

The UNM Health Sciences Center (UNM HSC) is fully open and students have resumed in-person classes.

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 ensure that all COVID-Safe Practices (CSPs) for reducing the risk of spreading COVID-19 are followed. The CSPs required at UNM HSC are:

1. All of UNM HSC units (including Health System) are under the [NM Public Health Order](#) dated August 17, 2021, requiring COVID-19 vaccination for all employees and students. UNM has since [mandated](#) that all faculty, staff, and students be fully vaccinated for COVID-19, including receiving the [booster](#) dose of vaccine when eligible. Employees may submit requests for either a medical or religious accommodation [here](#).
2. Employees who are able to work effectively from home may seek permission to [telecommute or work remotely](#) from their supervisor. *However, telecommuting is not an exception to the COVID-19 vaccine requirement.*
3. Distancing. Faculty, staff, and students should maintain 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. Face masks for non-clinical employees and students must be 3-ply disposable/medical grade or better. Cloth masks are no longer permitted by themselves, but may be worn over the required 3-ply mask. Face masks are required in all UNM HSC buildings and learner settings, including laboratories, for all individuals regardless of vaccination status. Face masks must be worn at all times except when actively eating or drinking, or in an office or cubicle alone. Face shields, bandanas, single-layer gaiters, cloth masks, etc. *do not* meet mask standards. Employees in clinical areas may find mask guidance [here](#).
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

UNM 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 [telecommute or work remotely](#) may seek permission to do so from their supervisor. Supervisors should have a plan to ensure that all business needs are met and discuss available options with staff, faculty, residents, students, etc. All employees who can telecommute or work remotely must comply with the UNM HSC vaccine requirement (see below.)
2. Prior to returning to campus, all UNM HSC employees must complete the [Bringing Back the Pack](#) training available in Learning Central.
3. Follow the [Office Workplace Checklist](#) (aka Manager's Checklist) to ensure the workspace is ready for staff to be on site.
4. Arrange workspaces to provide for distancing between individuals according to the current guidelines set by NM DOH and the state's Public Health Order.
5. 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) when there are more than 10 invitees and meet remotely as necessary.
6. Cover your mouth and nose with the appropriate 3-ply disposable/medical grade or better (ASTM Type 1, 2 or 3 or better) or N95 mask for those working or learning in clinical areas. The N95 mask requirement is to be [fit-tested](#) and medically screened. Follow all safety equipment protocols. Wash your hands often with soap and water for at least 20 seconds. Routinely disinfect high-touch common areas.

On-Campus Worksite Protocols

Full Vaccination Requirement

All current employees and students must provide documentation of a booster dose of the vaccine when eligible according to the FDA. Individuals who received their second dose of an mRNA vaccine (Pfizer or Moderna) on or before June 15, 2021, or their single dose of a viral vector vaccine (Johnson & Johnson) on or before October 15, 2021, must provide documentation of receipt of a booster dose no later than January 17, 2022.

Individuals who received their second dose of an mRNA vaccine (Pfizer or Moderna) after June 15, 2021, or who received their single dose of a viral vector vaccine (Johnson & Johnson) after October 15, 2021, must provide documentation of receipt of a booster within four weeks of eligibility, according to

criteria provided by the FDA (6 months after completing an initial two dose mRNA vaccine series, and 2 months after receiving a viral vector vaccine).

All newly hired UNM HSC employees must [upload](#) proof of full vaccination status or have an approved accommodation **prior** to their official start date. Final candidates may request an [accommodation](#); however, no work or payment may be started until the accommodation is approved. If the accommodation is disapproved, the candidate may not start and department will enter a separation EPAF.

Employees must upload their official documentation to the [UNM vaccination verification site](#).

If an employee requested an accommodation, they must provide proof of negative COVID-19 test results weekly on Friday. The COVID-19 test is at the expense of the employee. The State of New Mexico has contracted with a test provider, [Vault](#), that currently provides tests free of charge. Employees are required to [upload](#) a copy of their test results as soon as they are received, but no later than Friday of each week.

For anyone who tests positive for COVID regardless of vaccination status:

- Any UNM faculty, staff, or student who has tested positive for COVID-19 is required to self-report via UNM's [online self-reporting system](#) (excluding HSC clinical employees). See the [Policy Statement for Self-Reporting Positive COVID-19 Diagnosis](#) for more information.
- Notify your supervisor and exit campus if you are on campus.
- You DO NOT need to get an additional PCR test if you have had a positive at-home rapid test.
- Isolate at home for 5 days. *The day that you became symptomatic OR tested positive (whichever comes first) is counted as "Day 0". You will then count five days starting on the next day and can return to work on day 6 **as long as you do not have symptoms and are fever-free for 24 hours without medicine**.

For anyone who has symptoms of COVID-19 regardless of your vaccination status:

Employees who are experiencing signs or symptoms associated with COVID-19 (i.e. flu-like symptoms, fever > 100, cough, shortness of breath, loss of taste or smell) should report their symptoms to the UNM COVID Call Center via this secure online symptom survey:

https://redcap.link/CCC_Symptomatic_testing_scheduling

Regardless of your vaccination status, stay at home and quarantine until you receive guidance on testing and isolation from the COVID Call Center.

Non-Compliance Guidelines:

- [Staff](#)
- [Faculty](#)

Noncompliance by staff designated as temporary, on call, or probationary will result in termination. Departments are responsible for processing the EPAF to separate noncompliant employee from the University.

Employees returning from long-term leave (e.g., parental leave, CAT, FML, Workers' Comp, LWOP, etc.) must [upload](#) proof of full vaccination status or have received an approved accommodation within 7 days

of returning. Employees who have an [accommodation](#) approval must provide proof of negative COVID-19 test on a weekly basis upon returning to work.

You no longer have to call the COVID Call Center to gain clearance to return to work after testing positive. Please complete the Redcap survey at **day 5** after testing positive if you're fully vaccinated and boosted, or **day 10** if you're not fully vaccinated or boosted and are feeling better and ready to return to work: https://redcap.link/return_to_work_after_covid.

YOU DO NOT NEED TO CALL the UNM Health System COVID Call Center for the scenarios below. Instead, fill out the appropriate survey for your specific situation.

- **TO REPORT SYMPTOMS AND BE SENT FOR TESTING:** If you need to report new onset or worsening symptoms and feel you may need COVID-19 testing, please fill out this survey: https://redcap.link/CCC_Symptomatic_testing_scheduling
- **FOR ASYMPTOMATIC EXPOSURE REPORTING (UNM Health System employees only):** If you had a COVID-19 exposure (regardless of location) OR have recently traveled domestically AND are currently asymptomatic, please fill out this survey (which will then email you the required 14-Day Symptom Survey): <https://redcap.link/unmh.COVID.symptom.survey>
- **TO REPORT A TEST RESULT:** If the COVID Call Center has sent you for testing at the UNMH Ambulatory COVID Screening Clinic (ACSC), or have obtained a positive result elsewhere and need to report your test results, please do that here: <https://redcap.link/CCC.covid.test.report>. Test results can be obtained through the UNM Health System Patient Portal.

DO CALL the UNM Health System COVID Call Center at (505) 515-8212 for the following:

- If you have traveled **INTERNATIONALLY**—for clearance and to provide proof of a negative test.
- If you are unable to access any of the surveys or need to speak with a nurse directly, please do call (505) 515-8212.

The UNM Health COVID-19 Call Center is open Monday through Sunday from 7 a.m. to 7 p.m.

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.

Fully Vaccinated (with Booster, if eligible):

If you are [up to date](#) on all COVID-19 vaccines that you are eligible for and are not experiencing symptoms:

- You are not required to quarantine, and may continue to come to campus.
- Wear a mask around others for 10 days.
- 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](#).

- 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.

Not Fully Vaccinated:

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:

- Stay at home for 5 days after exposure.
- Then wear a mask around others for 5 MORE DAYS.
- 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](#).
- 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.

Employee Requirements

3-Ply Disposable/Medical Grade Face Masks

To prevent spread of COVID-19, the University of New Mexico Health Sciences continues to require face masks be worn by everyone while inside a Health Sciences building or other indoor workplace location at all times, except when alone in a private office. This requirement is not required for outdoor common areas unless the individual is unvaccinated.

Masks must be 3-ply disposable/medical grade or better (ASTM Type 1, 2 or 3 or better). When worn in the workplace, masks must be appropriate for work with regard to images, text, and form of the mask. Employees in clinical areas may find mask guidance [here](#).

N95 Fit Testing Process

- Fit testing will be available beginning January 17, 2022. If you have not been fit tested, options include the following:
 - o First, ask your unit leadership. Many units/areas already have capacity to fit test.
 - o If just-in-time fit testing is not available in your unit or area, the BATCAVE is available for fit testing. Please email batcave@salud.unm.edu to schedule an appointment. BATCAVE hours are Mondays 0800-1200 and Fridays 0800-1600.

Masks are mandatory when in all common areas within a building including, but not limited to, stairwells, hallways, breakrooms, copy room, elevators, conference rooms, and restrooms. This includes the HSC Wellness Center, and the *happy heart Bistro* unless actively eating or drinking.

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

Eating in classrooms, hallways, or any other indoor group settings is prohibited. Please eat only in designated areas (the *happy heart Bistro* and UNMH cafeteria) and maintain physical distancing. Employees may eat outdoors but we strongly recommend maintaining physical distancing. Eating is permitted alone in your office.

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 masks and that employees adhere to the guidelines put out by the University. All departments should keep a supply of compliant 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

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 provide an option for participants to attend via Zoom, Microsoft Teams, or other video conferencing software. 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 face mask and adhere to physical distancing requirements.

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

Supervisors who have a confirmed 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

Per CDC guidelines and the UNM Health Protocols Committee, sanitization is not required for spaces in which more than 24 hours have passed since the confirmed exposure took place. After 24 hours, only cleaning in alignment with established COVID-Safe Practices is necessary. After 3 days, no special cleaning is required.

Immediately upon notification of an occupant/visitor in your area with a positive COVID-19 test within 24 hours of being on site, inform your supervisor while remaining HIPAA, ADA and FERPA compliant, and submit request for COVID cleaning [here](#).

For questions regarding COVID cleaning requests in North Campus areas, please contact:

Carlotta Abeyta

Director, Finance and Administration Shared Services

505.272.6426 or 505.450.6406

abeytac@salud.unm.edu

For HSC laboratory spaces, please follow guidelines provided in Health Sciences Office of Research's plan to return to full [research and laboratory](#) activities.

Business Processes

Interviewing and Hiring

All newly hired UNM HSC employees must [upload](#) proof of full vaccination status or have an approved accommodation **prior** to their official start date. Final candidates may request an [accommodation](#); however, no work or payment may be started until the accommodation is approved. If the accommodation is disapproved, the candidate may not start and department will enter a separation EPAF.

Departments should include the above language in all interview scripts and advise all interviewees of the requirement.

Annual Leave – Temporary Increase in Maximum Accrual

The temporary change to [UAP 3400: Annual Leave, Section 4.1: Maximum Allowable Balance](#), which allows for a maximum accrued annual leave balance of 308 (from 252) for staff and 12-month faculty who earn annual leave has been [extended](#). Employees now have until **June 30, 2022** to use this accrued leave before it is forfeited.

COVID-19 Paid Leave – Expansion of Sick Leave

UNM expanded the provisions of sick leave for eligible employees by providing up to two weeks (80 hours), pro-rated based on appointment percentage, of [Additional COVID-19 Paid Leave](#) to those impacted by COVID-19, if situational telecommuting is not an option.

Vendors and Contractors

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

The UNM Health Sciences Center instituted a mandatory vaccination requirement for all faculty, staff and students. This mandate applies to third-party vendors and contractors working with UNM Health Sciences who must be on site to perform the duties and obligations of a contract or work agreement.

Department/area staff are responsible for visually verifying proof of vaccination when a contractor/vendor is on site. Departments/areas shall designate at least one employee who will be responsible for maintaining the department/area log. Designee(s) shall ensure the log is available for review upon request. Staff need only to verify documentation, they **DO NOT** need to make a copy of any documents or keep any other record of contact other than maintaining a log.

Travel Guidelines

UNM Health Sciences Center is following the [UNM Health System travel guidance](#).

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.

Those who have an approved Remote or Telecommuting agreement in place, must adhere to stipulations as outlined in the [guidelines](#).

Recap of Faculty and Staff Actions/Responsibilities

Stay home if you are sick or experiencing any COVID-like symptoms. Notify your supervisor and work with your supervisor to telecommute if possible, or review [leave options](#) that are available if unable to telecommute.

A 3-ply disposable/medical grade or better (ASTM Type 1, 2 or 3 or better) face mask is required in all indoor common areas regardless of vaccination status.

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

Maintain physical distancing.

Eating in classrooms, hallways, or any other indoor group settings is prohibited. Eating is permitted alone in your office.

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 June 30, 2022, will be forfeited.**

Recap of Health Sciences Actions/Responsibilities

Departments/Units are asked to thoughtfully develop an onsite staffing presence as needed, while remaining flexible to all the various situations employees are continuing to encounter (i.e., health issues, childcare, etc.).



Building MERV
filter ratings.docx

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 3-ply disposable/medical grade or better (ASTM Type 1, 2 or 3 or better) 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.

Ensure staff are following all COVID-safe practices.

Resources:

- For assistance or for specific questions email HSC-EVP-Admin@salud.unm.edu.
- UNM Health System Travel Guidance <https://hsc.unm.edu/covid-19/media/documents/unm-health-system-travel-guidance-7-1-21.pdf>
- HSC Checklist for Confirmed COVID-19 Exposure <https://hsc.unm.edu/covid-19/returning.html>
- HSC Checklist for Possible COVID-19 Exposure <https://hsc.unm.edu/covid-19/returning.html>
- Office Workspace Checklist (aka, Manager's Checklist) <https://hsc.unm.edu/covid-19/media/documents/manager-checklist.pdf>
- 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

- UNM Mailing, Shipping and Receiving <http://univserv.unm.edu/>
- UNM's Bringing Back the Pack <https://bringbackthepack.unm.edu/>
- UNM's Vaccination, Testing, & Masking Requirements <https://bringbackthepack.unm.edu/protecting-the-pack/vaccination-and-masking-requirements.html>
- UNM's vaccine verification site <https://lobocheckin.unm.edu/checkin/svpfa/24>
- UNM's vaccine requirement exemption forms <https://bringbackthepack.unm.edu/vaccine/vaccine-requirement-exemption-forms.html>
- UNM Remote and Telecommuting Guidelines <https://hr.unm.edu/docs/hr/remote-work-guidelines-for-in-state-staff.pdf>
- UNM COVID-19 leave options <https://bringbackthepack.unm.edu/employees/additional-covid-19-paid-leave.html>
- UNM Temporary Increase to Maximum Annual Leave Accruals for Faculty and Staff <https://bringbackthepack.unm.edu/employees/temporary-annual-leave-policy.html>
- UNM Counseling, Assessment & Referral Services (CARS) <https://cars.unm.edu/>
- UNM Purchasing Department's COVID-19 Health and Safety Procedures <http://purchase.unm.edu/index.html>
- UNM Vendors and Contractors <https://bringbackthepack.unm.edu/worksite-protocols/vendors-and-contractors.html>
- 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>
- CDC COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- CDC - Guidance for Cleaning and Disinfecting <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>
- CDC – Use of Face Masks <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.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.