Office Workplace Checklist

Ensure your department is able to provide reasonable safety to everyone in the office environment. HSC Department Administrators/Managers/Supervisors must complete the checklist weekly.

Office Preparedness

☐ Hand sanitizer is available and accessible
☐ Schedule for each employee has been communicated and acknowledged
☐ Approved Remote Work/Telecommuting agreements are signed and submitted
☐ Appropriate disposable/medical grade or better face masks are available for employees, students, visitors and vendors as needed; N95 masks are required for those working or learning in clinical areas
☐ Necessary cleaning supplies are available and accessible (paper towels, disinfectant, hand soap)
☐ Signage posted about wearing face masks, personal hygiene, and maintaining a clean environment
☐ Eating in classrooms, hallways, or any other indoor group setting is prohibited

Vaccination Status FAQ

Department Administrators/Managers/Supervisors can:

- remind staff of booster requirements, and on-going testing requirements for those with vaccine exemptions, including possible action taken for continued noncompliance
- follow up with staff who have been noted as noncompliant

Positive Symptom Response FAQ

Department Administrators/Managers/Supervisors can:

- encourage staff to stay home when ill.
- encourage staff to apply for the COVID-19 Paid Leave if individual is unable to telecommute.
- request staff member to check-in each subsequent day that they will be out so arrangements can be made to meet business needs.

Department Administrators/Managers/Supervisors cannot:

- ask the employee whether or not they contacted their primary care provider.
- question the employee regarding their health status related to their positive response.

Resources

Health Sciences Return to Full Operations [https://hsc.unm.edu/covid-19/](https://hsc.unm.edu/covid-19/)

UNM Health System Travel Guidelines [https://hsc.unm.edu/covid-19/](https://hsc.unm.edu/covid-19/)
UNM Bringing Back the Pack  [https://bringbackthepack.unm.edu/](https://bringbackthepack.unm.edu/)

UNM Remote and Telecommuting Agreement Guidelines  [https://hr.unm.edu/remote-work](https://hr.unm.edu/remote-work)


UNM Travel Guidelines  [https://hr.unm.edu/docs/hr/travel-guidelines-faq.pdf](https://hr.unm.edu/docs/hr/travel-guidelines-faq.pdf)

UNM Policy 3410: Sick Leave  [https://policy.unm.edu/university-policies/3000/3410.html](https://policy.unm.edu/university-policies/3000/3410.html)


**Personal Items**


**Housekeeping**

- UNM Chemical & Research Laboratory Supplier (cleaning supplies)  [https://crls.unm.edu/](https://crls.unm.edu/)

Employees will *not* be reimbursed if they purchase any housekeeping items. Departments are responsible for providing the necessary items for their areas.

For assistance or for specific questions email  HSC-EVP-Admin@salud.unm.edu