

PANDEMIC RISK ASSESSMENT POLICY

These guidelines shall be in effect if one of the following scenarios occurs:

- **An employee/student notifies his or her supervisor/faculty member of a positive COVID-19 diagnosis;**
 - **An employee/student notifies his or her supervisor/faculty member of exposure to another individual who has been diagnosed with COVID-19; or**
 - **An employee/student displays symptoms of COVID-19, such as fever, dry cough and shortness of breath, that are observed by the employee's supervisor or student's faculty member and at least one other person.**
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1. Supervisor/Faculty member immediately sends employee/student home;
2. Supervisor/Faculty member shall immediately notify the **Executive Director of Human Resources** and **Director of Talent Management** (iziter@cnm.edu and kmontoya50@cnm.edu)
 - a. **HR shall notify the Pandemic Response Team (PRT) and the CNM Executive Team as quickly as possible.**
 - i. HR notifies **Chief of Security or Deputy Chief**
 - ii. HR notifies **Executive Director of Physical Plant Department**
 - iii. HR notifies **Senior Risk Officer.**
 - iv. The PRT will evaluate each case and take the appropriate level of action.
3. Supervisor/Faculty member shall assist Security in identifying any other employees/students that had direct contact with the employee/student in question. Employees/students who had direct contact may be sent home until the proper medical clearance has been provided to Human Resources.
4. Human Resources shall also do the following:
 - a. Document individual employee/student risk and situation;
 - b. Identify risk of other employees/students for Security to investigate (below);
 - c. If necessary, contact all others exposed to the employee/student for further follow up.
 - d. Document
 - i. Whether employee can telework and whether student can complete coursework remotely;
 - ii. Time frame for quarantine/telework; and
 - iii. Test results or note from a healthcare provider allowing for return to work/school.
 - e. Inform the employee and supervisor of leave options. Faculty to discuss remote options with student.
 - f. Maintain a log of employees/students who have reported, been tested and quarantined, and permitted to return to work.

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- g.** Keep supervisors/faculty members informed as necessary.

5. Security shall do the following after notification from HR:

- a. Begin investigation of exposure;
- b. Determine areas and physical spaces to be isolated;
- c. Contact the employee or student exposed;
- d. Complete questionnaire (questionnaire to be created to consistently ask the same line of inquiry for every employee and student that either tests positive or is exposed to a positive COVID-19 individual);
- e. Create report for each incident and house all reports regarding COVID-19 incidents.
- f. Report findings to the Executive Director of HR.

6. Physical Plant Department may do the following after notification and determination by Pandemic Response Team:

- a. Close off area(s) to others.
- b. Dispense personnel to area where possible exposure.
- c. Open outside doors and windows. Use ventilating fans to increase air circulation in the area.
- d. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- e. Gather equipment and PPE required for specific area.
- f. Prepare staff for cleaning with proper apparel, PPE and equipment to shower after cleaning
- g. Cleaning staff shall clean and disinfect all areas such as offices, classrooms, bathrooms, common area, shared electronic equipment (tablets, touch screens, keyboards, desks, and ATM machines) used by employees or students who are possibly COVID-19 positive. Focus on frequently touched surfaces.

7. Risk and Safety shall be contacted and consulted.