact SHAC (505) 277-3136, option #7, for guidance regarding options. Students may also contact the COVID-19 Coordinator at covidcoordinator@unm.edu for assistance
4. Upon return to work, if Potential Person is required to stay home, review with the employee the on-going workplace COVID-safe practices: mask requirements, hand washing, and surface cleaning.
5. If the Potential Person's functions cannot be performed at home, the supervisor must work with their leadership to reassign duties to ensure that essential functions are continued. Instruct the Potential Person to contact HR Client Services for guidance on leave options, also see <https://bringbackthepack.unm.edu/employees/additional-covid-19-paid-leave.html>.
6. Other employees who may have been subsequently exposed to the Potential Person should follow the above guidance. Review with all employees the on-going workplace COVID-safe practices: mask requirements, hand washing, and surface cleaning.

For HSC laboratory spaces, please follow guidelines provided in Health Sciences Office of Research's plan to return to full research and laboratory activities (<https://hsc.unm.edu/covid-19/returning.html#researchers>).