Departments across the UNM Health Sciences Center have been implementing a phased return to campus as necessary. Employees have or will be returning to campus due to resumption of in-person classes or to complete their work functions in other mission areas. Beginning August 1st, with the return of students to in-person classes, all Health Sciences buildings will no longer require badge access during normal business hours of 8:00 a.m. – 5:00 p.m., Monday – Friday. As a result, many areas will require more staff on site to provide office hours. For quick reference, see the complete list of requirements, checklists and resources at the end of this document.

Supervisors, managers or other authorities including deans, department chairs, lab directors, departmental administrators or other individuals with direct responsibility/oversight of Health Sciences employees or students must continue to follow COVID-Safe Practices (CSPs) for reducing the risk of spreading COVID-19. The CSPs required at UNM HSC are:

1. Employees who are able to work effectively from home may seek permission to do so from their supervisor.
2. Screening – Currently we will continue to respond to the Daily Symptom Attestation survey and remind staff to stay home when experiencing COVID-19 symptoms (cough, fever, shortness of breath) or if you have been exposed to the virus.
3. Distancing – continue reducing the proximity or density of employees and provide barriers, especially in open/crowded work areas; promoting and maintaining a safe physical distance in all work/common areas based on current guidelines set by NM DOH and the state’s Public Health Order.
4. Masks – wearing cloth face coverings when in common and shared areas.
5. Hygiene – washing one’s hands regularly and covering coughs or sneezes with tissue or arm.
6. Cleaning surfaces in personal and shared offices/breakrooms regularly with effective cleaning supplies.

UNM and Health Sciences have centralized access to mental health resources at mentalhealth.unm.edu. A true culture of health supports students, staff, and faculty in seeking care and wellbeing. In addition, supervisors, managers and other authorities, see the Manager’s Guide for Staff Failure to Comply with COVID-Safe Practices to assist with resources.

RETURN TO FULL OPERATIONS
GENERAL ADMINISTRATIVE, FACULTY AND STAFF OFFICES, AND BUSINESS AREAS

General Operations in the Office Environment
Health Sciences general administrative, faculty and staff offices, and business areas please review the policies and procedures that are in operation (see list of resources below).

1. Employees who are able to work effectively from home may seek permission to do so from their supervisor. Supervisors should have a plan and discuss available options with staff, faculty, residents, students, etc.

2. Prior to returning, all UNM Health Sciences Center employees must complete the Bringing Back the Pack training available in Learning Central. This training will appear as an assignment in each employee’s Learning Central plan, similar to the annual mandatory trainings.

3. Ensure all employees and students are completing the Daily Symptom Attestation survey.

4. Follow the Office Workplace Checklist (aka Manager’s Checklist) to ensure the workspace is ready for staff to be on site.

5. Arrange workplaces to provide for distancing between individuals according to the current guidelines set by NM DOH and the state’s Public Health Order.

6. Have the necessary protocols in place for in-person meetings that meet participation restrictions set by NM DOH and the state’s Public Health Order. Provide additional meeting options (Zoom, Microsoft Team, Skype) for those to meet remotely.

7. Cover your mouth and nose with a face mask. Follow all safety equipment protocols. Wash your hands often with soap and water for at least 20 seconds. Routinely disinfect high touch areas in common areas.

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### On-Campus Worksite Protocols

**Cloth Face Coverings**

We must work together to maintain a safe environment for everyone. We must be cognizant that there are some who are ineligible to receive a COVID-19 vaccine or who choose not to receive a vaccine at this time.

1. **Employee Requirements**

To prevent spread of COVID-19, the University of New Mexico Health Sciences continues to require cloth face masks be worn by everyone while on campus or other workplace location at all times, even if on site for personal or recreational purposes. A cloth face mask that covers both nose and mouth is mandatory when in common areas including, but not limited to, stairwells, hallways, breakrooms, copy rooms, elevators, conference rooms and restrooms or anytime you are in a public or common area. This requirement is also for outdoor common areas when physical distancing cannot be maintained.

A face mask will not be required when in your office or cubicle alone. However, if you are in a setting with walls or barriers that are less than 5 feet tall and you are in close proximity to other individuals, you must wear a cloth face mask.

See the Centers for Disease Control (CDC) website regarding everything you need to know about cloth masks and face coverings.

2. **Department Responsibilities**
Each department is responsible for ensuring the safety and wellbeing of all their employees, students, vendors and visitors. Directors/Managers of each department/unit should ensure that proper guidelines are followed for face coverings/mask and that employees adhere to the guidelines put out by the University. All departments should keep a supply of disposable face masks to be given as needed to visitors, employees, and vendors in instances when a mask is forgotten or lost.

How to Implement Physical Distancing

Beginning August 1st, with the return of students to in-person classes, all Health Sciences buildings will be open during normal business hours of 8:00 a.m. – 5:00 p.m., Monday – Friday.

For all in-person meetings, please ensure that seating meets participation restrictions set by NM DOH and the state’s Public Health Order and that notices related to face masks and physical distancing are visibly posted. Please have hand sanitizer available to the attendees. Departments should have cleaning protocols in place to wipe down tables and chairs between meetings.

For meetings with more than 10 attendees, please utilize Zoom, Microsoft Teams, or other video conferencing software as much as possible. When utilizing web conferencing technology, be sure you understand the privacy considerations relative to the type of information you are sharing and apply the recommendations appropriate to your meetings. Zoom recommendations can be found at at.unm.edu/media-collaborative-apps/zoom-web-conferencing.html

It is recommended that all documents needing review and/or signatures continue to be routed via email or by other electronic routing/signature software such as Adobe Sign. Information on how to sign up and use the Adobe Sign service can be found at https://creativecampus.unm.edu/adobe-sign.html.

Adhere to physical distancing requirements when in common areas such as breakrooms, copy rooms, elevators, lobby areas, and restrooms.

Guests visiting campus shall wear a cloth face mask and adhere to physical distancing requirements.

Supervisor, Manager and other authority Guidelines for COVID-19 Exposures

Supervisors who have a confirmed or possible positive COVID-19 exposure in your area, please follow the guidelines provided in the appropriate checklist:

- HSC Checklist for Confirmed COVID-19 Exposure
- HSC Checklist for Possible COVID-19 Exposure

How to Submit a COVID-19 Cleaning Request

Immediately upon notification of an occupant/visitor in your area with a positive COVID-19 test, or other circumstance that may warrant COVID-19 cleaning, inform your supervisor while remaining HIPAA, ADA and FERPA compliant, and contact the appropriate HSC Contact listed below.

For HSC Business and Communications Center (1650 University)
Information you will be asked to provide:

- Is the space office space or lab space?
- Building, room number, and exact room location
- Does the area have Badge access or key access, or both?
- Name, phone and email for department/unit contact
- Explain the circumstance of the need for COVID-19 cleaning while remaining HIPPA compliant

### Business Processes

#### DAILY SYMPTOM ATTESTATION

All HSC employees must complete the daily Symptom Attestation survey. HSC operates 24/7 and daily attestation when coming to campus or reporting to another worksite location is mandatory, even when outside of normal business hours and on weekends.

Supervisors can expect to receive the 3-day no response report when employees fail to complete the survey for three consecutive days, but if aware of special circumstances, no action is required.

- Special circumstances: - On approved leave, - On call

Supervisor must contact employees when they fail to complete the daily attestation survey for three (3) consecutive days and there are no special circumstances.

#### Vendors and Contractors

UNM Purchasing Department’s [COVID-19 Health and Safety Procedures](#) must be provided to all potential vendors and contractors.

#### Travel Guidelines

UNM Health Sciences Center is following the [UNM Health System](#) travel guidance. UNM HSC continues to advise against unnecessary travel, both business and personal.

Please refer to Health Sciences’ [Travel FAQs](#) for additional information.
**Housekeeping – Common Areas and Individual Offices**

Facilities Management will continue to focus on cleaning floors, restrooms, stairwells, hallways, elevators and conference rooms. Health Sciences will ensure all necessary cleaning supplies are available to purchase through LoboMart for departments that wish to maintain additional cleaning procedures.

**Parking and Transportation Services**

Please visit Parking and Transportation Services webpage for current shuttle schedules.

- G/Q/(U) Shuttle route
- Redondo Shuttle route
- SSSC Shuttle route

Parking enforcement has returned to normal hours.

**Telecommuting Protocols and Allowances**

**Telecommuter Purchases of Supplies, Equipment and Furniture**

Employees who continue to telecommute must continue to checkout from the workplace all office supplies and equipment that will be used in the home environment.

Where this is not possible, departments must follow the Telecommuter Home Office Purchases procedure for all telecommuting purchases.

**Recap of Faculty and Staff Actions/Responsibilities**

Stay home if you are experiencing any COVID-related symptoms. Work with your supervisor to telecommute if possible, or review leave options that are available if unable to telecommute.

Wear a cloth facemask during any direct communication with others or when in common/shared spaces, whether indoor or outdoor.

Wash your hands frequently. Use hand sanitizer in addition to washing hands or when handwashing is not possible.

Maintain physical distancing.

Due to travel restrictions implemented across the nation since the beginning of the pandemic, many individuals have been unable to take a vacation that they normally would have. Effective July 1, 2020, UNM instituted a temporary increase to the max annual leave accruals from 252 hours to 308. Annual leave balances exceeding 252 hours on December 31, 2021, will be forfeited.

**Recap of Health Sciences Actions/Responsibilities**
Prior to fully reopening, Departments/Units are to thoughtfully develop an approach to bring employees back to campus while remaining flexible to all the various situations employees are currently encountering (i.e., health issues, childcare, etc.).

All HSC buildings have MERV-13 filters in air handling systems.

Provide Department/Unit training to employees to match new work environment and expectations as new protocols are implemented (e.g., new software, resources and tools, apps, office housekeeping processes, way of conducting business).

Ensure all critical housekeeping supplies are on hand and available so employees have what they need to stay safe (e.g., hand sanitizer dispensers located in multiple areas, cleaning supplies, paper towels).

Establish and maintain protocols for use of safety equipment deemed necessary. Departments to keep disposable masks for vendors, guests, and employees who forgot their masks. Provide all necessary training to new employees as part of onboarding and have trainings available for those who need refresher training.

Resources:

- For assistance or for specific questions email HSC-EVP-Admin@salud.unm.edu.
- HSC Checklist for Confirmed COVID-19 Exposure
- HSC Checklist for Possible COVID-19 Exposure
- HSC Telecommuter Home Office Purchases of Supplies/Equipment/Furniture https://mcusercontent.com/59ce53c1a4dedb490bac78648/files/d7a2ef8c-46ae-429f-87f1-1d28b9f87df0/Telecommuter_Home_Office_Purchases.01.pdf
- HSC Shipping and Receiving http://univserv.unm.edu/
- UNM Staff Return to Campus Guide https://hr.unm.edu/docs/hr/return-to-campus-staff-guide.pdf
- UNM COVID-19 leave options https://hr.unm.edu/cv19
- UNM Temporary Increase to Maximum Annual Leave Accruals for Faculty and Staff https://hr.unm.edu/docs/hr/annual-leave-temporary-policy-allowance.pdf
- UNM Counseling, Assessment & Referral Services (CARS) https://cars.unm.edu/
- UNM Purchasing Special Exception http://pcard.unm.edu/pcard-special-exception-web-form/index.html
- UNM Employee Wellness https://hr.unm.edu/wellness
• UNM Mental Health Resources  https://mentalhealth.unm.edu/
• Zoom Web Conferencing Recommendations  http://at.unm.edu/media-collaborative-apps/zoom-web-conferencing.html
• Adobe Create Campus/Adobe Sign  https://creativecampus.unm.edu/adobe-sign.html
• WHO – Symptoms  https://www.who.int/health-topics/coronavirus#tab=tab_3

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