



COVID-19
INFECTIOUS
DISEASE
OUTBREAK AND
RETURN TO
CAMPUS PLAN

2020 Emergency Operations Plan
Addendum

[LCC Coordination Team](#)

PURPOSE

The Luna Community College Infectious Disease Outbreak Plan is a companion document to Luna Community College's Emergency Operations Plan. The plan serves to provide the overarching guidance in developing response plans and subsequent activities, leading to pandemic preparedness. Key departments may need to develop their own internal response plans to address specific issues within their area related to the threat of excessive absenteeism or campus closures.

The LCC community has an obligation to be responsive as with any community and even more, given the social and communal nature of a college campus. Further planning, collaboration and training will prove to be essential in reducing the impact of a pandemic outbreak while maintaining the critical operations of LCC.

This plan is a dynamic "living" document and will be revised as dictated by circumstances or changes in information. All information contained therein is to be utilized in totality and if there is contradictory data due to the changing and evolving nature of the pandemic, refer to the College President or the Human Resources Director for guidance.

This document is to be updated and posted at luna.edu at the **LCC COVID Emergency Plan** link.

** Refer to www.nmhealth.org and www.cdc.gov for most up to date information.

OBJECTIVES

The greatest effect on Luna Community College will be absenteeism and campus closure due to an outbreak. The focus of this plan is to prepare the College to respond to high absenteeism and the possible curtailment of specific activities. This plan is guided by the following principles:

- Protect and support the health, safety, and welfare of our faculty, staff and students, as well as the assets of the college;
- Maintain a commitment to the college mission to provide instruction and services;
- Provide resources and services to address the diverse needs of the college community in keeping with its mission of access and equity;
- Maintain business and administrative operations;
- Recover as quickly and efficiently as possible if any activities are interrupted or suspended;
- Ensure multi-modal communications within the college community, the local communities, and with stakeholders;
- To the extent feasible, extend the services or expertise of the college to benefit our community including neighbors, community partners and agencies, and educational and civic partners.

INFECTIOUS DISEASE OUTBREAK COORDINATION TEAM

The President, Physical Plant Manager, Chief Financial Officer, Human Resource Director and Life Safety Manager will act as the coordination team ("Coordinators") for the College. The Coordinators are responsible for monitoring and managing the day-to-day response for LCC. Should an infectious disease outbreak become more severe than anticipated, it will be the responsibility of the Governor of the State of New Mexico and the NM Public Health Department to issue quarantine orders, direct facilities closure, and provide critical information designating key healthcare facilities as well as the distribution of anti-viral medications.

Response Guidelines

Pursuant to prior guidance released, campus administrators have or should immediately take steps to slow the spread of respiratory infectious diseases, including COVID-19. CDC has recommended implementing the following steps:

- Review and update emergency operations plans (EOPs), including continuity plans for teaching and learning if students are excluded from campus.
- Exclude students, faculty, or staff who have a travel history over the course of the last 14 days to an area identified by the CDC as Level 3 Travel Health Notice (see CDC's Evaluating and Reporting Persons Under Investigation). Additionally, based on the State of New Mexico Health's recommendation at www.nmhealth.org, exclude those who have been in close contact with someone diagnosed with COVID-19 from the campus for 14 days from the day of their last exposure.
- Students, faculty, and staff who present fever and/or respiratory infection symptoms should stay home and consult with healthcare professionals, manager and or Human Resources for guidance. When feasible, identify a "sick room" through which others do not regularly pass.
- Isolate the individual as much as possible from others and arrange for the individual to go home as soon as possible.
- Develop a communications plan to use with the college community and all constituencies.
- LCC Coordinator will contact county emergency operations center or the local public health department immediately if LCC notices any concerning clusters of respiratory disease or spikes in absenteeism.
- Encourage all students, faculty, and staff to take everyday preventive actions:
 - * Regular hand washing
 - * Stay home when sick.
- Remain at home until fever has been gone for at least 24 hours without the use of fever reducing medicines.
- Seek immediate medical care if symptoms become more severe, e.g., high fever or difficulty breathing.

Use "Respiratory Etiquette"

- Cover cough with a tissue or sleeve. See CDC's Cover Your Cough page for multilingual posters and flyers, posted at the bottom of the webpage. www.cdc.gov
- Provide adequate supplies within easy reach, including tissues and no-touch trash cans.
- Wash hands frequently.
- Encourage hand washing by students and staff through education, scheduled time for handwashing, and the provision of adequate supplies.

- Provide alcohol-based hand sanitizers to supplement hand washing.
- Enhance cleaning consistent with CDC guidance.

Measures to be taken if there are two or more community transmission cases of COVID-19, but no staff or students test positive

If the local public health department has confirmed two or more community transmission cases, but no individuals (staff or students) at campus have tested positive for the Covid-19 virus, in addition to the items outlined in Phase I, CDC recommends campus administrators implement the following steps:

- Faculty and staff with any fever and/or respiratory infection symptoms should not be at work. Faculty and staff should self-screen (check themselves for subjective fever and/or respiratory symptoms such as cough) for respiratory infection symptoms each morning before interacting with students. (See the Self-Symptom Screening procedure in the Rough Rider Return to Campus Plan.)
- Ensure sick leave policies allow faculty and staff to stay home if they have symptoms of respiratory infection.
- Limit visitors to the campus by not allowing those with symptoms of fever and/or respiratory infection or who have a travel history over the course of the last 14 days to an area identified by the CDC with a Level 3 Travel Health Notice.
- Consider alternatives to congregated programming within the campus including any large or communal activities. (Such as fairs, athletic activities, and club activities)

Measures to be taken if one student, faculty or staff member tests positive for the Covid-19 virus and exposed others on campus.

If **one** student, faculty or staff member tests positive for the Covid-19 virus, and exposed others on campus CDC recommends that campus administrators implement the following steps:

- Isolate the student, faculty or staff and immediately contact your local public health department.
- Implement communication plans for campus closure to include outreach to students, faculty, staff, and the community.
- Provide guidance to students, faculty and staff reminding them of the importance of community social distancing measures while campus is closed, including discouraging students and staff from gathering elsewhere. Community social distancing measures include canceling group activities or events, religious services, after-campus classes and sporting events.
- Initiate the plan for continuity of instructional and support services, and establish alternate mechanisms for these to continue.
- Maintain regular communications with the local public health department. www.nmhealth.org
- Consult CDC guidelines to determine what additional cleaning protocols, if any, should be deployed at the campus prior to reopening the campus. www.cdc.gov

Measures to be taken if multiple students, faculty or other employees test positive for COVID-19 on a campus.

If more than **five** students, faculty, or staff on campus test positive for COVID-19, the campus administrator should consult with local public health officials for guidance on closing the campus.

- In consultation with the local public health department, the campus administrator may determine the extent of the campus closure and what length of time is warranted based on the risk level within the specific community as determined by the local public health officer.
- Initiate communication plans for campus closure to include outreach to students, faculty, staff, and the community.
- Provide guidance to students, faculty and staff reminding them of the importance of community social distancing measures while campus is closed, including discouraging students or staff from gathering elsewhere. Community social distancing measures include canceling group activities or events, religious services, after-campus classes and sporting events.
- Continue the plan for continuity of instructional and support services, adjusting as needed and establish alternate mechanisms for these to continue.
- Maintain regular communications with the local public health department.

At Risk Populations

Older individuals and people with certain underlying health conditions like heart disease, lung disease and diabetes, seem to be at greater risk of serious illness. Luna Community College caters to a population that is in this risk category. Steps to consider and or implement include:

- Cancellation of Classes;
- If feasible move temporarily to remote instructional methodologies
- Determine the limit of the closure and any additional steps needed for the campus to reopen;
- Temporary closure may be necessary to assess and clean facilities. Additionally, this may not include a complete closure. This determination will be made by campus administrators in consultation with the local public health department.

The Humans Resource Department will consult with concerned employees to determine high risk category which will be addressed and or accommodated on a case by case basis to include working from home, office isolation, paid leave, or LWOP.

A complete closure of the College will not last long; however, if the severity of the pandemic increases, the College may have to cease social activities for some period (i.e., classes, public activities). The following critical functions need to be maintained if the College is ordered to close:

Critical and Essential Functions	Response
Administrative Functions, which may include Employee Leave, purchasing payroll.	Office of the President, CFO, Student Services, Human Resources.
Safety and Security	Life Safety Manager
Physical plant and maintenance of infrastructure, utilities, custodial.	Physical Plant Manager
Communications and Information	Public Relations

The administrators of each Department/Division will:

1. Plan on how to operate during a period of excessive absenteeism.
2. Plan on how to maintain critical and essential functions if the College must close. Consider what functions could be delayed or postponed or could be completed via telecommuting.
3. Identify, by name, the absolute minimum number of staff needed.
4. Identify a chain of succession within the area.
5. Identify contact numbers and emails address for all staff. Copies of those plans are to be submitted to the LCC's Emergency Preparedness Coordination Team and to the College President.

PLANNING CONSIDERATIONS – CAMPUS WIDE ISSUES

Academic Affairs

The Vice President of Instruction shall develop policies and procedures concerning the necessity for waivers of regulations regarding examinations and required days of instructions. The VP of instruction should also encourage faculty to consider developing alternate methods to deliver classroom instruction and materials in the event of a campus shutdown. Implementation of these policies and procedures will be coordinated with the Academic Senate and Student Senate. Information, as available, will be distributed to the campuses and posted online.

Student and visitor symptom screening will take place just outside the respective department and one employee will review the Student/Visitor Screening form and if criteria are met, will allow access. In general, all non-essential personnel are to have an appointment before coming onto campus, however, walk-ins, while discouraged may be accommodated by contacting the department via phone and if staff can see the visitor, the screening form will be utilized. See Student/Visitor Screening form.

Human Resources

The effects of a pandemic will be on staffing levels. Unlike natural disasters, pandemics do not damage property or equipment; the effects are mainly human resource oriented. Absenteeism may be for a variety of reasons: illness/ incapacity, caring for other family members, or school closures. Human Resources will develop guidelines and provide answers to frequently asked questions related to leave, benefits, payroll and employment.

Employee Screening and Testing: The Human Resource Department will respond to daily Symptom Screening evaluations done by all employees see daily Self-Reporting Checklist. This screening includes questions about recent travel and visitors. The results of these screenings will trigger additional screening, testing and tracing in partnership with the following partners:

Alta Vista Regional Hospital, 104 Legion Drive, Las Vegas, NM 87701 Ph# 505-426-3500

San Miguel Public Health Department Health, 18 Gallegos Road, Las Vegas, NM 87701 Ph: 505-425-6788

El Centro Family Health Center, 1235 8th Street, Las Vegas, NM 87701, Ph# 505-425-6788

El Centro Family Health Center, 275 NM 3 BLDG2, Ribera, NM Ph# 575-421-1113

Human Resources will notify NMHED of confirmed cases on campus.

In additional, any employee experiencing symptoms or had an “primary exposure” to COVID are referred to Alta Vista Regional Hospital Emergency Room (available 24/7).

Information Technology Infrastructure

During a level two or three pandemic event, it is possible that the College’s information technology systems may become overloaded with increased volume. If public health plans call for social isolation, more staff, students, and faculty will be trying to “telecommute” and that will result in a change in normal network traffic patterns and increased demand placed upon network equipment and communication links to the internet. Information Services should develop strategies to inform the college about issues related to telecommuting and alternatives to meetings and presentations.

Travel

The Federal Pandemic Response Plan anticipates that the public will voluntarily limit personal travel and that significant portions of business travel will also be curtailed. While it is unlikely that travel restrictions will be imposed by the state or federal government, the College will limit official travel to areas with high infection rates. Employee and student/visitor’s personnel travel is addressed in the screening forms.

Public Health/Hygiene Etiquette

Access to vaccines and antiviral drugs during the pandemic will be extremely limited. Non-medical interventions may be the only way to delay the spread of the disease. Nonmedical interventions include limiting social gatherings and using infection control measures to avoid spreading the disease. The Center for Disease Control defines COVID-19 -like symptoms as:

- Fever or Chills
- Cough
- Shortness of Breath
- Fatigue

- Muscle or Body aches
- New loss of Taste or Smell
- Sore Throat
- Congestion or Runny Nose
- Diarrhea

COMMUNICATION

Communication strategies are an essential component in managing any disease outbreak and are crucial in a pandemic. Accurate, timely, and consistent information at all levels is critical to minimize unwanted and unforeseen consequences and to maximize the practical outcome of the response. The Coordinators and Public Information Officer (PIO) will be responsible for developing the information that will be distributed via the College's website, publications, posters and flyers, voice mail, e-mail, and regular mail. All Departments and Divisions will develop an internal emergency communications plan and identify a primary and alternate person as the main point of contact for the Coordinators. All staff and students are encouraged to subscribe to the College's RAVE emergency alert system, which will be a primary means for communicating emergency information to the campus community.

RECOVERY

Recovery begins immediately and continues throughout the response phase of any emergency/disaster. With the pandemic, recovery efforts may be thwarted by an unknown duration of the actual event and the unknown number of faculty, staff, and students affected.

Business Resumption

Based on the best available information, the Coordinators will conduct ongoing reviews of the international/national/local and college's situation and make a recommendation to the President of the College about the appropriate response level and recommend a partial, incremental, or total return to normal operations. In accordance with the New Mexico Higher Education Division and the Office of the Governor.

Psychological Support for Staff, Faculty, Students

After a pandemic wave is over, it can be expected that many people will be affected in a variety of ways. They may have lost friends and relatives, suffer from fatigue, or have financial losses as a result of the interruption of work. Services available to the staff, faculty, and students through campus resources will be communicated through all available means.

Analysis and After-Action Reports

Once the resumption of classes, and college business and campus operations is underway, debriefings will be convened to discuss the response and recovery, changes necessary to current plans, and opportunities for improvement to future disasters. With any pandemic, actions may be fluid and can

rapidly change. The actions of the College will reflect the guidelines of the New Mexico Public Health Department and any emergency declaration with authority to mandate action.

Additional resources

- Center for Disease control and prevention website: www.cdc.gov
- New Mexico Department of Health Website: www.nmhealth.org
- New Mexico Higher Education Department: www.hed.state.nm.us



Rough Rider's Return

Fall 2020 Return to Campus Plan

Phase One:

- Shift to remote operations with only essential employees permitted to work in-person
- Shift to remote instruction
- All on-campus facilities and operations suspended or closed

Phase Two:

- All summer sessions courses offered remotely
- Continued remote operations; essential employees permitted to work in-person 20 hours a week. All staff must wear face coverings and practice social distancing when applicable
- Staff and faculty either working remotely or on campus in accordance with State of New Mexico Governor executive directive or Department of Health public order.
- All Employees will complete a self-screening email daily. An employee that intends to enter campus will have to complete the email prior to entering the campus. If an employee feels sick or has been exposed to a positive COVID 19 patient they will have to disclose and immediately have a COVID_19 test completed. A written negative COVID-19 result will need to be provided to Human Resources prior to returning to work.
- All on-campus facilities and operations suspended or closed; visitors to campus restricted

Phase Three:

- Students, Faculty and most staff required to work in a hybrid model. All students, staff and faculty must wear face coverings and practice social distancing when applicable.
- Begin in-person operations by department
- Staff and faculty either working remotely or on campus in accordance with State of New Mexico Governor executive directive or Department of Health public order.
- Daily health screening process implemented for faculty and staff. On campus staff will complete a self-screening email daily. An employee that intends to enter campus will have to complete the email prior to entering the campus. If an employee feels sick or has been exposed to a positive COVID 19 patient they will have to disclose and immediately have a COVID test completed. A written negative COVID-19 result will need to accompany you prior to your return to work.
- All on-campus facilities and operations suspended or closed except those approved to open; visitors to campus restricted as directed.

Cleaning, Disinfection, HVAC and Ventilation:

- The Physical Plant Department has been diligently following the CDC guidelines since the onset of the COVID-19 pandemic, successfully establishing and implementing cleaning, disinfection, and building operational protocols to prevent the spread of the virus. The department has expanded the frequency of cleaning and disinfection by custodial staff, with increased attention to high touch points and common areas, and with the support of additional equipment (e.g. UV, electrostatic) as warranted. We have established protocols for cleaning and disinfection and provided guidance and supplies for individuals regarding the cleaning and disinfection of personal space (e.g. individual offices,). We have also assessed the building HVAC systems and increased ventilation across campus. Moving into fall, custodial cleaning and disinfection efforts will increase throughout the campus. Classrooms will be cleaned and disinfected daily. Between classes, disinfecting supplies will be available in the classroom including wipes and hand sanitizer (or other cleaning supplies) to allow individuals to wipe their areas prior to the start of the class.
- To ensure the health and safety of the LCC community, departments are required to develop a Return to Operations Plan and submit a formal request to the Physical Plant prior to reopening facilities and returning to campus. The objective of the plan is to show understanding and compliance with the guidelines outlined in the Rough Rider's Return Fall 2020 Return to Campus Plan.

Human Resources

- The Human Resource Department will respond to daily Symptom Screening evaluations done by all employees.
- The results of these screenings will trigger additional screening, testing and tracing in partnership with the Department of Health.
- Human Resources will notify NMHED of confirmed cases on campus.
- The Human Resources Department and Student Services will be responsible for disseminating the return plan in staggered trainings to all staff faculty and students.

Social Distancing and Support

All College personnel, students, and visitors are expected to maintain social distancing at all times while on campus to help prevent the spread of disease. Dedensification will reduce the maximum occupancy of spaces in compliance with local and state requirements based on the phase of reopening. The maximum occupancy of rooms will be indicated and posted at the entrance of classrooms, meeting rooms, labs, restrooms, etc.

To limit and manage traffic flow, each building will have only one main entrance to each building. High traffic areas have been identified and marked for social distancing. The recommendation is to have limited visitors on campus, by appointment

- Maintain six-foot distancing from other individuals whenever possible
- Workstations should be at least six feet apart
- If workspaces are less than six feet apart, spread out throughout the building using unoccupied spaces such as conference rooms or classrooms.
- Classrooms are to be arranged with six-foot distancing and updated occupancy for scheduling
- Furniture is to be re-arranged when possible, and in the cases where it cannot, signage is to be placed indicating that the item is out of service
 - Restrooms occupancy has been reduced by placing every other fixture out of service, including stalls, urinals, and sinks. Updated occupancy will be indicated at the door. In many cases, only one person will be permitted at a time
 - In-person meetings include online conferencing, email or phone options to reduce the frequency and density of in-person meetings. In-person meetings should be short in length and in a room where participants can keep a distance in accordance with CDC and NM Department of Health mandates. Limit

gathering in shared spaces such as break rooms, copy rooms or other places where people socialize.

Athletics

- LCC Roughriders will comply with the most recent executive orders regarding travel and related activities.
- Luna CC student-athletes are planning and set to arrive in Las Vegas on Sunday, August 16, 2020. They will quarantine for 14 days in the residence they will reside in during the fall semester. Luna Athletics will get everyone tested for COVID-19. Student-athletes who will live in the NMHU dormitories will also have further guidelines and precautions to follow. Athletics will also utilize PPE to include digital thermometers to ensure the safety of our student-athletes while providing an education and the opportunity to participate in baseball or softball.
- Luna athletic programs, baseball and softball, are categorized as spring sports and non-contact. NJCAA has set guidelines for fall practice and scrimmage dates, as well as Region 9, which is the conference Luna belongs to, will have additional guidelines and dates to further our precautions of any spread of COVID 19.
- LCC Athletes will abide by the respiratory etiquette recommendation referenced above namely face coverings at all times as well as adhering to the maximum number of athletes at a single event per the current Executive Order.

NJCAA BASEBALL

- Fall Practice Season
 - Permitted 60 consecutive calendar days for practice and scrimmages within September 5, 2020 -November 15, 2020.
 - Maximum of 15 scrimmages (not dates) against outside competition.
- Spring Championship Season
 - Practice will be permitted to begin starting January 10, 2021.
 - Competition will be permitted to begin starting January 22, 2021.
 - Maximum of 56 games (not dates) against outside competition.
 - All regular season, region, and district competition completed by May 23, 2021.
 - NJCAA Division III Baseball World Series held May 29, 2021 - June 2-3, 2021.
 - NJCAA Division I Baseball World Series held May 29, 2021 - June 4/5, 2021.
 - NJCAA Division II Baseball World Series held May 29, 2021 - June 4/5, 2021.

NJCAA SOFTBALL

Fall Practice Season

- Permitted 60 consecutive calendar days for practice and scrimmages within September 5, 2020 -November 15, 2020.

- Maximum of seven (7) scrimmage dates against outside competition.

Spring Championship Season

- Practice will be permitted to begin starting January 10, 2021.
- Competition will be permitted to begin starting January 22, 2021.
- Maximum of 30 dates against outside competition.
- All regular season, region, and district competition completed by May 19, 2021.
- NJCAA Division I Softball Championship held May 25-29, 2021.
- NJCAA Division II Softball Championship held May 25-29, 2021.
- NJCAA Division III Softball Championship held May 27-29, 2021.

Reference Material



Overview of Campus Reopening Phases

Activities	Phase 1	Notes
Opening Campus to Employees		
Essential Operations/Services for Students and Critical Campus Operations	Remote Work Continues for Many, Essential Services Only, Staggered Schedules, Vulnerable Workers Stay Home	Strict Guidelines and Protocols (see postings and Governor’s Executive Orders)
Other Operations and Services for Students and Employees	No Change - Remote Work	
Work Study Students, Graduate Students and other Student Employees	Remote Work, Social Distance, Special Protocols and Only Essential Work (Research)	
Opening Classes to Students		
Classes - Online Only	No Change - Online Classes Will Continue	
Classes - Flex (Online With Some Lab/Hands On or Small Class Time)	Online with Limited Hands On and Face To Face Classes	Strict Guidelines and Protocols (see postings and Governor’s Executive Orders)
Classes - Classroom, Face To Face	Limited with Strict guidelines	Strict Guidelines and Protocols (see postings and Governor’s Executive Orders)
Labs/Hands-On Instruction/CTE Classes/Nursing Labs	With Strict Protocols	Strict Guidelines and Protocols (see postings and Governor’s Executive Orders)
Clinicals	With Strict Guidelines and Protocols	Follow Guidelines of Clinical Site
Opening Campus Support Systems to Students		
Libraries	No Change - Closed	
Testing Centers & Satellite Locations	Online Where Possible Limited Services - Based On Capacity and Safety Limits	

Computer Labs	Use With Strict Protocols - Additional Cleaning Protocols	
Gyms/Fitness Centers	No-Change - Closed	
Low-Risk Recreation/Sports (Non-Contact Only)	Limited With Social Distancing and Protocol Required - No Indoor Sports or Support Activities	Follow Conference Guidelines
Bookstores	Curbside Pickup	Follow Business Guidelines
Other Operations and Services for Students and Employees		
Business or Organizations Located on Campus (Preschool)	Follow Government Directives	
Business Travel For Students (Including Athletics) and Employees	No Change - No Travel	

Covid-19 Guidelines

CAMPUSES

REOPENING

Phase 1 Instructor Guidelines for Classroom Activity

- Classroom occupancy is limited to the capacity limits per the most recent executive order.
- Individuals shall sanitize upon entering the classroom (ensure supplies are provided).
- Students shall wear masks while in the classroom. Should a student refuse to wear a mask while in the classroom, stop the instruction, ask the student to leave the room, and refer the student to the Department Director/Vice President.
- The instructor shall wear a mask during all non-instruction times. A mask may be removed when presenting to the class.
- All 5 individuals in the room shall social distance a minimum of 6 feet (in all directions) or more if possible. A 6-foot distance shall be maintained at all times, including entering and exiting the classroom.
- All students shall be screened by the instructor at the beginning of the class with the following questions (provided by the American Medical Association):
- *Have you or anyone in your household had any of the following symptoms in the last 21 days: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for*

unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit?

- *Have you or anyone in your household cared for an individual who is in quarantine or is a presumptive positive or has tested positive for COVID-19?*
- *Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19?*
- *To the best of your knowledge have you been in close proximity to any individual who tested positive for COVID-19?*
- *Have you left the state of New Mexico in the past 14 days?*

Students answering YES to any question shall not remain in the classroom.

- The last 5 minutes of the instruction period shall be a period where students sanitize surfaces in their personal learning area. The instructor shall sanitize surfaces in the instruction area and high-touch surfaces such as doorknobs, door facings and handrails. (Ensure supplies are provided.)



Prepared under the guidelines of the New Mexico Higher Education Department

and the office of Governor Michelle Lujan Grisham.

REOPENING

Covid-19 Guidelines

CAMPUSES

Phase 1

In accordance with guidelines issued by the New Mexico Governor's Office and the state Higher Education Department, the following guidelines are required of all individuals during your time on the Luna campus. Entry into office and classrooms may be refused if you do not comply with this safety protocol. For the protection of yourself and others...

- **Masks are required IN ALL PUBLIC AREAS.** Employees may

remove masks while alone in a closed office. Students must wear masks in classrooms and labs.

- Wash your hands often and thoroughly.**
- Utilize sanitizing stations.**
- Maintain a 6-foot social distance from other individuals as marked or distanced.**
- Do not congregate in groups.**
- A maximum of 5 individuals (socially distanced) is allowed in any group.**



Prepared under the guidelines of the New Mexico Higher Education Department

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Return to Operations Facility Request

General Information

Date:			
Department:			
Building:		Room(s):	
Hours of Operation:			
Primary Point of Contact:			

Email Address:	
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Request Details

What is your requested date for re-entry?	
How many individuals will be accessing the space for this request?	
Does this request meet the criteria for Phase 1?	
Does this request require the building to be unlocked for some part of the day?	
If yes, what hours?	

Rational for Phase 1 Request:

What arrangements have you made to ensure occupancy limits are maintained? (example: written schedule, etc.)

--

Have workspaces been arranged to provide a minimum of 6 feet of distance between individuals?

--

Please describe any layout adjustments you have made to prepare for re-entry.

--

Please provide your plans for personnel screening for COVID-19

--

Has a log of reported symptoms and individuals who went home been developed?

--

Have all employees and supervisors been trained on what to do if someone in the facility discloses they have tested positive for COVID-19?

--

Special Considerations & Associated Protocols

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NEW MEXICO HIGHER EDUCATION DEPARTMENT

HIGHER EDUCATION'S PLAN FOR REOPENING CAMPUSES Updated July 2020

Governor Michelle Lujan Grisham's exceptional leadership during the pandemic has enabled New Mexico to plan for a safe and careful the state including businesses, public schools and higher education. outlines how higher education will participate in that reopening.

COVID-19
reopening of
This plan

New Mexico's higher education institutions responded quickly to the They served students with online, remote and alternative instruction; campus operations; and provided essential support, expertise, and facilities to their communities and state. Virtual graduations took place throughout the state and online classes at all institutions took precedence throughout the summer.

pandemic.
managed
equipment

New Mexico's higher education institutions are planning to provide a mix of in-person and remote classes, operations and expand research and service efforts by the fall term. Be assured, higher education will take a measured approach to reopening campus facilities and protocols will be deployed to reduce virus transmissions. Future decisions will depend on the epidemiological data, public health models, COVID Safe Practices (CSPs), mass gathering limits and other directives from Governor Lujan Grisham. Recommendations from the *New Mexico Reopening Plan* drafted by the Economic Recovery Council will also inform higher education's work.

The primary message is this: Opening campuses safely is the number one goal for higher education. This document provides guidelines that higher education will use to achieve that goal. Developing the specific plans for each institution is the responsibility of the leaders at that institution. New Mexico's colleges and universities differ in mission, location and governance structure, and one plan will not fit all institutions. While the

presidents all urged flexibility for their unique situations, all are deeply committed to remaining agile, responsive, and vigilant if quick modifications are necessary.

New Mexico Higher Education Department
In Collaboration with New Mexico Higher Education Leaders

Executive Summary: Reopening Campuses

Why is it important to reopen higher education institutions?

Higher education encompasses New Mexico's future. The people who provide health care, conduct medical and scientific research, take care of vulnerable populations, teach our children, keep our communities safe, drive trucks across America, farm and ranch the land, run large and small businesses, create the arts, grow the next generation of tribal leaders and run the vital services of government - all of these people get their education at community colleges and universities. Our culture, commerce and the future fiscal success of the state depend on a vibrant system of higher education. Higher education provides a public benefit to New Mexico and is critical to New Mexico's economic and social recovery.

Why do specific college and university plans differ?

Colleges and universities throughout New Mexico have different missions and serve different students (e.g. graduate students, career technical students, adult basic education students, etc.). Colleges and universities also are located in various regions across the state. Higher education institutions also have unique governance structures. Although each campus will follow the Governor's state-wide directives, including executive orders and public health orders, it is important to note that each college and university will design plans with protocols, guidelines and schedules that address the diverse safety needs and issues for their students, faculty, staff and community members.

What does Governor Lujan Grisham expect to see in the higher education institution plans?

Although specific college and university plans are likely to differ, Governor Lujan Grisham expects that all plans will include detailed information about opening the campus in a phased process with specific protocols for residence halls and foodservice; monitoring health conditions to ensure the detection of infection; containment strategies to prevent the spread of the virus if detected; and a shutdown plan in the event of short- or long-term closure of a campus or a resurgence resulting in a statewide executive order from the Governor.

What will campus leaders need to reopen campuses safely and quickly?

A strong network among institutional leaders is critical to ensure idea and resource sharing occurs to strengthen reopening strategies. Additionally, campus leaders will rely heavily on clear communication by state agencies and officials, specifically relaying updates about how the virus acts, changes to symptoms and detections measures; guidance on how the public health order and executive health orders intersect with campus operations; and resources available to ensure the safety of students, staff and

faculty. The New Mexico Higher Education Department is committed to playing a leadership role ensuring campus leaders receive timely communication and updates that strengthen reopening efforts.

Ending June 1, 2020

Mass Gathering Limit: Less than five

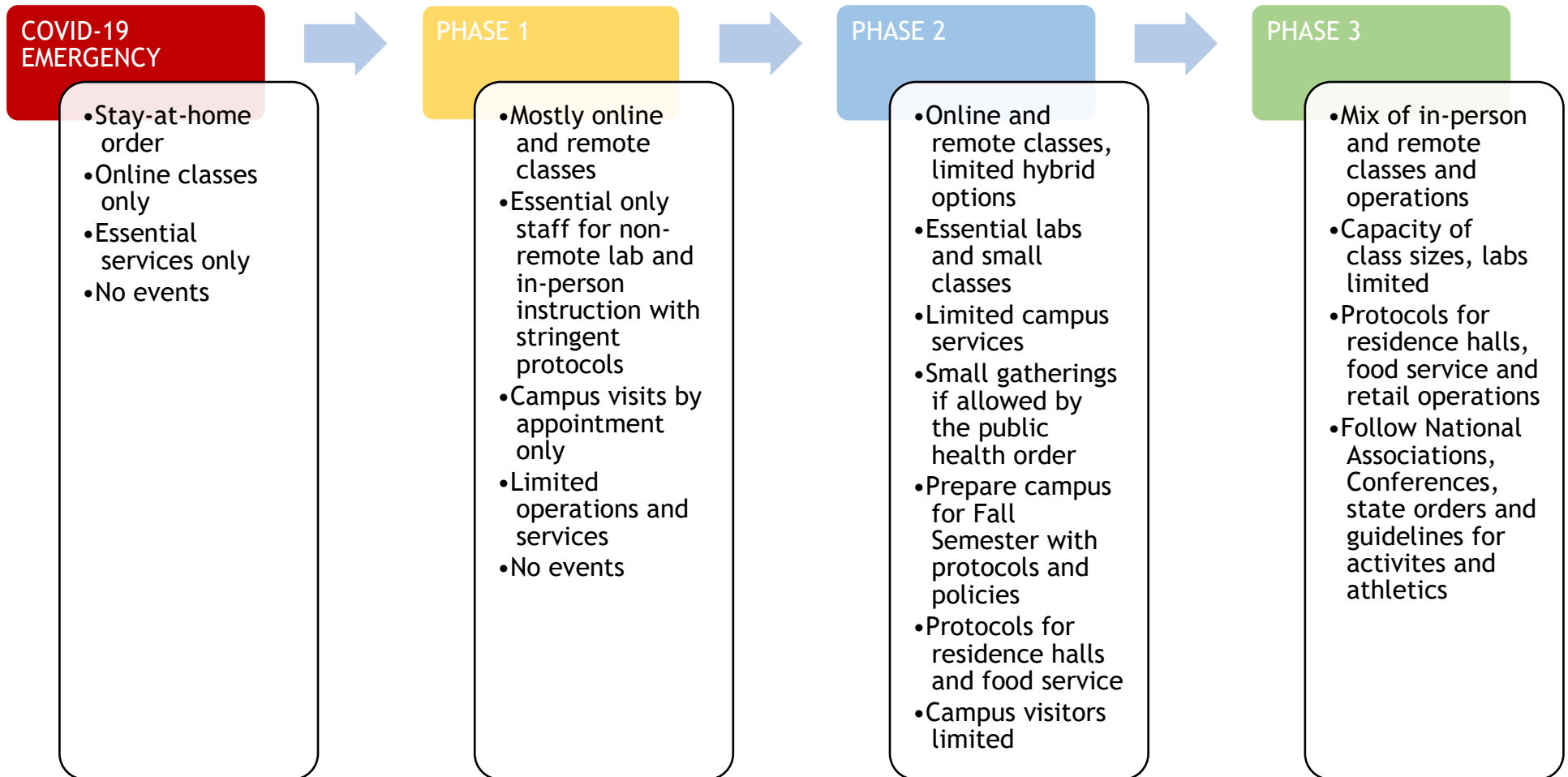
Duration: TBD

Follow mass gathering and maximum group size per the public health order

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Follow mass gathering and maximum group size per the public health order

Plans will evolve and phases may be added or return to prior phases as necessary



Detailed Overview of Campus Reopening Phases

Failure to minimize impacts of COVID-19 will result in institutions returning to previous phases as necessary

Note: Guidelines and protocols were developed and approved by each institution

ACTIVITIES	PHASE 1	PHASE 2	PHASE 3
Gathering Size: Less than five	Follow Maximum Group Size Set by Governor		
Social distancing and face coverings	Follow Executive Orders and Public Health Orders		
Opening Campus to Employees			
Tier I Employees: Essential Operations	Staff members operate with social distancing and required face mask requirements. Other necessary protocols are put in place to safely complete essential work		
Tier II Employees: Essential Operation and Services for Students and Critical Campus Operations	Remote work continues for most, essential services only, staggered schedules, vulnerable workers remain home	Remote work continues, social distance and face mask protocols required, vulnerable workers remain home	Return to work but maintain remote work when possible, social distance and face mask protocols required, vulnerable workers remain home
Tier III Employees: Other Operations and Services for Students and Employees	No change - remote work	Remote work continues, social distance and face mask protocols required, vulnerable workers remain home	Return to work but maintain remote work when possible, social distance and face mask protocols required, vulnerable workers remain home

Work Study Students, Graduate Students and Other Student Employees	Remote work, social distance, special protocols and only essential work (research)	Remote work continues social distance protocols required, vulnerable workers remain home	Return to work but maintain remote work when possible, social distance protocols required, vulnerable workers remain home
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Opening Classes to Students			
Classes - Online Only	No change - online, remote classes will continue	No change - online, remote classes will continue	No change - online, remote classes will continue
Classes - Flex/Hybrid <i>Online, remote classes with some lab component, hands-on work or small class time</i>	Online with limited hands-on and face-to-face classes <i>Note: With exceptions for essential workforce training</i>	Online with limited hands-on and face-to-face classes <i>Note: With exceptions for essential workforce training</i>	Social distance and face mask protocols required
Classes - Classroom, Face-toFace Instruction	No change - closed	Very limited, determined by data and directives, size restrictions for social distancing and maximum gathering and group size, and other strict protocols required	Follow maximum gathering and group size set by the Governor, social distance protocols required
Labs/Hands-On Instruction and Career Technical Education Classes	Only for essential programs with strict protocols	Only for essential programs with social distancing and other strict protocols	Social distance protocols required
Research Labs Open to Students	Only critical faculty and students following social distance protocols in addition to strict protocols	Limited faculty and students following social distance protocols and other strict protocols	Social distance protocols required

Apprenticeships, Clinical, Service Learning, etc.	No change - essential programs only with strict guidelines and protocols	No change - essential programs only with strict guidelines and protocols	Strict guidelines and protocols
Opening Campus Support Systems to Students			
Residence Halls and Required Food Service	No change - limited occupancy, additional cleaning protocols	No change - limited occupancy	Well defined protocols and strict guidelines
Cafeteria and Food Service	No change - services for students in residence halls only, additional cleaning protocols	No change - services for students in residence halls only	Strictly limited protocols required, follow maximum group size set by the Governor
Specific Student Centers, i.e. Student Resource Centers, Veterans Student Center, etc.	No change - closed	Limited services - based on capacity and safety limits	Follow maximum gathering and group size set by the Governor, social distance protocols required
Student Food Courts	Follow state guidelines for businesses, pick-up only	Follow state guidelines for businesses and maximum gathering and group size set by the Governor	Follow state guidelines for businesses, very limited with social distance protocols, reduced capacity, maximum gathering and group size set by the Governor
Libraries	No Change - closed	Limited services based on capacity, follow maximum gathering and group size set by the Governor, social distance protocols required, set safety limits	Follow maximum gathering and group size set by the Governor, social distance protocols required

Testing Centers	Online, remote when possible, limited services based on capacity and safety limits	Limited services based on capacity, follow maximum gathering and group size set by the Governor, social distance protocols required, set safety limits	Social distance protocols required
Computer Labs	Only essential staff use with strict protocols, additional cleaning protocols	Limited services based on capacity, follow maximum gathering and group size set by the Governor, social distance protocols required, set safety limits	Follow maximum gathering and group size set by the Governor, social distance protocols required
Gyms/Fitness Centers	No change - closed	Follow state guidelines for businesses, social distance protocols and reduced capacity, follow maximum gathering and group size set by the Governor	Follow state guidelines for businesses, very limited with social distance protocols and reduced capacity
Bookstores	Follow state guidelines for businesses, curbside pick-up	Follow state guidelines for businesses, very limited with social distance and reduced capacity, follow maximum gathering and group size set by the Governor	Follow state guidelines for businesses, very limited with social distance protocols and reduced capacity
Recruitment Visits	None	Limited with social distance and other protocols, all out-of-state visitors must follow public health order and executive orders for isolation and selfquarantine	Social distance protocols required
Student Group and Club Meetings	Online/virtual	Online/virtual	Social distance protocols required
Opening Campus to the Community			

Events, Lectures and Other Non-Classroom Activities	Online and virtual where possible	Online and virtual where possible	Not likely, only when institutions are confident protocols keep all people safe, follow maximum gathering and group size set by the Governor
Conferences	None	Online conferences only	Not likely, only when institutions are confident protocols keep all people safe, follow maximum gathering and group size set by the Governor
Meeting with Businesses, Organizations or Individuals	Online when possible, critical meetings with social distancing and all safety protocols, follow maximum gathering and group size set by the Governor	Online when possible, critical meetings with all social distancing and protocols	Online when possible, critical meetings with social distancing and protocols, follow maximum gathering and group size set by the Governor
<p style="text-align: center;">Other</p> <p style="text-align: center;"><i>Note: Guidelines and protocols will be developed as situations present themselves during the COVID-19 pandemic and the reopening phases. All guidelines will proceed through normal approval processes and communicated broadly.</i></p>			
Businesses or Organizations Located on Campus	Follow Governor's directives	Follow Governor's directives	Open with social distancing
Business Travel for Students and Employees	No change - no travel	No change - no travel	Travel only approved for essential purposes and under strict guidelines, follow public health order and executive orders for isolation and selfquarantine for traveling to New Mexico

Higher Education Leaders

Commitments

- Higher education leaders, regents and board members are keenly aware that students and their families count on them to create safe an environment. Students and their families have choices, and leaders understand they will only choose to return or start courses on a campus if they are confident that the college or university has made every attempt possible to keep them safe.
- There is not one plan for higher education, but multiple plans under one overarching strategy: keep our students, faculty, staff and communities healthy and safe. The Higher Education institutions serve unique groups of students and are in communities with distinctive needs and risk factors. Therefore, all higher education institutions will continue to work with their regents and boards and will document their COVID-19 plans, policies and decisions in addition to providing on-going communication with their constituents.
- The colleges and universities are all planning varying options to provide classes, student support services and campus operations. In each situation, the focus will be on providing high-quality and safe experiences throughout the remainder of this pandemic.
- All colleges and universities will be prepared to return to a prior phase if the situation on their campus or in their community worsens based on epidemiological data and public health directives from the Governor and New Mexico Department of Health.
- Higher education institutions will also be guided by and responsive to directives, regulations, policies and protocols mandated by national, state and programmatic specific accrediting bodies, oversight commissions and organizations as well as state-wide public health orders and executive orders throughout this pandemic.
- Colleges and Universities are committed to working together in unique and positive ways to create solutions for higher education and help solve some of the state's greatest issues.

Higher Education Leaders

Issues

Some of the issues higher education will face:

- Financial challenges to manage increased and changed expenses related to student and employee safety and specific employee training on protocols and new working expectations
- Reducing Workers' Risk of Exposure, i.e. rearranging offices, classrooms, open spaces and installing barriers where appropriate; cleaning protocols, hand-washing protocols, personnel and leave policies encouraging students and regular employees to stay home if they are sick or experiencing symptoms, encouraging respiratory etiquette, providing tissues and additional trash receptacles, discouraging joint use of phones, desks, and other work equipment, etc.
- Steps to Address Absenteeism - employees could be absent if they are sick, caregivers for sick family members, or caregivers for children if schools or day care centers are closed; live with high-risk individuals within their household, or are afraid to come to work because they are fearful they will be exposed (CDC guidance linked at the end of this document)
- Changes in student and employee expectations - online, remote work and classes will change students' expectations creating a need for more technology and bandwidth
- Interrupted supply or equipment delivery for cleaning supplies, personal protection equipment (PPE), teaching equipment in healthcare, etc.
- Training for employees on new and specific protocols as well as new working expectations
- Many students, employees and communities have been impacted or have experienced trauma caused by COVID-19, will there be support to your campus to help with the healing process?
- Financial concerns also exist due to the uncertainty surrounding local tax dollars in addition to revenue from residence halls, food service, parking and other auxiliaries needed to fund debt service on bonds, potential reduction in grant and contract support, and anticipated drop in land and permanent fund allocations
- Broadband limitations are problematic for many of our students, schools and colleges. This was especially true for New Mexico's Tribal Colleges who are asking for assistance in extending the federal broadband waivers

Expectations

Governor Michelle Lujan Grisham has consistently focused on enabling a safe and careful reopening of the State of New Mexico including higher education. This plan includes information surrounding the best practices the Governor Lujan Grisham expects higher education institutions to include in their plans, policies, procedures and protocols.

Best Practices for Repopulation of the Campus:

- Social distancing of at least six (6) feet
- Require face coverings that cover both the mouth and nose, i.e. face mask or face shield
- Install hand sanitizer stations throughout campus
- Restrict on campus visitors, including limiting family members
- Reconfigured classrooms and other spaces, both indoors and outdoors, to ensure social distancing
- Barriers (i.e. plexiglass) installed where necessary such as shared office spaces, between bathroom sinks, etc.
- Guidelines for shared equipment use (i.e. copiers, printers, computer keyboards, telephones)
- One direction flow signage for appropriate high-traffic areas on campus and within building facilities
- Signage to remind employees and students about respiratory etiquette, social distancing, required face coverings and one-way directional pathways where appropriate
- Adhere to state directives, both the public health orders and executive orders, for gyms, pools, retail, childcare centers and event venues

Specific Best Practices for Housing and Dining When Repopulated Campus:

- Residence halls may open but capacity must be driven by social distancing requirements
- Shared spaces like lounges, common areas, shared kitchens, etc. should be closed unless monitored closely to guarantee cleanliness, social distancing and adherence to group size regulations

- Dining halls may also open but must be reconfigured; capacity will be driven by the public health order and executive orders for social distancing, guidelines for restaurant occupancy and group size regulations
- No self-serve options for food services, rather provide grab-and-go and carry-out options and provide delivery services to students who may need to be isolated or quarantined
- Follow CDC-specific protocols for frequent cleaning and disinfecting of housing and dining locations
- Signage to remind employees and students about respiratory etiquette, social distancing, required face coverings and one-way directional pathways where appropriate
- Adequate supplies including soap, hand sanitizer, tissues, face coverings, no-touch foot pedal garbage cans, disinfectant wipes will be available as necessary
- A shutdown plan as well as a temporary closure plan to clean and disinfect a facility will be communicated to all students, but especially to students living in the residence halls
- Isolation or quarantine rooms in the residence halls or an alternative location must be identified in advance of students returning to campus

Best Practices for Monitoring Health Conditions:

- Screening of employees and students for COVID-19 risk factors prior to stepping on campus
- Employees or students should monitor their own symptoms and report them to a health care provider or professional if they are experiencing symptoms
- Students with immune deficiencies or other pre-existing conditions should be offered online learning options
- Staff with higher likelihood of serious illness from infection might be asked to take on other duties or work remotely
- Faculty with higher likelihood of serious illness from infection might be given options to teach remotely
- Require employees and students to stay home or self-isolate if experiencing symptoms or if they recently had close contact with a person with COVID-19 or believe they have been exposed to the virus.
- Each institution should work with public health officials and local hospitals to discuss surge capacity and protocols for handling a campus outbreak

Best Practices for Containment:

- Require the quarantining of a COVID-19 positive employee or student for 14 days, trace contacts and consider quarantining others who had close contact
- Provide adequate space and meal service to accommodate isolated and quarantined students
- Residence halls should plan for medical care for infected students (e.g. daily video calls with a nurse)
- Consider having protocols for restricting social contact and mobility when limited infection occurs such as green, yellow and red days which would determine social distancing and group sizes on campus • Protocol and systems for sending mass notification alerts to the campus community

Best Practices for Closing:

- Campuses should consider in advance the circumstances that might warrant a campus closure
 - Plans should be in place for closing specific facilities for a specific timeframe in order to clean and disinfect contaminated spaces
 - A statewide resurgence plan as well as a temporary closure plan for a campus outbreak should be in place
 - Plans should provide directions to employees or students about removal of personal property if a campus closes
- Other:**
- Encourage innovative and creative ways to reduce density on campus, such as course and semester scheduling and sequencing of the return of students
 - Some extracurricular events (i.e. student newspapers, clubs) should be encouraged to use virtual means when possible and social distancing when not
 - Communicate often with employees and students (awareness campaigns, sharing new social norms)
 - Travel should be limited, and all travelers must follow the public health order or executive orders

State of New Mexico

- [NewMexico.gov](https://www.newmexico.gov)
- [COVID Safe Practices](#) ○ [Guidance for All Employers](#) ○ [Guidance Document - English](#) ○ [Documento de Orientación - Español](#)
- [State Assistance Programs](#)
- [Report Non-Compliance](#)

New Mexico Higher Education Department

- [HED.State.NM.us](https://hed.state.nm.us)
- Telephone: 505-476-8400

New Mexico Department of Health

- [CV.NMHealth.gov](https://cv.nmhealth.gov)
- [Frequently Asked Questions](#)
- [COVID-19 Public Dashboard](#)
- [COVID-19 Prevention Sign](#)

Center for Disease Control and Prevention (CDC)

- [Considerations for Institutions of Higher Education](#)
- [Cleaning and Disinfecting](#)
- [High-Risk Groups](#)
- [Individuals Living with High-Risk Groups](#) **COVID-19 Statewide**

Response Referral Numbers

1. Coronavirus Information Hotline
1-833-551-0518
Purpose: General questions
2. Coronavirus Health Hotline
1-855-600-3453
Purpose: Health related questions
3. Crisis and Access Hotline
1-855-662-7474
Purpose: Emotional crisis, mental health and substance abuse support

Watch for symptoms of COVID-19

Living in a COVID-positive world requires discipline from all of us. In order for the rate of spread of COVID-19 to decrease enough for businesses to safely reopen, it is imperative that New Mexicans stay home as much as possible.

- Fever
- Cough
- Shortness of breath
- Sore throat
- Headache
- Muscle pain
- Chills
- Repeated shaking with chills
- Loss of taste or smell