

Policy Statement for Self-Reporting on UNM Main and Branch Campuses Excludes HSC faculty, staff, students and visitors

For Individuals Currently/Recently Physically Present on Campus

Revised July 28, 2020 (This policy replaces the previous version dated April 17, 2020)

Consistent with recent COVID-19 guidance from Equal Employment Opportunity Commission (EEOC) for complying with American with Disabilities Act (ADA) and the Rehabilitation Act, and for the safety of UNM campus communities and residents of the communities, effective immediately we are announcing Mandatory Self-Reporting for *COVID-19 Diagnosis and potential COVID-19 with symptoms. **This policy is specific to those individuals currently/recently physically present on UNM Main or Branch Campuses (excludes HSC faculty, staff, students and volunteers.)***

Effective immediately and until this policy is rescinded:

1. Any UNM main or branch campus faculty, staff, student, or volunteer who has tested positive for COVID-19, and who has been physically present on campus within 14 days of the positive test, is required to self-report via UNM's online self-reporting system at hr.unm.edu/self-report.
2. Any UNM main or branch campus faculty, staff, student or volunteer, who is currently on campus or has been physically present on campus anytime in the last 14 days and who is displaying signs or symptoms associated with COVID-19 illness, (i.e. flu-like symptoms with fever > 100; cough; shortness of breath, loss of smell; or loss of taste), is required to contact the UNM Call Center at 505-515-8212 (faculty, staff, and volunteers) or SHAC at 505-277-3136 (students and student employees) and may be instructed to get tested for COVID-19 and to self-isolate.
3. Prior to returning to campus, any UNM main or branch campus faculty, staff, student or volunteer, that has tested positive for COVID-19 within 14 days of returning to campus shall be required to obtain an appropriate release prior to his or her return to campus to work or to live. To obtain this release, faculty, staff, and volunteers should call the UNM Call Center at 505-515-8212, and students and student employees should call SHAC at 505-277-3136.
4. Supervisors who become aware that a UNM main or branch campus faculty, staff, student or volunteer has tested positive for COVID-19 should immediately send the individual home and follow the instructions outlined in UNM's [Bringing Back the Pack Worksite Protocols](#).

With the exception of item 4, the reporting requirements outlined above do not apply to any member of the campus community groups listed above who have been working exclusively remotely or living off campus and who have not been physically present on campus.

In accordance with federal law related to health information, individuals cannot be publicly identified. UNM is committed to student and employee privacy so they can focus completely on their health. Consistent with EEOC guidance, UNM hereby designates the following positions as "Applicable Authorities" to receive identifiable information relative to COVID-19 positive UNM main campus and branch campus faculty, staff, students and volunteers:

- The EVP/Provost or his successor identified by functional oversight.
- The SrVP for Finance and Administration or her successor identified by functional oversight.

- The COVID-19 Coordinator responsible for assisting in communication related to clean-up, reporting, and contact tracing for COVID-19 positive exposures.
- The VP for Human Resources or her successor identified by functional oversight.

The EVP/Provost, the SrVP for Finance and Administration, the COVID-19 Coordinator and the VP for Human Resources may share the identity of a COVID-19 positive employee with the University President, and at their discretion with other leaders, along with details regarding department and functions served if the case(s) threatens the operations of a critical University function. The name of the employee will remain confidential with the recipient of such information. In this connection, the decision to share an employee's identity with an Applicable Authority as described herein will not be subject to review and/or appeal.

This policy will remain in effect until rescinded and should be read together with any CDC or NMDOH Public Health Orders or instructions regarding self-isolation, testing, and quarantine.