

# OFFICE WORKPLACE CHECKLIST

Ensure your department is ready to welcome everyone back to the office environment. HSC Department Administrators/Manager/Supervisors must complete the checklist prior to reopening.

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## OFFICE PREPAREDNESS

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- Hand sanitizer is available and accessible
- Schedule for each employee has been communicated and acknowledged
- Disposable face masks are available for visitors and vendors as needed
- Necessary cleaning supplies are available and accessible (paper towels, disinfectant, hand soap)
- Signage posted about wearing face masks, physical distancing, personal hygiene, and maintaining a clean environment

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## DAILY SYMPTOM ATTESTATION

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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.

### Positive Symptom Response FAQ

Department Administrators/Managers/Supervisors **can**:

- encourage staff to stay home when ill.
- allow sick leave for staff member 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**:

- track or log when an employee enters a positive response to the Symptom Attestation.
- ask the employee whether or not they contacted their primary care provider.
- question the employee regarding their health status related to their positive response.

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## RESOURCES

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**Health Sciences Phased Return to Full Operations** [https://hsc.unm.edu/covid-19/return-to-full-operations\\_updated\\_30-sept-2020.pdf](https://hsc.unm.edu/covid-19/return-to-full-operations_updated_30-sept-2020.pdf)

**UNM Health System Travel Guidelines** [https://hospitals.health.unm.edu/ipcd/wp-content/uploads/sites/4/2020/06/UNM-Health-System-Travel-Guidance-6.24.20\\_English.pdf](https://hospitals.health.unm.edu/ipcd/wp-content/uploads/sites/4/2020/06/UNM-Health-System-Travel-Guidance-6.24.20_English.pdf)

**UNM Staff Return to Campus Guide** <https://hr.unm.edu/docs/hr/return-to-campus-staff-guide.pdf>

**UNM Manager's Guide for Staff Failure to Comply with COVID-Safe Practices**  
<https://hr.unm.edu/docs/hr/covid-non-compliance-management-guide.pdf>

**UNM Travel Guidelines** <https://hr.unm.edu/docs/hr/travel-guidelines-faq.pdf>

**UNM Policy 3410: Sick Leave** <https://policy.unm.edu/university-policies/3000/3410.html>

**UNM COVID-19 leave options** <https://hr.unm.edu/cv19>

**Centers for Disease Control and Prevention Coronavirus (COVID-19)** <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

### Personal Items

- CDC – Use of Face Cloths <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

### Physical Space

- Signage for social distancing and safety signs will be available at [brand.unm.edu](http://brand.unm.edu) by logging in and downloading, and also on the UNM Facilities Management website (<https://fm.unm.edu>) starting soon.

### Housekeeping

- CDC - Guidance for Cleaning and Disinfecting <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>
- UNM Chemical & Research Laboratory Supplier (cleaning supplies) <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](mailto:HSC-EVP-Admin@salud.unm.edu)