

Guidance for Positive COVID-19 Cases at UNM-Los Alamos

For Non-Clinical Areas

Updated: August 12, 2020

This document outlines the UNM-Los Alamos response to be undertaken when staff, faculty, student, contractors or other visitor working, learning or visiting 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, an advisor, to EOHS, NMDOH, a faculty instructor, etc.

This document starts from the moment that a supervisor is informed by an individual who works or studies regularly within that supervisor's unit, that they have a positive test result.

The actions outlined here should be undertaken when supervisors are directly informed of a positive test.

Supervisor Responsibility Checklist

Supervisor includes department chairs, lab directors, departmental administrators, academic advisors or other individuals with direct responsibility/oversight of other UNM-LA employees or students. Instructors who are addressing a situation of in-class exposure should coordinate with the UNM-LA Dean of Instruction, their department chair or program director and assume responsibility for communication with students when the dean, chair or program director asks them to do so. When an employee, student, or contractor 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, no further action is required.

If the individual who tested positive has 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.
- 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-LA 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 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 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 contact Kateri Morris (661-4693 or katerim@unm.edu), UNM-LA designated contract tracer, to provide a list of UNM-LA

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 ten 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.
- Kateri Morris will email the completed list of UNM-LA related contacts who may have been exposed to unmlahr@unm.edu. The UNM-LA Human Resources representative will ensure that the UNM COVID-19 Coordinator is notified and provided the list of contacts.
- 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 UNM-LA Director of Business Operations (670-8744 or beharmon@unm.edu) 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;
- UNM-LA Director of Business Operations will dispatch staff to secure and block off the area with clear signage indicating that UNM-LA is sanitizing the space to secure safety for the community.
- UNM-LA Director of Business Operations will notify the supervisor 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 Cindy Leyba, UNM-LA Human Resources Tech. (661-4687 or unmlahr@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.
- Faculty will contact Dr. Sharon Hurley, UNM-LA Dean of Instruction (661-4680 or shurley1@unm.edu) if unable to work remotely and have questions about leave options available to faculty that were exposed or possibly exposed to COVID-19.

COVID-19 Coordinator Responsibilities

- Serve as the primary point of contact for UNM-LA Director of Business Service or the Human Resources Tech. regarding reporting or responding to a positive exposure on campus.
- Receive employee and student contact lists from UNM-LA designated contact tracer with information specific to their UNM-LA 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-LA related contacts to the NMDOH so they may use information when appropriate.
- Submit the completed contact lists of UNM-LA 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.
- Determine the need for general alerts to any population, which may include notification of supervisors 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 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-LA employees and students and provide health guidance including any quarantine requirements.
- Perform contact tracing for exposed employees and students; and other non-UNM-LA 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-LA students who are experiencing COVID-19 symptoms should contact Tony Gallegos, Student Success Manager, at 663-3406. Tony Gallegos will advise the student to log into UNM's self-reporting system at hr.unm.edu/self-report and follow the instructions provided. Mr. Gallegos will keep in contact with the student to learn if they have tested positive or negative for COVID-19. If a positive result is reported, Mr. Gallegos is to inform the student that their contact information will be shared with Kateri Morris, UNM-LA designated COVID-19 contact tracer, and should expect to be contacted by Ms. Morris. Mr. Gallegos is also responsible for reporting any student positive COVID-19 result to UNM-LA Human Resources Tech (661-4687 or unmlahr@unm.edu).

Students who are sick or experiencing significant life disruption related to COVID-19 should contact the Director of Student Affairs, Kathryn Vigil (661-4688 or kaguilar@unm.edu) for help with receiving academic adjustments related to stress or diagnosed health concerns.

They should also remain in close contact with their instructor and check their unm.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.

Dealing with COVID-19 Exposure in a UNM-LA Facility

- UNM-LA facilities personnel will secure the exposed area(s) and post appropriate signage prohibiting entry.
- Staff, faculty, or students in or near the reportedly exposed area will be notified of the areas secured due to exposure and advised to evacuate as needed.
- Facilities personnel will not clean the exposed area until 72 hours (24 hours in areas critical to university functions) after the space was secured.
- Facilities personnel will diligently follow the Center for Disease Control's (CDC) guidelines for

Cleaning and Disinfecting Community Facilities.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

- Reentry is not permitted during this time and will only be permitted upon receipt of an “All Clear” notification from the Director of Business Operations.