

Supervisor Guidance for Possible Exposure to COVID-19 (non-clinical)

September 4, 2020

Non-Clinical Staff (Not applicable to HSC)

This document outlines the process a Supervisor should follow when a staff employee reports to them that they believe they have been exposed to COVID-19 due to interactions with someone who has tested positive or is symptomatic. “Exposed person” refers to non-clinical staff with **recent** or scheduled on-campus work, learning or other business-type activity, who believe that they have been exposed to COVID-19 either on or off campus should follow the guidelines below. Please note that “recent” is defined as within 14 calendar days:

If an exposed person notifies their Supervisor of a possible exposure:

1. Instruct the exposed person to remain at home, or if on-campus at time of notification, they should be sent home.
2. Instruct the exposed person to contact the UNM Call Center at 505-515-8212 immediately (**same day**) to receive guidance in relation to their exposure.
3. The exposed person will need to follow the directions of the UNM Call Center, which may include a quarantine period or a release to return to work.
4. Instruct the exposed person to notify their Supervisor of work-related instructions provided by the UNM Call Center.
5. Request permission from the individual to disclose to other colleagues or peers that they have possibly been exposed and document their approval, if approval is not provided in writing. Do not share specific details on symptoms or exposure. Supervisors/authorities must recognize an individual’s right to privacy regarding health care matters but must also recognize the obligation to protect the health of others. If permission is not provided, then the supervisor/authority should provide generic information about an individual who has been possibly exposed with those who have shared their work space.
6. Instruct other employees, who may have been subsequently exposed to the initial employee, to go home and follow step 2 above if they meet the exposure criteria:
 - If the possibly exposed individual(s) were wearing facemasks, then the timeframe for exposure is fifteen minutes within six feet.
 - If the possibly exposed individuals were not wearing a mask, then the timeframe is three minutes.
7. The workspace should be closed by the Supervisor until return to work, quarantine, or testing guidance is provided to the exposed person by the UNM Call Center.
8. Inform employees in the immediate area who do not meet the exposure criteria that the work space is closed and provide them with alternative work space protocol. If employees have any questions or concerns about possible exposure, they may call the UNM Call Center 505-515-8212. Employees must provide Supervisor with UNM Call Center instructions.
9. If the exposed person is directed by the UNM Call Center to quarantine, remote work may be an option (if work is available) and should be discussed with the Supervisor. If remote work is not an option, the exposed person may contact Client Services at clientsv@unm.edu for guidance on leave options, (see Families First Coronavirus Response Act <https://hr.unm.edu/cv19/ffcra>).
10. If the exposed person is directed to test for COVID-19 and the results are positive, the employee must contact their Supervisor and Self-Report their case in accordance with the Mandatory Self-Reporting

Policy (<https://hr.unm.edu/docs/hr/eeoc-ada-covid-policy-statement.pdf>) and follow all guidance as a result of the report. The Supervisor will then follow the process outline in the [Checklist for Positive COVID-19 Cases](#).

11. If the exposed person is directed by the Call Center to self-quarantine then the Supervisor will contact FM to submit a work order at <https://iservicedesk.unm.edu/home.htm> and request that the space be cleaned.
12. The Supervisor may return employees to the workspace if the following have been met:
 - The exposed person has been cleared by the UNM Call Center,
 - are asymptomatic; and
 - the workplace has been cleaned and cleared by FM (if employee(s) is instructed to self-quarantine and/or if employee tests positive for COVID-19. See #6.)

Non-clinical staff with **NO recent** or scheduled on-campus work, learning or other business-type activity, who have questions related to travel, potential exposure to COVID-19 or have other questions and concerns related to COVID-19 should contact the NMDOH Coronavirus Hotline at 1-855-600-3453.