



POWER OF THE PACK

STAFF RETURN TO CAMPUS GUIDE



**THE UNIVERSITY OF
NEW MEXICO**

August 20, 2020

GUIDING PRINCIPLES

The University of New Mexico strives to promote and maintain a safe, healthy learning and working environment for all of our students, faculty, staff and visitors. We are beginning to resume operations gradually and thoughtfully, as the safety and well-being of our community must be balanced with our mission to provide excellence in teaching and learning, scholarship, research, patient care and service to New Mexico.

To safely resume full operations of UNM campuses, we will continue to follow health protocols put in place by the State of New Mexico, the Centers for Disease Control and Prevention and other regulatory entities for the containment and prevention of COVID-19. Resuming our operations will be done with the following principles in mind:

- We will protect the health and safety of our entire community, faculty, staff, students, and visitors by following required health and safety practices.
- Practices will be guided by science, evidence-based strategies and public health principles and will align with federal, state, local and University plans and public health directives.
- We recognize that this crisis may exacerbate inequality, and we will make decisions designed to protect our most vulnerable students, staff, and faculty by leading with the values of equity and inclusion.
- We will continue our critical core missions of providing education, creating new knowledge, developing creative works, providing patient care, and public service while protecting our university resources for the long term, as a critical resource to the state.

Recognition of Rapidly Changing Circumstances

The information in this Guide is intended to help employees understand their role and responsibilities in returning to campus and what to expect in light of the COVID-19 pandemic. It is not intended to be an all-inclusive guide. Employees should ask their supervisors for clarification and guidelines on items specific to their campus operation that are not covered in this document or on the Bringing Back the Pack website.

Our knowledge and understanding of the COVID-19 virus continue to evolve as do state and federal laws and guidance. Accordingly, our policies and plans will be updated as appropriate as more information becomes available.

Health Sciences Center Departments

For HSC-specific employee information and resources related to COVID-19 please visit hsc.unm.edu/covid-19/.

HSC Departments should refer to the Return to Full Operations document at us19.campaign-archive.com/?e=25b56630e4&u=59ce53c1a4dedb490bac78648&id=fed043ae3a

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WHAT UNM IS DOING TO KEEP YOU SAFE

The safety and well-being of our students, faculty, staff and visitors is a priority. As such, we are taking steps designed to ensure your safety and have implemented cleaning and safety practices to support the health and wellness of our community.



Mandatory Training

All employees are required to take 'Bringing Back the Pack: Phasing Our Return to Full Operations Training' to learn about how to safely return and operate while on campus.



Daily Symptoms Reporting

Employees are required to report if they have symptoms through the Main or HSC 'Daily Symptoms Reporting' system before being cleared to come onto campus.



Re-Opening Approval Process

Departments are required to request to return to campus. As part of the request, Facilities Management is notified to prepare your area utilizing custodial services, maintenance services, and install signage in common areas. Safety & Risk Services will also review your department's plan to determine if an inspection is required.



Signage & Social Distancing

Public spaces are arranged to allow for at least 6 feet of distance between people. Floor and wall signage are being utilized to indicate waiting spaces or directional flow of traffic. Entrances and Exits will be separated where possible to encourage physical distancing while moving through doorways.



Regular Custodial Procedures

Custodial staff are cleaning common areas daily and they are using cleaning chemicals that are safe for the environment while disinfecting and sanitizing surfaces.



Masks Required in Public Spaces

In accordance with state guidelines, a mask or appropriate face covering must be worn by all individuals in all public spaces on UNM campuses.



Employee Cleaning Protocols

Departments are required to develop and implement internal cleaning procedures and protocols for employees to follow. Check with your supervisor for items specific to your work area so you can do your part to minimize the spread of germs and risk of infection.



Hand Sanitizer Stations

Facilities Management and Safety & Risk Services are installing more hand sanitizer stations in common areas and near elevators. Common areas include main public entryways, corridors, and break rooms where no sink and soap dispensers exist.



Campus Gyms

Facilities Management, Athletics and Student Services are working together to develop a detailed plan to ensure a safe reopening for the university community. When campus gyms reopen, equipment will be regularly cleaned by the staff and cleaning by the user will be required in between uses. More information will be made available soon.



Dining Facilities

When Campus Dining reopens, all employees and patrons must wear a mask unless eating or drinking. Seating will be limited and social distancing must be followed in accordance with floor markings where lines are formed. Patrons will be encouraged to utilize pre-packaged options or to call in orders prior to arrival.



Transportation

Buses and shuttles have been thoroughly disinfected. Social distancing and mask wearing is in effect. Cleaning protocols are in place to wipe down handrails, overhead rails, and seatbacks regularly.



Student Union Building

Facilities Management and Student Services are working together to develop a detailed plan for the phased reopening of the SUB. More information will be available soon.

What you need to know and the training you need to take before coming back to campus.

Assumption of Risk

As with any traditional residential university setting, faculty, staff and students should understand the inherent risks of contracting a contagious disease on campus. Although The University of New Mexico is committed to providing a clean and safe work and learning environment and is taking numerous recommended steps to mitigate the risk, we cannot eliminate all risks of contracting COVID-19 or other contagious diseases that are inherent in working, learning, and living with others. We cannot guarantee a COVID-19 free environment for you as we return to work and by coming on campus you understand that there is a risk of contracting COVID-19. Employees must do their part to help limit spread of the virus and any other infectious germs that can be passed from person to person by following all required health and safety protocols.

Adherence to health and safety protocol to maintain a safe and healthy environment is a shared responsibility by the University and its faculty, staff and students. Every member of our community—including you—must do their part. This means adhering to national, state and university requirements, guidelines and measures deemed safe and appropriate for our campus.

Mental and Emotional Well-being

When the pandemic started, no one knew how long it would last. We didn't know how long operations would be limited on campus or how long many employees would be working remotely. That being said, UNM understands that transitioning back to full operations may be difficult for some. Departments are advised to return in phases and some employees may be asked to work on rotating schedules where they are in the office on some days and working from home others. Work with your supervisor to identify opportunities to address your concerns. Although we have to resume operations to restore our university to its highest functionality, serving and supporting our community, we understand that there may still be some anxiety as the virus is not yet contained. UNM offers the following resources to aid employees in regard to health and wellbeing:

- CARS (Counseling, Assistance & Referral Services) | cars.unm.edu/ | 505.272.6868
- Benefits & Employee Wellness | hr.unm.edu/wellness | 505.277.6947

How do I know my department can return to work on campus?

In order to return, you will be notified by your division leader, direct manager, or supervisor.

All departments (non-HSC) must submit a request for their return to resume operations on campus, whether it be for a full return or a phased return of employees. Once your department's request has been approved, Facilities Management and Safety & Risk Services are notified and your workplace will be prepared accordingly.

How has my workplace been “prepared” for my return?

Custodial Services

Once your department has been approved to return via the request process described above, Custodial Services is notified. Although they have continued to clean campus areas on a modified basis during the limited operations period, they will conduct a thorough cleaning of your department/building.

The Custodial Services program is built around “cleaning for health” using cleaning chemicals that are safe for the environment and the staff using them while disinfecting and sanitizing surfaces.

Custodial Services is made up of teams of four that service multiple buildings daily to clean:

- Floors
- Restrooms
- Stairwells
- Hallways
- Lobbies/waiting areas
- Conference rooms/Classrooms
- General highly touched areas
- Open spaces

They remove trash and are implementing more stringent cleaning procedures and frequencies for carpet, furniture and hard floor maintenance.

Custodial Services will continue their standard refill process of centralized wall mounted hand sanitizer stations.

Personal Spaces - Offices, Cubicles, Workstations, Work Vehicle, etc.

Individuals will take ownership of cleaning personal spaces (i.e. personal offices, cubicles and workstations) so you will need to do this upon your return to the office.

Cleaning and disinfecting common and shared areas will be the responsibility of departments and units. Talk with your supervisor about your plan to maintain a clean office on a daily basis. Employees should share the responsibility of duties through a rotational schedule.

Cleaning Supplies Stocked

Your department is required to have cleaning supplies in stock for the cleaning of personal spaces. These items should always be available and replenished on a regular basis. Supplies can be ordered through LoboMart and some are available through Safety & Risk Services. The Department Guide (hr.unm.edu/docs/hr/return-to-campus-department-guide.pdf) covers this in more detail.

Hand Sanitizer Stations

Facilities Management has installed hand sanitizer stations in many common areas throughout campus. You may notice more of these in lobbies, near elevators, and main entrances if they didn't exist there already. Please report empty or malfunctioning stations to your Building Coordinator.

Workspace Arrangement and Signage

Upon arrival, your department may look a little different. You may notice floor decals indicating standing areas that are at least 6 feet apart. Furniture such as lobby chairs should also be separated 6 feet from each other. Wall signage may indicate directional flow for traffic. Door signage may appear for designated entrances and exits. Be cognizant of these markers and follow their instructions accordingly.



Department Vehicles (cars, vans, golf carts, etc.)

1. If you operate a shared department vehicle, you are responsible for cleaning all touched surfaces prior to driving and upon turning the vehicle over to another driver. Commonly touched surfaces may include: door handles, keys, steering wheels, gear shifts, console buttons, window buttons/knobs, seatbelts, etc.
2. Occupancy in a vehicle should be limited to two persons. Both individuals must wear their masks and a window should be rolled down approximately 3 inches to allow for outside air circulation.

Buses and Shuttles

1. Buses and shuttles have been thoroughly detailed and cleaned
2. Thorough daily cleaning will occur
3. Drivers will disinfect handrails, overhead rails and seatbacks every two hours
4. Bus drivers will wear masks
5. Passengers are required to wear masks, and drivers must offer one when someone doesn't have one
6. Drivers are protected by a plastic curtain
7. Designated seating has been marked to encourage social distancing
8. All major bus stops have been marked off with "waiting spots" for standing passengers waiting to board.

Required Training for Individuals to Return (ONE-TIME Requirement)

When your department has been approved to return, all employees must take the **'Bringing Back the Pack: Phasing Our Return to Full Operations Training'**, available in Learning Central.

This training must be complete before you return to work on campus. If your department returned to campus before the training was available, you must take it as early as possible. If your department will return at a future date, please wait to take the training until you are a week out from your return date.

If you work in a lab on campus, you may also be required to take the 'Pandemics: Slowing the Spread' course in Learning Central or another department specific training. Please consult with your supervisor to discuss departmental training requirements.

What if I have a characteristic or health condition that puts me at greater risk?

People at Higher Risk for Severe Illness (per CDC and New Mexico Department of Health)

According to the Centers for Disease Control & Prevention (CDC) ([cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)), everyone is at risk for getting COVID-19 if they are exposed to the virus, but some are more likely than others to become severely ill.

Those considered to be at higher risk for severe illness include older adults and people with underlying medical conditions.

- For information on older adults see the CDC's guidance at [cdc.gov/coronavirus/2019-ncov/need-extra-precautions/older-adults.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/older-adults.html).
- For information on underlying conditions see [cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html).

As we learn more about COVID-19 everyday, the CDC website should be consulted for the most up-to-date information. The information shared in this section is in accordance with the CDC's update made June 25, 2020.

Employee's Right to Reasonable Accommodation or Leave

Employees who have been instructed to return to work on campus and who have concerns about doing so due to age, or have an underlying health condition, or those who are immunocompromised may qualify for a reasonable workplace accommodation under The Americans with Disabilities Act (ADA). The Office of Equal Opportunity (OEO) has resources and FAQs (at oee.unm.edu/) to help employees and supervisors navigate employee concerns and rights.

Employees who are pregnant or nursing may qualify for temporary workplace modifications under Title IX. Contact OEO Title IX Coordinator Angela Catena at 505.277.5251 or acatena@unm.edu for assistance.

Employees who must care for themselves or others who are ill or quarantining or who cannot work due to child care needs created by closures of elementary and middle schools, daycare facilities and summer camps may be able to utilize these leave options:

1. Families First Coronavirus Response Act (hr.unm.edu/cv19/ffcra). This act includes two leave types – Emergency Paid Sick Leave (E-PSL) and Emergency Family and Medical Leave Expansion Act (E-FML). Review the website for eligibility.
2. Accrued and unused leave balances (Annual and Sick) in accordance with applicable University Administrative Policies and Procedures
 - a. UAP 3400: Annual Leave (policy.unm.edu/university-policies/3000/3400.html)
 - b. UAP 3410: Sick Leave (policy.unm.edu/university-policies/3000/3410.html)

CHECKLIST FOR REPORTING TO CAMPUS

What you need to DO AND KNOW before coming to campus.

Required Training Complete? (One-Time Requirement)

First, have you taken 'Bringing Back the Pack: Phasing Our Return to Full Operations Training'? This is a requirement of all employees who will return to work on campus. See the 'Preparing to Return' section within this document.

Symptom Screening Check-In (Daily)

As of June 8, 2020, all employees are required to complete the Daily Symptom Screening survey every day they are scheduled to work. Although the survey email will be sent every day of the week, employees are not obligated to respond on days off such as weekends that they don't work or when they are on leave. The purpose of the survey is health and safety oriented so that UNM can understand when and where employees intend to be on campus or who is not on campus each day. Further, it provides guidance to employees on what to do should they be experiencing symptoms associated with COVID-19.

Employees may complete the survey multiples times a day if needed. For instance, if you answered "no" that you are not coming to work on campus for the day and then decide you need to go in to perform a task or pick something up from your office, you should find your daily survey email and resubmit "yes" and complete the symptom questionnaire to see if you are approved to come to campus.

Please note that if your department has their own screening process, it must be followed in addition to this. Several areas have been allowed to implement further screening due to the specific nature of their work, contact with patients, or access to medical or research facilities.

How is the UNM Symptom Screening data being used?

1. If you report that you are experiencing symptoms:
 - a. You are notified of your obligation to complete the Self-Reporting form (hr.unm.edu/docs/hr/eeoc-ada-covid-policy-statement.pdf)
 - b. Your symptoms form is routed for review by Employee Occupational Health Services (EOHS), who may or may not contact you to inquire further, depending on the circumstances.
2. The information of who is coming on campus (answering 'Yes') is monitored to ensure buildings with increasing numbers of physical presence are approved to be reopened and prepared accordingly to be reopened by Facilities Management.
3. Department administrators have the option to access reports stating:
 - a. Who is complying with completing the daily screening and who is not
 - b. Who is coming into what buildings (other details about symptoms are not shared with departments)

Bring and Wear Your Mask (Daily)

In compliance with state orders and federal guidelines, all employees are required to wear a mask in public/shared spaces on campus.

Personal Reusable Masks/Face Coverings

1. Employees may wear a mask they bring from home or be provided a mask by their department if they do not have one.
2. Departments are encouraged to provide at least one reusable mask to employees.
3. Masks must be work appropriate with regard to images, text, and form of the mask.
4. Cloth masks should be washed daily and clean at the start of your shift on campus.
5. Masks should not be shared with others for use.

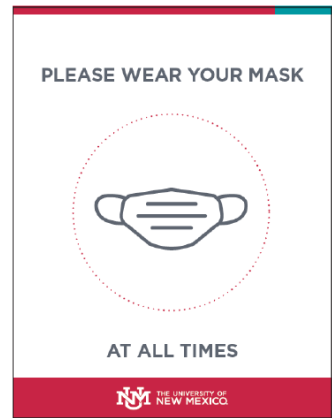
Disposable Masks

1. Should only be used for a single day and thrown away after use.
2. Should not be shared with others for use.
3. Departments should have disposable masks on hand for employees who forget their mask and any visitors.

What you need to DO while on campus to protect yourself and others.

Wear Your Mask

1. Wear face masks at all times in public and during in-person meetings*.
2. A mask must be worn during any direct communication with others in common/shared spaces, whether indoor or outdoor when within six feet of each other. This applies to all employees, student and visitors.
3. Masks are mandatory in campus common areas including, but not limited to stairwells, hallways, break rooms, copy rooms, elevators, conference rooms and restrooms, or any time you are in a public or common area.
4. Cloth masks should be washed daily.
5. Disposable masks may be utilized and cannot be worn for more than one day. Throw these away after one day's use.
6. A mask is not required when alone in your office or cubicle. However, if you are in a setting with walls or barriers that are less than five feet tall and you are within six feet of another person, you must wear a face mask.



* Individuals are required to wear a face covering or mask in public spaces except when eating, drinking, or exercising, or unless an alternate face shield is advised by a health care provider and approved by the University.

Resources	Source
Cloth Face Covers (cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)	Centers for Disease Control and Prevention (CDC)
How to Wear and Take off a Face Covering (cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf)	Centers for Disease Control and Prevention (CDC)
Cloth Masks or Face Coverings (bringbackthepack.unm.edu/worksites-protocols/additional-details.html)	Bringing Back the Pack

Keep your Hands Clean

1. Wash your hands frequently with soap and warm water for at least 20 seconds.
2. Use hand sanitizer when hand washing is not possible.
3. When opening doors (especially bathroom or other public area doors) or touching other public surfaces, use a paper towel, tissue or disposable glove.
4. Use your elbow to touch light switches, elevator buttons, etc.
5. Cover coughs and sneezes with a tissue or your arm when not wearing your mask in a private space. Throw away the tissue and wash your hands after.
6. Avoid touching your face, especially your eyes, nose and mouth with unwashed hands. If you touch these areas of your face you should wash your hands immediately after.

Note: Health care workers and others in high risk fields should use gloves as part of their PPE (Personal Protective Equipment), but in accordance with the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands frequently is the best practice for maintaining clean hands for everyday tasks.

Resources	Source
When and How to Wash your Hands (cdc.gov/handwashing/when-how-handwashing.html)	Centers for Disease Control and Prevention (CDC)
Hand Sanitizer Use Out and About (cdc.gov/handwashing/hand-sanitizer-use.html)	Centers for Disease Control and Prevention (CDC)
Show Me the Science (cdc.gov/handwashing/show-me-the-science.html)	Centers for Disease Control and Prevention (CDC)

Maintain Appropriate Distance from Others

General Distancing Measures

1. Stay at least six feet apart when with others.
2. Avoid person-to-person contact such as shaking hands, fist/elbow bumps, etc.
3. Stand at floor markings where available.
4. Do not congregate in groups unless observing the six-foot and mask rule.



Meetings

1. Avoid meeting people face to face. Utilize your phone, online conferencing technology, email or instant messaging to conduct business as much as possible.
2. If a face-to-face meeting is unavoidable, the meeting time should be for a minimal period of time, in a large meeting room and participants should sit at least six feet from each other with masks.

Resources	Source
Social Distancing (cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html)	Centers for Disease Control and Prevention (CDC)

Follow Any Additional Internal Department Protocols

Check with your director, manager or supervisor for additional internal protocols that must be followed.

Departments approved to return their employees to campus must have a plan in place for COVID-Safe Practices specific to their work area. For example, your department may rearrange waiting areas to space out chairs or you may be part of a rotating team that cleans your shared break room, copy area, or other internal department lobby. It is recommended that these areas are cleaned at least three times a day. Many employees are taking turns to evenly distribute the tasks.

Resources	Source
Housekeeping - Common Areas and Individual Offices (bringbackthepack.unm.edu/business-processes/housekeeping.html)	Bringing Back the Pack

Using Facilities

Restrooms

The maximum occupancy of restrooms should be limited to the number of sinks available to ensure appropriate and timely handwashing. Employees should observe social distancing as much as possible.

Elevators

There are capacity limits to the number of people allowed in elevators. Please follow the COVID-19 capacity signage and if no signage is available adhere to a maximum of fifty percent of the total normal capacity.

Using Shared Appliances and Equipment

Refrigerators

When using a shared department refrigerator, touch only your food and it is recommended that it is stored in an airtight container. Wash your hands with soap and warm water for at least 20 seconds before eating your meal.

Water Coolers and Fountains

Departments that have water coolers should follow the standard proper cleaning protocols outlined in the Information Packet for the Building Coordinator Program (fm.unm.edu/building-coordinator/building-coordinator.html). In addition, they should contact their water supply vendor for specific COVID-safe cleaning protocols.

Public water fountains or filtered water fountain dispensers may be used at your own risk.

Tools & Equipment

For shop and fieldwork, shared tools, machines, vehicles, handrails, ladders, doorknobs, and other equipment including portable toilets, should be cleaned and disinfected frequently throughout a shift but also:

- At the beginning and end of every shift
- After anyone uses your vehicle, tools, or equipment

Limit the sharing of tools and equipment if possible.

Steps for reporting symptoms or if you are diagnosed with COVID-19.

Comply with requirement to Self-Report your condition

Any UNM main campus 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 (hr.unm.edu/self-report). See the Policy Statement for Self-Reporting on UNM Main and Branch Campuses (hr.unm.edu/docs/hr/eoc-ada-covid-policy-statement.pdf).

Notify your supervisor and exit campus if you are on campus

Your Supervisor's Role

As an employee, you have a right to privacy regarding health-related issues, but please also recognize that your supervisor and others must take steps necessary to protect others in your office and those you have come in contact with at UNM.

Your supervisor may request your permission to disclose to your colleagues that you have symptoms or have tested positive for COVID-19. Although you may refuse, your supervisor still has an obligation to inform other employees that someone is experiencing symptoms or has tested positive and others may be informed of your status via the contact tracing process that will take place.

Your supervisor is required to send employees home and contact Facilities Management for further instruction on cleaning and reopening procedures to take place over several days.

Your Role if You Tested Positive and Didn't Have Symptoms

If your test has come back positive for COVID-19, you must exit campus if you are on campus and self-quarantine for the 14-day period as required by the NM Department of Health.

Your Role if You Have Symptoms

If you believe you are experiencing any symptoms associated with COVID-19, immediately contact the NM Department of Health for instruction (cv.nmhealth.org/).

If you are experiencing severe symptoms, contact your doctor via phone for further instructions.

COMPLIANCE WITH COVID-SAFE PRACTICES

Employees who do not comply with COVID-Safe Practices may be subjected to corrective or disciplinary action.

Random Inspection Audits

Safety & Risk Services will be conducting random inspections/audits on Main campus to ensure health and safety protocols are being followed. Employees found not to be compliant with University requirements will receive guidance and direction to ensure a full understanding of UNM requirements. Employees who continue to fail to comply with UNM requirements may be subject to disciplinary action.

Failure to Comply with COVID-Safe Practices

Staff Non-Compliance

Employees who fail to comply with the COVID-Safe Practices outlined by the State of New Mexico, The University of New Mexico, or their department may be subject to disciplinary action. Failure to comply with COVID-Safe Practices may include:

1. Refusing to complete UNM's Daily Symptom Screening survey
2. Refusing to report symptoms or a positive test in the COVID-19 Self Reporting Portal
3. Refusing to wear a mask/face covering
4. Refusing to report to work at designated worksite
5. Refusing to participate in cleaning/disinfecting protocols
6. Refusing to maintain social distance in the workplace

This is not an all-inclusive list.

In order to have a successful resumption of UNM's operations we must all work together. We must *protect the pack* and do our part by complying with safety guidelines and established health protocols to keep everyone safe. If you have questions or concerns about the requirements please visit with your supervisor for clarification or to explore alternatives that may exist.

Reporting Non-Compliance of Staff

To report non-compliance of an employee in your department, notify the employee's supervisor. To report non-compliance of an employee in another department, you may utilize the Compliance Hotline available at compliance.unm.edu/compliance-hotline/.

Non-Compliance of UNM Customers and Visitors

For customers/visitors who are non-compliant, employees must first kindly offer assistance in helping them comply (i.e. offering a disposable mask, redirecting traffic). If the customer/visitor refuses to comply with COVID-Safe Practices in accordance with posted signage, they may be refused service.

Thank you for protecting the pack!