

Guidance for Positive COVID-19 Cases on UNM Campuses

For Non-Clinical Areas

Updated: August 26, 2020

This document outlines the UNM response to be undertaken when a member of the UNM main campus, branch campuses, and HSC (non-clinical community) – staff, faculty, student, contractors or other visitor working, learning or visiting in non-clinical settings – is confirmed by test to be positive for SARS-Cov-2, the virus that causes COVID-19. This information might be revealed by the tested individual to a supervisor or other authority, an advisor, to EOHS, NMDOH, a faculty instructor, etc.

This document starts from the moment that a supervisor or other authority is informed by an individual who works or studies regularly within their area, that they have a positive test result.

Note: there have been more cases of rumored positives in the UNM environment than actual positive tests. The actions outlined here should be undertaken when supervisors/authorities are directly informed of a positive test.

Supervisor or Other Authority Responsibility Checklist

Supervisor or other authority includes department chairs, lab directors, departmental administrators, or other individuals with direct responsibility/oversight of other UNM employees or students. Instructors who are addressing a situation of in-class exposure should coordinate with their department chair or program director and assume responsibility for communication with students when the chair or program director asks them to do so. When an employee, student, or contractor in a non-clinical setting directly discloses they have tested positive for coronavirus:

- If the individual who tested positive is symptomatic and has not been on campus within 14 days prior to the onset of symptoms or, if the individual is asymptomatic and has not been on campus within 14 days prior to the positive test, then no further action is required. If they have been on campus within these time periods, then complete the following steps:
- Instruct the individual to exit campus and not to come to campus pending further instructions.
- Determine if the student is living on-campus and if so, they should contact Student Resident Life at housing@unm.edu for guidance regarding options for self-quarantining on campus. Students may also contact the COVID-19 Coordinator at covidcoordinator@unm.edu for assistance.
- Instruct the individual to log into UNM's self-reporting system at hr.unm.edu/self-report and follow the instructions provided. Once the self-reporting form has been completed, it is electronically routed to Employee Occupational Health Services (EOHS) for employees and Student Health and Counseling (SHAC) for students. Contractors, visitors or others affiliated with UNM should be directed to contact the UNM Call Center at 505-515-8212.
- If the individual has health-related questions, advise them to call their health care provider, the New Mexico Coronavirus Hotline at 1-855-600-3453 or SHAC 505-277-3136 for students.
- Request permission from the individual to disclose to other colleagues or peers that they have tested positive for COVID-19 and document their approval, if approval is not provided in writing. *Do not share specific details on symptoms. 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 having tested positive with those who have shared their work or class space.*
- Request that the employee, student, or contractor provide you with a list of UNM colleagues or peers they were in contact with ([COVID Contact List](#)), including name, contact information (phone

or email), and dates of exposure of known contacts with whom they have interacted on campus and meet the exposure criteria below:

- Timeframe: If both were wearing facemasks, then the timeframe for exposure is 15 minutes within six feet. If either was not wearing a mask, then the timeframe is three minutes.
- Time Period: From two days prior to the onset of symptoms. If the individual is asymptomatic, then from two days prior to the day of the positive test.
- If unsure about timeframe or time period then list the individual as a contact.
- ❑ Email the completed list of UNM related contacts to the UNM COVID-19 Coordinator, Carla Domenici at covidcoordinator@unm.edu.
- ❑ Inform employees and students in the immediate area to go home until notified that the area has been cleaned. Questions related to immediate area may be discussed with the COVID-19 Coordinator. Let them know that NMDOH will conduct contact tracing and may communicate with them only if they meet a high enough level of exposure criteria.
 - If employees or students have any concerns or questions related to the COVID-19 exposure they may call the UNM Call Center at 505-515-8212.
 - If employees or students have not heard from the NMDOH within 2-business days, they should contact the UNM Call Center for return to learning, campus or work guidance.
 - Inform students exposed to COVID-19 in a class that the class will be conducted remotely until they are informed that it is safe to return to the classroom which may be up to 14 days from point of exposure.
 - Remind students of: 1) how to receive course information and updates; 2) the availability of LoboRESPECT 505-277-2911 to help address concerns about managing academic concerns and exposure; 3) the availability of SHAC and of mentalhealth.unm.edu.
 - Employees who are sent home and are unable to work remotely should report Other Paid Leave until notified their work area has been cleaned and they have been notified to return to work.
- ❑ Contact Facilities Management by submitting a Service Request online at iservicedesk.unm.edu/home.html for assistance in immediately closing off areas of potential exposure and to report a need for COVID-safe cleaning procedures.
- ❑ Close and lock up the immediate area, office, or other departmental space in which the person who tested positive with COVID-19 was located; Facilities Management (FM) will also dispatch staff to secure and block off the area with clear signage indicating that UNM is sanitizing the space to secure safety for the community.
- ❑ Facilities Management will notify the supervisor/authority or other designated department point of contact when the area is clear to be reopened. When the area has been cleaned, alert non-exposed employees, students, and vendors so that they may reoccupy the area.
- ❑ Contact HR at clientsv@unm.edu if employees are unable to work remotely and you have questions about leave options available to employees that were exposed or possibly exposed to COVID-19.
- ❑ Contact Office of Faculty Affairs and Services at faculty@unm.edu if faculty are unable to work remotely and you have questions about leave options available to faculty that were exposed or possibly exposed to COVID-19.
- ❑ HSC faculty contacts for questions about working remotely or leave at the College of Nursing, College of Pharmacy, or College of Population Health, email HSC-HSCFCO@salud.unm.edu. For questions of the same nature at the School of Medicine, contact som-facultyaffairs@salud.unm.edu.

COVID-19 Coordinator Responsibilities

- ❑ Serve as the primary point of contact for supervisors/authorities regarding reporting or responding to a positive exposure on campus.
- ❑ Receive employee and student contact lists from supervisors/authorities with information specific to their UNM contacts.
- ❑ Contact Human Resources at clientsv@unm.edu for any missing contact information for employees or Enrollment Management, Corine Gonzales at corineg@unm.edu for missing contact information for any students.
- ❑ Submit completed contact lists of UNM related contacts to the NMDOH so they may use information when appropriate.
- ❑ Submit the completed contact lists of UNM related contacts to EOHS at EOHS@salud.unm.edu and SHAC at shac@unm.edu so they are aware of the outbreak if they are contacted by employees who were possibly exposed.
- ❑ Assist supervisor/authority, as needed, in contacting possibly exposed UNM employees and/or students and ask that they leave campus pending further direction from NMDOH.
- ❑ For students, contact Residence Life/Housing at housing@unm.edu to determine if student resides on campus and if so, ensure student has initiated the process for isolation or quarantine with housing. If not, initiate this process on behalf of the student.
- ❑ For students, contact SHAC to make sure that off-campus students are receiving the information they need about isolation.
- ❑ Determine the need for general alerts to any population, which may include notification of supervisors/authorities who have personnel in the physical location involved, if they are not part of the contact list or course instructors.
- ❑ Communicate measures taken, status of measures, and useful updates to supervisor/authority to support institutional trust and prevent panic or uncoordinated actions.
- ❑ Assist in developing and distributing any required or recommended communications through University Communications and Marketing.
- ❑ Notify designated campus executive leadership of the case and include Byron Piatt at BPiatt@salud.unm.edu, as informational.

NMDOH Responsibilities

- ❑ Contact exposed UNM employees and students and provide health guidance including any quarantine requirements.
- ❑ Perform contact tracing for exposed employees and students; and other non-UNM contacts.
- ❑ Make recommendations to those who should be tested due to their exposure to the infected individual.

EOHS and SHAC Responsibilities

- ❑ Serve as a resource to COVID-19 Coordinator to respond to question or concerns they may have or are receiving.
- ❑ Respond to questions or concerns from exposed or potentially exposed employees and/or students who may contact them with questions.
- ❑ SHAC will monitor severity of illness by enrolling students in daily symptom monitoring for course of isolation.
- ❑ Issue clearances for return to work or to campus which may occur for staff through the UNM Call Center, or through SHAC for students.

Employee Support for Questions and Concerns

NMDOH COVID-19 Health Hotline at 1-855-600-3453 is available to respond to all COVID-19 questions; and UNM Call Center is primarily responsible for responding to employees that have recently been on-campus or are scheduled to be on campus. Therefore, in order to assist in a timely response for UNM employees and students with a physical presence on-campus, it is recommended that individuals be directed as indicated below. Please note that for purpose of triaging questions, “**recent**” is defined as within 14 calendar days.

All non-student individuals may contact the UNM Call Center at 505-515-8212 as follows:

1. All questions from individuals with **recent** or scheduled on-campus work, learning, or other activity. This includes questions related to positive test, exposure/possible exposure, and symptoms related questions.
2. All questions from individuals that has recently reported through UNM's Self-Reporting Database.
3. Questions from individuals who recently reported symptoms via the daily self-screening,

All individuals may contact the NMDOH COVID-19 Health Hotline at 1-855-600-3453 as follows:

1. All questions from individuals with **no recent** or scheduled on-campus work, learning, or other activity. This includes questions related to positive test, exposure/possible exposure, or symptoms.
2. All travel related questions regardless if the individual is working on-site or remotely.
3. All questions that do not fit with the previous guidance provided above.

For assistance with stress or emotional support with the anxiety that may result from a Positive COVID-19 test or exposure, employees can contact Counseling, Assistance & Referral Services (CARS) at cars@unm.edu or 505-272-6868 or Benefits & Employee Wellness at hrbenefits@unm.edu or 505-277-6947.

Individuals may report concerns of violations of COVID-Safe Practices by filing a report through the UNM Compliance Hotline at secure.ethicspoint.com/domain/media/en/gui/42682/index.html.

Student Support for Questions or Concerns

All UNM-Main and HSC campus students who are experiencing symptoms should contact Student Health and Counseling (SHAC) at 505-277-3136 for health support and information. Students who are sick or experiencing significant life disruption related to COVID-19 should contact LoboRESPECT at 505-277-2911 for help with receiving academic adjustments related to stress or health concerns or diagnosed health concerns.

They should also remain in close contact with their instructor and check their unum.edu e-mail, telephone texts and messages, and their class learning management system (UNMLearn, Teams, or other) for outreach, updates, and information about their course work and health concerns. The COVID Coordinator can refer students who are in significant need of support to LoboRespect Advocacy Center. SHAC may also assist the student directly with a soft transfer from SHAC to LoboRespect Advocacy Center.