



NMT RESILIENT

NEW MEXICO TECH REOPENING AND CAMPUS REPOPULATING PLANS



NMT Resilient NMT Reopening and Campus Repopulating Plans

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Key Procedures for NMT Campus During COVID-19 Pandemic

The following requirements are based upon New Mexico Governor Michelle Lujan Grisham's Executive Orders, New Mexico Department of Health (NMDOH) Orders, Center for Disease Control (CDC) Best Practices, and practicing good common sense during a pandemic. As a general note, the conditions and requirements listed are only to be followed during the time the pandemic is in existence. Employees who fail to follow the procedures set forth herein are subject to disciplinary action as detailed in the NMT Employee Handbook. NMT Students who fail to comply with these procedures are subject to disciplinary action in accordance with the NMT Student Code of Conduct posted in the Student Handbook.

****If the State of New Mexico or US Federal Government changes what is allowed during the COVID-19 Pandemic, this document shall be interpreted consistent with such changes.****

- Link to online Campus Reopening Plan: https://nmt.edu/covid19/nmt_plan_6-0.pdf
- Reopening Plan Point of Contact: Ms. Vanessa Grain, (575) 835-5600, vanessa.grain@nmt.edu
- COVID/Pandemic Support Specialist and Contact Tracing: Ms. Stephanie Plant, (575) 835-5548, stephanie.plant@nmt.edu
- Reopening Plan Submission Date to NM HED: January 06, 2021
- First Day of Spring Semester 2021: January 19, 2021
- [NMT CV-19 FAQ](#)
- This documents references The Governors and NMDOH documents:
 - [POLICIES FOR THE PREVENTION AND CONTROL OF COVID-19 IN NEW MEXICO](#)
 - [ALL TOGETHER NEW MEXICO COVID SAFE PRACTICES FOR INDIVIDUALS AND EMPLOYERS](#)

1. **Mask/Face Covering Requirements:** State officials announced that New Mexico will adopt the Centers for Disease Control and Prevention's updated guidance on facemasks in public. According to the NMDOH Current Public Health Order, masks are no longer required when exercising outdoors alone or with members of the same household or attending a small, outdoor gathering of fully-vaccinated individuals no larger than the applicable gathering limit. Unvaccinated people should still wear masks at small outdoor gatherings with other unvaccinated people.
 - a. **What Does This New Order Mean for NMT's Campus?**
 - i. **Masks are no longer required outdoors on campus when you are alone or with members of your household.**
 - ii. **Masks are no longer required when having a small, outdoor gathering of fully-vaccinated individuals on campus. However, those who are unvaccinated do have mask guidelines to follow.**
 1. **Small is defined as 10 or less if Socorro County is "yellow" and 20 or less if it is "green" or "turquoise."**
 2. **If there is more than one unvaccinated person, the unvaccinated individuals should wear masks.**
 - iii. **Masks are still required to be worn by all people at large outdoor events (such as commencement).**
 - iv. **Masks are still required to be worn indoors on campus by all people, unless you are alone in a private office, lab, dormitory room, or apartment.**
 - v. **Masks are still required for campus tours.**

- vi. **Face shields without a mask may be used by faculty or presenters when presenting or providing in-class instruction along with appropriate social distancing.**
 - vii. In indoor spaces, the vaccination status of other people and whether one is at an increased risk for severe COVID-19 is likely unknown. Therefore, the CDC says that fully-vaccinated people should continue to wear a mask that fits snugly against the sides of their face, that doesn't have gaps, continue to cover coughs and sneezes, and wash hands often.
2. **Travel Requirements:** NMT requires that employees and students comply with the most current directives from the State of New Mexico regarding travel. New Mexico Tech-sponsored employee and student business travel is limited to mission-critical functions and official NMT travel request forms will be reviewed by supervisors and NMT administration on a case-by-case basis to best ensure the safety of the campus community.
- a. State of NM Travel Info: According to the current [State of NM Executive Orders](#), all persons who have arrived in New Mexico from another state or from outside the United States, are ***recommended*** to self-isolate or self-quarantine for a period of at least 10 days from the date of their entry into New Mexico or for the duration of their presence in the State, whichever is shorter. All travelers should continue to watch for symptoms for the full 14 days after arrival in NM and must wear masks and follow COVID-19 safe practices. It is also ***recommended*** that travelers arriving in New Mexico be tested for COVID-19 as promptly as possible following their arrival to New Mexico.
 - b. Fully Vaccinated Persons:
 - i. If you travel within the United States, you do not need to get tested before leaving or quarantine when you return home.
 - ii. If you travel internationally, you will need to be aware of regulations in the country you are visiting. You do not need to get tested before leaving the United States, unless your country of destination requires it, and you do not need to quarantine when you arrive back in the United States. You will need a negative test result before boarding a plane to the United States, and you should get tested 3-5 days after returning home from international travel.
3. **Visitor Requirements:** Any visitor intending on coming onto the NMT campus must follow the NMT policy below, as well as all State of NM guidelines to help NMT limit the spread of COVID-19. Only visitors conducting essential business will be allowed on campus. Prior to arriving on campus, all visitors are required to fill out and submit the following [NMT VISITOR ACCESS FORM](#) to obtain permission to visit any NMT campus. If approved, on the day of the visit prior to coming onto the campus facility, the visitor must also conduct a health self-assessment to determine if they are experiencing any COVID-19 symptoms and also conduct a temperature check.
- a. Essential Business Visitor Policy
 - i. The New Mexico Tech business-related visitor policy under COVID-19 restrictions is designed to protect the health and safety of the NMT community and its visitors and to maintain compliance with the State of New Mexico's current Executive Orders. Only persons with legitimate business needs will be allowed to visit campus.
 - b. Visitor Approval
 - i. Prior to arriving on campus, all visitors are required to fill out and submit the following visitor form: [NMT VISITOR ACCESS FORM](#) to obtain

permission to visit on campus. If the visitor is symptom-free, and has not been in direct contact with someone who has tested positive for COVID-19, they will be allowed on campus, provided they comply with all state and campus mandates. All visitors must provide accurate contact information and an accurate accounting of the duration and location(s) of the visit.

- c. Exceptions
 - i. Please see the most current [State of New Mexico's current Public Health Orders](#) for exemptions.
 - d. Visit duration
 - i. The duration of any approved visit will be limited to the business activity specified on the visitor form.
 - e. The NMT Purchasing Vendor/Work Request Form can be found here: [NMT Purchasing Forms](#).
4. **NMT Vaccinated Employees/Faculty/Students:** COVID-19 vaccines are effective at protecting individuals from getting sick, however, according to CDC interim recommendations released March 8, 2021 fully vaccinated individuals should still keep taking [precautions](#) in **public places** like wearing a mask, staying 6 feet apart from others, and avoiding crowds and poorly ventilated spaces until more is known about how vaccines affect the spread of COVID-19. *Public health guidance for vaccinated individuals is still evolving. Please check the NMT COVID-19 website for the most recent updates on policies and procedures for vaccinated individuals.*
5. Vaccination against COVID-19 is opening doors for us as individuals and as a community. If you are able to be vaccinated, we highly encourage you to schedule a free COVID vaccination by registering at www.vaccinenm.org. Reach out to Steph Plant, COVID/Pandemic Support Specialist, at stephanie.plant@nmt.edu if you need any help with making an appointment or getting transportation to an appointment.
6. **For now, fully vaccinated people should continue to:**
- i. Take precautions **in public** like wearing a well-fitted mask and physical distancing.
 - ii. Wear masks, practice physical distancing, and adhere to other prevention measures when visiting with unvaccinated people who are at increased risk for severe COVID-19 disease or who have an unvaccinated household member who is at increased risk for severe COVID-19 disease.
 - iii. Wear masks, maintain physical distance, and practice other prevention measures when visiting with unvaccinated people from **multiple households**.
 - iv. Avoid medium- and large-sized in-person gatherings
 - v. ***Get tested if experiencing COVID-19 symptoms.***
 - vi. Follow New Mexico Tech (and any other employer) guidelines.
 - vii. Follow CDC and health department travel requirements and recommendations.
 - viii. If traveling internationally, fully vaccinated people will still have to be tested before returning to the United States, and should get tested within 3-5 days after arriving in the United States.
 - ix. If you are exposed to someone with COVID-19, you should monitor yourself for symptoms for 14 days after the exposure, if symptoms develop you should get tested and self-isolate while waiting for results.

- x. If you develop COVID-19 symptoms, even if fully vaccinated, you must immediately isolate yourself and be tested as soon as possible.
 - b. **People are considered fully vaccinated:**
 - i. 2 weeks after their second dose in a 2-dose series, like the Pfizer or Moderna vaccines, or
 - ii. 2 weeks after a single-dose vaccine, like Johnson & Johnson's Janssen vaccine.
 - c. **Fully vaccinated people can:**
 - i. Visit with other fully vaccinated people indoors in **private residences** without wearing masks or physical distancing.
 - ii. Visit with unvaccinated people from a single household who are at low risk for severe COVID-19 disease indoors in **private residences** without wearing masks or physical distancing.
 - iii. Refrain from quarantine and testing following a known exposure **if asymptomatic**.
7. **NMT ACTIVITIES/EVENTS/RENTALS:**
- a. Please follow the process listed below for **all proposed on-campus activities, events and rentals**, including NMT hosted events or Non-NMT hosted events.
 - b. Process for hosting an activity or event on the NMT campus:
 - i. Complete the [Activity and Special Event Routing Sheet](#).
 - ii. Submit complete form to nmtevents@nmt.edu.
 - iii. Related departments will review the request for the activity or event.
 - iv. After review, you will be contacted by nmtevents@npe.nmt.edu.
 - v. You will be directed to the appropriate personnel and/or forms to complete the reservation process for your activity or event.
 - c. All NMT Activities, Events, & Rental agreements and participants must follow the Governors Red to Green Framework requirements and occupancy guidelines. NMT administration reserves the right to practice and enforce more restrictive protocols on a case-by-case basis review.
 - d. For questions please email nmtevents@npe.nmt.edu for more information.
 - e. Participants should always perform a health self assessment prior to attendance and anyone with a temperature over 100.00F will be denied access/participation and instructed to self-isolate and follow the appropriate COVID-19 safety precautions.

NMT Protocols for Monitoring and Addressing Health Conditions Related to COVID-19

NMT MAIN CAMPUS

1. SCREENING PROTOCOL

- a. **ALL NMT EMPLOYEES** must complete a daily health self-assessment prior to reporting to work after an illness or leave from campus (e.g. vacation, holiday) to determine if they are experiencing any COVID-19 symptoms. Prior to returning to work or on a daily basis, employees may self-assess, or use the form at the following link: [NMT Staff Daily CV19 Symptom Screening](#). [COVID-19 Symptoms](#) include fever, dry cough, chill, repeated shaking with chills, and shortness of breath, muscle pain, loss of taste or smell, or sore throat. If an employee exhibits any symptoms, they are to contact their supervisor and not come to work. Likewise, if employees develop

such symptoms during the course of the day, they should report it immediately to their supervisor by phone or email, return home, and seek medical attention.

- **EMPLOYEES EXHIBITING SYMPTOMS OF COVID-19:**

1. If an employee is determined to have COVID-19 symptoms, they must be sent home. They must then: (1) Self-quarantine, (2) Contact their healthcare provider or the New Mexico Coronavirus Hotline at 1-855-600-3453, (3) If a student employee, notify NMT Nurse Practitioner (575-835-5094 or <https://www.nmt.edu/studenthealth>), and Dean of Students (deanofstudents@nmt.edu) or Graduate Dean (graduate@nmt.edu), and (4) Register on-line to be tested <https://cvtestreg.nmhealth.org>. Employees must remain quarantined until their test results are known.
 2. If results are negative, and the employee does not exhibit any symptoms of COVID-19, and has not been in direct contact with someone with symptoms or confirmed positive with COVID-19, the employee may return to work on campus.
 3. If the test is positive, employees must: (1) Continue to self-quarantine and not come to campus, (2) Notify their supervisor and/or instructor by email, text message, phone, or Canvas. ***Employees must not attempt to notify their supervisor/instructor in person.*** Supervisors must report positive cases online at the following link: [NMT COVID-19 Case Reporting Form](#) and encourage the employee to complete a [NMT COVID-19 Testing Consent Form](#) and provide it to their supervisor or HR.
 4. Employees who call in sick are to be asked by their supervisors if they are exhibiting symptoms consistent with COVID-19 or at a minimum describe the symptoms. If symptoms are consistent with COVID-19, the employee should follow the same protocol listed above.
 5. In the event an employee has one or more symptoms but fails or refuses to be tested, or does not follow the protocols outlined above, they are to inform their supervisor and must go into 14-day self-isolation and work from home.
 6. In order to return to work on campus after being sent home due to COVID-19 symptoms, the employee must be tested and receive a negative result. If the employee fails or refuses to be tested, they will be required to use their own leave or leave without pay, if necessary, before being allowed to return to work at their designated campus worksite.
- b. **ALL STUDENTS** are strongly encouraged to complete a daily self-assessment. The assessment may be found at the following link: [NMT Student Daily CV19 Symptom Screening](#). If students develop symptoms during the course of the day, they ***must not come to campus***, and they must immediately report their symptoms to the NMT Student Health Office at (575) 835-5094, inform Dean of Students (deanofstudents@nmt.edu) or Graduate Dean (graduate@nmt.edu), return immediately to their on/off campus residence, and seek medical attention. Please also see the "[Students, Staff & Faculty Daily Self-Check](#)" decision tree for more

information. Students should continue to conduct self-assessment screenings daily throughout the semester.

- c. NMT Students enrolled in the Spring 2021 Semester on-campus classes/labs (face-to-face [F2F] or hybrid) must:
 - Complete the online **Health Screening Questionnaire (HSQ)** below,
 - Sign-up and attend one of the On-campus Drive-thru & Walk-up Check-in times and COVID-19 Rapid Test, and
 - Upon receiving a negative test result and being symptom-free, students will receive Tech's required **Spring 2021 Health Compliance Certificate (HCC)**.

On-campus students must successfully check-in and receive a HCC (see Appendix 3) prior to participating in campus activities (e.g. visiting campus offices, moving into campus housing, attending classes, etc.). These students must carry a hard copy of their personalized HCC or digital copy on their personal device (e.g. cell phone) and present it upon request to receive any on-campus student support services between January 13 and January 19, 2021. Students will also need to have their HCC to attend on-campus classes or work on-campus during the first week of school (Jan. 19-22).

Online-only students needing to come to campus after the extended Winter Break must follow the same process.

- d. All faculty, staff, and students should conduct temperature checks at least twice daily. All students have received a thermometer upon returning to campus to complete this task. They have also been provided with guidelines and what steps to take if they have an elevated temperature (e.g. 100.0+ F).
- e. NMT expects robust self-monitoring by all students, faculty, and staff to enhance our ability to identify cases before they spread.
- f. Members of NMT's administration continue to meet with representatives from the NMDOH, TriCore Reference Labs, Presbyterian Socorro General Hospital, Presbyterian Medical Service, Socorro County, and the City of Socorro to assess surge capacity and protocols for managing a campus outbreak, to evaluate campus-wide COVID-19 testing capacity, and to better understand contact tracing opportunities.
- g. Individuals with elevated temperatures must not come to campus and instead return to their on/off-campus residence, self-isolate, and contact the New Mexico Health Center (575-835-5094) or seek medical advice. If after hours, contact the NMDOH COVID-19 Hotline at 855-600-3453.

2. TESTING PROTOCOL

- a. NMT is requiring surveillance testing for COVID-19 for all essential employees, including student employees and graduate student researchers, who may be asymptomatic and are returning to campus for work. If any employee is ill, experiencing COVID-19 symptoms, or has been exposed or had direct contact with an individual(s) who has been confirmed to have COVID-19, they may not return to campus until they've been tested and receive a negative result.

- **Curative COVID-19 Testing**
NMT is working with NMDOH to offer on-campus testing every Thursday from 10:00 a.m.-2:00 p.m., in the Macey Center (901 Olive Ln.). Go to <https://curative.com/> and click Book Now to sign up for one of the available time slots on the desired day.
 - **New Mexico Department of Health**
Standard testing is still available free-of-charge through the New Mexico Department of Health. Register for testing at the following link: <https://cvtestreg.nmhealth.org/>. Testing is available Mondays and Wednesdays from 9-11 am in Socorro.
- b. Employees may work on campus if their results are negative, they do not exhibit any symptoms of COVID-19, and they have not been in direct contact with someone with symptoms or confirmed positive with COVID-19. If the results are positive, employees are to (1) self-quarantine, and **not come to campus**, (2) Notify their supervisor and/or instructor by email, text message, phone, or Canvas. **Employees must not attempt to notify their supervisor/instructor in person.** (3) Supervisors must report positive cases online here: [NMT COVID-19 Case Reporting Form](#).
 - c. Each month NMT will strive to conduct surveillance testing on 25% of its on-campus student body (e.g. F2F, hybrid). Priority will be given to students that are vulnerable or have pre-existing conditions, student athletes, student workers, and freshmen. Other students will be selected randomly or volunteer for the surveillance testing.
 - d. NMT will also conduct testing/rapid testing if there is a potential break-out on campus, in a department, or potential exposure to a group of students.
 - e. **REPORTING A CONFIRMED POSITIVE COVID-19 CASE:** It is important that supervisors and instructors actively monitor the health and well-being of those under their direct supervision. Supervisors are required to use the online [NMT COVID-19 Case Reporting Form](#) should an individual (student, staff, or faculty) disclose that they have tested positive for COVID-19. NMT will officially report all confirmed positive cases to NMHED and NMENV as required by each state agency.
 - Supervisors must report positive cases online here: [NMT COVID-19 Case Reporting Form](#).
 - Reporting Supervisors should refer to the [Contact Responsibility Flowchart](#) on next steps.
 - Supervisors should encourage employees/student employees to complete a [NMT COVID-19 Testing Consent Form](#).
 - Supervisors must conduct “check-ins” with their confirmed positive employee at least every other day.
 - If a positive case is confirmed on the NMT campus it will be reported on the NMT COVID-19 webpage dashboard. NMT will collaborate with the NMDOH for contact tracing and a rapid response protocol. The NMDOH has agreed to appropriately test needed individuals at NM Tech campus or in their Socorro Public Health Office.
 - Regarding the reporting of cases within Facilities Management, the functional areas of Custodial Services, Grounds Maintenance and Trades will be treated as separate areas.

3. CONTACT TRACING PROTOCOL - TO THE EXTENT ALLOWABLE

- a. NMT's COVID/Pandemic Support Specialist, Stephanie Plant, will serve as the point of contact for all contact tracing and data sharing. Please contact Ms. Plant regarding questions regarding contact tracing protocols at (575) 835-5548, stephanie.plant@nmt.edu.
- b. All NMT staff, faculty and students are encouraged to download and use the NMT [MinerSafe app](#) to help our on-campus efforts in contact tracing. MinerSafe App is available in the Apple app store, and is available to Android users from our website.
- c. The State of NM also launched a contact tracing app called "[NM Notify](#)". NM Notify can quickly notify you if you've likely been exposed, allowing you to reduce risk for your loved ones, seek timely medical attention, and stay home.
- d. NMT will utilize data and records (e.g. course rosters, work schedules, residence hall assignments, building/event swipes) to help determine who may have been exposed to a confirmed case.
- e. Supervisors/staff/advisors conduct interviews with confirmed cases and reach out to contacts.
- f. Given the mobility of students traveling around campus during the semester, NMT may utilize the use of secure apps to assist in contact tracing on campus.
- g. As part of NMT's reporting protocols for confirmed COVID-19 cases, NMT will coordinate and share all contact tracing information and communicate with NMDOH tracers and NMHED rapid response teams.
- h. If tracing leads back to poor practices, those processes or procedures will be modified accordingly. This may include limiting access to certain facilities until remediation can be implemented safely and communicated.
- i. If tracing leads to the identification of poor social distancing and individuals not following safety protocol, additional educational and awareness programs may be implemented. There can be disciplinary action taken if there are violations of safety protocol.

4. PROTOCOL FOR VULNERABLE STUDENTS AND EMPLOYEES

- a. Students with pre-existing medical conditions or immune deficiencies will be able to take classes online synchronously or asynchronously. Face coverings must be worn on campus at all times except while eating or while residents are in their assigned housing assignment. Students who are unable to wear a facemask can make a request in advance to the Office of Disability Services (Brown Hall 20, 575-835-6209 or theresa.kappel@nmt.edu) and be accommodated with a face shield kit. Any student who cannot wear a face covering will be required to take courses online from a distance (i.e., not on campus).
- b. Non-faculty employees with pre-existing medical conditions or a higher likelihood of serious illness from COVID-19 infection will be given options to work or teach

remotely. Confirmation from a PCP or other medical provider will need to be provided to the supervisor and a copy will need to be on file in the office of Human Resources(HR). Due to confidentiality, the documentation only needs to state there is a pre-existing medical condition that makes the employee at-risk for serious illness during the pandemic crisis. A face covering is required to be on the NMT campus so the individual will need to review work from home or other options with their supervisor and HR.

- c. Faculty, at their discretion, can opt out of face-to-face teaching and, instead, choose online-only delivery of instruction. No documentation is required for this option; rather, faculty must work through their department chairs to ensure that their teaching assignment reflects their choice.

5. PROTOCOL FOR COVID-19 CONTAINMENT ON NMT CAMPUS

- a. Any employee or student who tests positive for COVID-19 but is not hospitalized must follow the protocols outlined below to return to work on campus.
- b. All F2F and hybrid students with confirmed positive COVID-19 cases must contact the Dean of Students(deanofstudents@nmt.edu) for undergraduates cases or Graduate Dean (graduate@nmt.edu) for graduate student cases for clearance to return to campus activities.

- c. **NEW MEXICO TECH - RETURN TO WORK PROTOCOLS:**

References: [NMDOH "POLICIES FOR THE PREVENTION AND CONTROL OF COVID-19 IN NEW MEXICO"](#)

Because some people with COVID-19 experience symptoms and some do not, there are different ways for determining whether someone has recovered from COVID-19 and is no longer contagious.

The **symptom-based method** should be used when someone had COVID-19 symptoms, even if those symptoms develop after the person tests positive for COVID-19. The **time-based method** should be used when someone never developed symptoms.

For persons with confirmed COVID-19 who had symptoms

If the person had symptoms but did not have severe illness or severe immunosuppression, they may return to work after:

- At least 1 day (24 hours) has passed without a fever (and without the use of fever reducing medications) and your symptoms have improved; AND, at least 10 days have passed since symptoms first appeared.
- If you had severe COVID-19 illness – you were hospitalized in an intensive care unit with or without mechanical ventilation (“severe illness”) – or have severe immunosuppression you may end your self-isolation after: At least one day (24 hours) has passed without a fever (and without the use of fever reducing medications) and your symptoms have improved; AND, at least 20 days have passed since symptoms first appeared.

For persons with confirmed COVID-19 who did not have any symptoms:

- If you tested positive for COVID-19 and never developed any symptoms, you can end your self isolation and return to work 10 days after the date your test specimen was collected that resulted in your positive test.
- If you have a severe immunocompromising condition without symptoms, you should wait at least 20 days after the date your test specimen was collected that resulted in your positive test before ending your self-isolation

For persons who have had direct contact or have been potentially exposed to a person who is positive for COVID-19:

- Fully vaccinated persons can refrain from quarantine and testing following a known exposure if asymptomatic.
- There is a 14-day period during which the person might become infected after being exposed to COVID-19. The 14 days run from the last date they had a close contact with the person with COVID-19. People who have had an exposure must quarantine at home or in their assigned campus housing for 10 days. Your last day of self-quarantine is 10 days after your last contact with the person who tested positive for COVID-19. Continue to monitor for symptoms for the full 14 days and continue to follow COVID-19 safe practices.
- Close Contact is defined as less than six feet for a cumulative total of 15 minutes or more in a 24 hour period during the positive cases infectious period with/without a mask or having attended the same lab section (does not include computer labs/recitation).
- Employees who have had close contact with a confirmed positive COVID-19 case will be required to be tested via antigen or PCR test and to self-quarantine for 10 days until test results are known. **A negative test result does not end the quarantine period.** Your last day of self-quarantine is 10 days after your last contact with the person who tested positive for COVID-19. Continue to monitor for symptoms for the full 14 days and continue to follow COVID-19 safe practices.
- Close contact testing should be performed no sooner than three (3) days and ideally five to seven (5-7) days after the last date of exposure to someone who tested positive.
- If results are negative, they have completed 10 days of quarantine, and the employee does not exhibit any symptoms of COVID-19, the employee may return to work on campus.
- If the test is positive: (1) self-quarantine, and ***not come to campus***, (2) Notify their supervisor and/or instructor by email, text message, phone, or Canvas. ***Employees must not attempt to notify their supervisor/instructor in person.*** (3) Supervisors must report positive cases online here: [NMT COVID-19 Case Reporting Form](#).
- Employees who had close contact with an infected employee will be able to work remotely for their 10-day quarantine period. If the employee cannot work remotely, the supervisor and HR should work together to determine the appropriate leave option.
- In the event an employee has one or more symptoms but fails or refuses to be tested, or does not follow the protocols outlined above, they are to inform their supervisor and must go into 14-day self-isolation and work from home.

- d. In order to return to work on campus after direct contact with a COVID-19 case or exposure, the employee must be tested via antigen or PCR test. If the employee fails or refuses to be tested, they will be required to use their own leave or leave without pay, if necessary, before being allowed to return to work on their designated campus worksite.
- e. Appropriate cleaning and disinfecting of an infected employee's work areas will take place. NMT has created two COVID-19 teams that have specialized training and Personal Protective Equipment (PPE) to do the cleaning and disinfecting for infected areas on campus. Please call Facilities Management at 575-835-5533 for more information.
- f. An assessment of available appropriate space in NMT residence halls, as well as any available off-campus accommodations, has been conducted to establish viable spaces to hold any residential life students requiring quarantine due to symptoms of COVID-19. Such space will be confirmed and allocated as needed. Students residing in campus housing who are quarantined will be provided all meals by NMT staff based upon a mutually-agreed upon schedule. These residents will also be provided daily safe and supervised opportunities to go outside to predesignated confined areas.
- g. Any confirmed positive COVID-19 case of faculty, staff, and students, if able, must work with key personnel for contact tracing and related quarantining of those who came into direct contact with those infected.
- h. Key personnel from the Office of Student Life as well as student volunteers will provide calls to monitor the student's morale whether in residential halls or residing off campus at least every other day.
- i. NMT's Student Health Center and local healthcare professionals will provide necessary medical care for infected students in residential halls, including daily calls with a nurse or Nurse Practitioner as needed. The same protocol will be applied to students residing off campus as well.
- j. Students in 10-day quarantine should go to the Dean of Students' website and complete an [Absentee Notification Form](#) so the Dean of Students can help notify the student's instructors.
- k. **The Possibility of Reinfection:**
Reinfection with COVID-19 is presumed to be rare, but not sufficiently understood at this time to warrant disregard.
 - Another positive diagnostic molecular test for COVID-19 (e.g. PCR) obtained three or more months after the initial illness onset date will be considered a new infection if the case recovered between positive test results.
 - If a recovered COVID-19 case becomes symptomatic during the three months since the illness onset date of their first infection and a medical evaluation fails to identify a diagnosis other than COVID-19 infection (e.g., influenza), then the recovered case may warrant evaluation for COVID-19 reinfection by a healthcare provider in consultation with the New Mexico Department of Health.

I. Confirmed COVID-19 Case Tests Positive During or After Self Isolation Period:

In instances where a person with confirmed COVID-19 re-tests positive during or within three months of initial illness onset date if symptomatic or initial specimen collection date if asymptomatic, NMDOH recommends the following to determine the completion of the symptom-based or time-based isolation period:

- If the case remains asymptomatic at the time of the new positive test, the result should be interpreted as non-infectious and not affect the determination established by the symptom or time-based method for discontinuation of isolation.
- If the case became symptomatic at the time of the new positive test, and a medical evaluation fails to identify a diagnosis other than COVID-19 infection (e.g., influenza, seasonal allergies), then the person should restart the symptom-based method from the date of symptom onset for the last positive result and be evaluated for possible re-infection.
- Recovery from COVID-19 disease is indicated and isolation is discontinued when all conditions of the symptom- or time-based methods for discontinuation of self-isolation are met.
- If the conditions of the test-based method were used, which is no longer recommended, then the case will be considered recovered.

6. PROTOCOLS FOR CHANGING CAMPUS MECHANISMS OF EDUCATIONAL OFFERINGS, RESTRICTING CAMPUS COMMUNITY MOBILITY, AND CAMPUS SHUTDOWN

- a. NMT will follow phased or comprehensive Executive Orders related to any statewide COVID-19 resurgence to implement steps for moving classes to online-only mode and the temporary closure of the NMT campus, excluding essential staff.
- b. All students and employees will be directed via email from the President's Office to remove critical personal property in the event of a temporary campus closure 48 hours in advance of the closure. Accommodations will be provided to students who have no other place to reside, such as international or married students. In addition, the following steps have been taken:
 - Prior to arriving at campus housing, resident students are advised to only bring essential items and be prepared to move off campus if circumstances change. This preventative measure is designed to help these students recognize there is a chance that this may happen and they should be prepared.
 1. Students will be asked to identify friends on and off-campus that could assist with the storage or transportation of personal items if needed.
 2. Students will be asked to retain moving boxes for quick access if needed.
 3. Transportation can be provided to help students move personal items into local storage units, if needed.
 4. Special consideration will be given to those students that might require greater than 48 hours to move off campus.
- c. To address any decision to restrict campus community mobility or a temporary campus shutdown, NMT will partner with the local healthcare providers to establish

a dynamic approach – a daily evaluation that includes an assessment of the following factors as part of the daily evaluation:

- number of students with infection (residing on and off campus)
 - number of potentially exposed students and employees (specifically employees that might be older in age, or individuals with greater vulnerability)
 - volume of ER traffic at Presbyterian Socorro General Hospital (PSGH)
 - occupancy numbers of the 13 COVID-19 beds
 - rate of transfer from PSGH to Presbyterian Hospital in Albuquerque or elsewhere
 - a regional, state-wide, and national evaluation of the number of COVID-19 cases, the spread rate, hospitalization rate, etc.
- d. Based on the daily assessment of these factors, NMT will limit campus community mobility or enact a temporary campus closure. Dr. Steve Stewart, Chief Medical Officer (CMO) from PSGH, will serve as our daily liaison if an outbreak occurs on campus. In addition to the daily evaluation, NMT will tentatively set the following thresholds for temporary campus closure: (a) if one (1) percent of students attending classes in person are tested positive, or (b) seven (7) patients are admitted to SGH from NMT.
- e. **Residential Life Shutdown Plan:** If the severity of the COVID-19 pandemic leads to a campus closure, Residential Life will need to evacuate most students living on campus. Below are the steps Residential Life will take to have most students move out and to properly take care of students who must remain.
- **Step 1: Identify Who Can Stay on Campus:** Residential Life will require most residents to leave if the campus closes due to COVID-19 concerns. Residents who wish to stay will need to fill out a petition form. Here is a list of students who would qualify to remain on campus:
 1. International students.
 2. Family Housing residents.
 3. Students who cannot go back to a safe place.
 4. Students who have no transportation.
 5. Students whose home has family members infected with COVID-19 or family members are immunocompromised.
 6. Students who cannot continue class instruction if not on campus.
 7. Special cases laid out by New Mexico Tech Administration.
 8. Below are examples of reasons that would NOT qualify for a student to stay.
 - a. Inconvenience.
 - b. Home is not an ideal learning environment.
 - c. Employment on campus or in town (unless NMT would consider your student employment position as essential).
 - **Step 2: Evacuation:** Residents who cannot stay on campus will be sent notification to vacate the premises 48 hours prior to the deadline. An extra 48 hours will be given to residents who submit a petition. Residents will be instructed to remove all of their belongings. Residential Life will not require a thorough cleaning of their room/apartment, but students cannot leave any

trash behind. Residents will be required to send an email notification that they are leaving town and have checked out of their room. Residential Life will store items until they can be safely retrieved for students who must leave without taking all of their belongings. If a student does not retrieve their items when it is safe to do so, they will be charged a storage fee of up to \$200. Custodial staff will clean vacated rooms no earlier than three days after the student moves out. After a room/apartment has been cleaned and sanitized, Residential Life staff will enter to examine for possible damages.

- **Step 3: Consolidate Residents:** Residents who are sharing a room/apartment with others and who remain on campus may need to be relocated until there is only one person per room/apartment. If the dining hall is not open, students who do not live in an apartment will be relocated to an apartment so they have access to a kitchen. Students may need to relocate to another building if the total occupancy of the building after shutdown is less than 30% or New Mexico Tech feels it is necessary to shut a building down.

NMT REMOTE RESEARCH DIVISION CENTERS CONDUCTING ESSENTIAL WORK AT NMT'S OFF-CAMPUS RESEARCH CENTERS: EMRTC, PLAYAS, CAVE AND KARST, TECH TRANSFER

1. The protocol is the same for the Research Divisions Centers as for the main campus. Please refer to the guidance in the preceding sections.

Reopening Plans for NMT Administrative, Academic, and Research Divisions, Offices, and Centers

OFFICE OF ACADEMIC AFFAIRS

INSTRUCTION

New Mexico Tech's Spring 2021 semester will entail a mixture of online and face-to-face instruction. The number of online classes will be greatly expanded over those offered in a typical semester, but some classes will only be offered face-to-face. The safety protocols and occupancy requirements will be maintained in accordance with the Governors Red to Green framework in all areas. Students participating on campus will be allowed to take as many classes as they wish online as well. Many on-campus classes will be hybrid and include online sections using "Zoom Rooms" technology. NMT has greatly expanded the number of classrooms capable of such hybrid delivery.

The percentage of classes that will be available online, including pure online classes as well as "hybrid" (online/face-to-face classes), will be approximately 80% or greater.

In addition, to reduce the potential for the spread of Covid-19, Spring Break has been cancelled. Instead the Spring academic calendar has been changed so that it ends one week earlier than

originally planned, and students are given 1-day “breaks” in February and March of the Spring semester to partially compensate for the elimination of Spring Break.

1. The Spring 2021 Semester begins Tuesday, January 19th.
2. The last day of class in Spring 2021 will be Friday, April 30, 2021.
3. In lieu of Spring Break, NMT is offering two one-day academic holidays. These will be held on Friday, February 19, and Thursday, March 18.
4. Final Exams will take place from Saturday, May 1 through Thursday, May 6, 2021.
5. The commencement ceremony will take place on Saturday, May 8, 2021.

All classrooms and laboratories will follow the safety protocols and occupancy requirements will be maintained in accordance with the Governors Red to Green framework in all areas.

Classrooms and teaching laboratories will be sanitized at least twice a day by custodial staff. In addition, sanitizing wipes will be available for use by students and faculty for self-service sanitizing. Labs will be swept, mopped with water, have trash removed, and soap dispensers stocked daily. Cleaning will be done periodically throughout the day. Lab personnel will disinfect equipment. Faculty will provide gloves to students in the labs as needed. In addition, disinfecting wipes will be provided. Computer labs will be cleaned periodically throughout the day. High Traffic Touchpoints will be disinfected. Touchpoints include stair rail handles, entrance doors, light switch plates, doors (exterior only unless the door is open), and elevator buttons. Signage has been put up to remind all students to socially distance, wear masks, indicate the fastest way out of the building, and to leave the building once their lab is over. Hand sanitizer units have been installed throughout the building. Everyday, building-specific cleaning schedules will also be followed. For academic areas, our greatest traffic-control concern is the time period during which students arrive for, and depart from, classrooms. During this period in a normal semester, there is considerable congestion at doorways and two-way traffic flow in hallways. To address this issue, we have established the following procedures/policies:

1. The teaching schedule was adjusted so that the time elapsed between classes was doubled from 10 to 20 minutes.
2. Students will be told that they should not enter the classroom earlier than 10 minutes prior to the start of class, and should exit the classroom within 10 minutes of the end of class.

Instructors will be told that they must strictly adhere to their allotted class time. To minimize time spent in hallways, where social distancing is most challenging, students will be told to and exit the building via the shortest possible route. Numerical modeling by Romero et al. (2020), shows that in most instances this is preferable to mandatory one-way traffic in hallways as it minimizes time spent in hallways. In addition, given the above directives concerning student arrival and departure, traffic should be predominantly one-way.

FACULTY OFFICE HOURS

Faculty will conduct office hours in a manner in which social distancing can be maintained. Most faculty will probably continue to use Zoom for this purpose. The safety protocols and occupancy requirements will be maintained in accordance with the Governors Red to Green framework in all areas. Faculty offices will be cleaned and disinfected daily.

FACULTY DEVELOPMENT

Continued informal and formal workshops will be organized for faculty on best practices in online education.

PLANNING AND COORDINATION

Spring 2021 Academic Affairs Task Force will assist in planning, implementation, communication, and coordination with other Divisions/Units of New Mexico Tech. Membership includes:

1. Representatives appointed by the Chair from each academic department, as well as a representative for each transdisciplinary academic program
2. A representative from the Office of the Registrar
3. VPAA
4. AVPAA
5. AA Chief Finance Administrator
6. Deans of A&S and Engineering
7. Graduate Dean
8. A representative from ACT
9. A representative from the Library (which also represents OSL)
10. A representative from the Office of Admissions
11. A representative from the Office of Financial Aid
12. A representative from the Office of Student Life
13. A representative from the Office of Research
14. A representative from the Office of Administration and Finance

ASSISTING STUDENTS WITH TECHNOLOGY NEEDS

Work to identify and help off-campus students who do not have sufficient internet and/or computer resources. The Academic Center for Technology (ACT) reaches out to students in high-risk areas (e.g., Navajo reservation). Identify incoming students who need laptops and have Internet problems.

ONLINE STUDENT ENGAGEMENT

All academic departments and programs will develop and implement co-curricular activities for fully online students. This could include informal Zoom social events, online participation in department seminars, etc.

TUTORING

The Office of Student Learning (OSL) provides high-quality tutoring entirely online. Some face-to-face tutoring may occur, with the safety protocols and occupancy requirements in accordance with the Governors Red to Green framework.

FACULTY, STAFF, AND STUDENTS WORKING IN ACADEMIC DEPARTMENTS AT NMT

Faculty, staff, and some students work on campus to provide essential instruction, student support, or engage in research activities as described below. Faculty and staff should work remotely whenever possible.

Only those faculty, staff, and students approved as “essential on-site” workers by the VPAA are allowed to be in buildings on campus, and only then to complete those tasks that cannot be done from home. When on campus, those “essential on-site” workers must practice social distancing and appropriate PPE use. The various categories of academic employees/students associated with on-site activities are as follows:

1. Faculty (full-time and part-time) are “essential on-site” workers.

2. Departmental administrative assistants are “essential on-site” workers.
3. Other members of the staff generally are not “essential on-site” workers. Only other members of the staff recommended by the department chair and approved by the VPAA may be deemed as “essential on-site” workers.
4. Graduate students may be granted access to research labs in accordance with the Plan for Graduate Students to Resume On-Site Research. This plan involves four components: 1) safety, 2) tracking, 3) reporting, and 4) accountability. Whenever possible graduate students should work remotely.
5. Undergraduate students may or may not be “essential on-site” workers. The process of requesting exemptions (i.e., approval for a student worker to be deemed “essential on-site”) for an undergraduate student is for the supervisor to submit a request via the following form: <https://forms.gle/gYRWS5DqfE37EXSLA>. If approved by the VPAA, the limit in time for a student to be considered as an “essential on-site” worker is two weeks. The limited time is to enable more students to fulfill these essential duties and limit the number of workers on campus at any given time.

Faculty and staff will continue necessary on-site work to support academic and research activities and will continue to work remotely whenever possible. Graduate students will continue access to research labs in accordance with the Plan for Graduate Students to Resume On-Site Research. The safety protocols and occupancy requirements will be maintained in accordance with the Governors Red to Green framework in all areas. Labs are cleaned and swept, mopped, the trash is removed, and the soap dispensers stocked daily. Cleaning will be performed periodically throughout the day. Lab personnel will disinfect equipment. Facilities Management will provide gloves to students in the labs as needed. In addition, disinfecting wipes will be provided. Computer labs will be cleaned periodically throughout the day. High traffic touchpoints will be disinfected. Touchpoints include stair rail handles, entrance doors, light switch plates, doors (exterior only unless the door is open), and elevator buttons. Signage has been put up to remind all students to socially distance, wear masks, indicate the fastest way out of the building, and to leave the building once their lab is over. Hand sanitizer units have been installed throughout campus. Everyday, building specific cleaning schedules will also be followed.

OFFICE OF STUDENT LIFE

AUXILIARY OFFICE

Red Level: Three (3) staff employees’ work will be split between working at home and in the office as needed (one employee per office space). Total number of people in the Auxiliary Office at one time is four (4) people. The 25% occupancy requirement is being maintained. Only two (2) customers/students are allowed in the front office area at one time. A total of three (3) people will be allowed at one time in Auxiliary Services office space. Communication is by signage on the office entrance door, phone, email, and website. The common lounge area in front of the office will be used as a waiting space with appropriate social distancing when needed.

Yellow Level: Four (4) staff employee’s work will be conducted in the office (one employee per office space and two employees at front office desks with dividers). Total number of people in the Auxiliary Office at one time is five (5) people. Only two customers are allowed in the front office area at one time. A total of five (5) people will be allowed at one time in Auxiliary Services office space. Communication is by signage on the office entrance door, phone, email and website. The common lounge area in front of the office will be used as a waiting space with appropriate social distancing when needed for overflow.

Green Level: All staff will work from the office. Only four (4) customers (students, parents, vendors, etc.) are allowed in the office at one time. Communication is by signage on the office entrance door, phone, email and website.

Turquoise Level: All staff will work from the office. Six (6) customers (students, parents, vendors, etc.) are allowed in the office at one time. Communication is by signage on the office entrance door, phone, email and website

RESIDENTIAL LIFE

Red Level: A limit of three staff members working in the office at one time: Administrative Assistant in office Monday-Friday, Coordinator 1 in office mornings (8am to noon), Coordinator 2 working in office afternoons (1pm to 5pm), Assistant Director in office Monday, Tuesday, and every other Friday, Director in office Wednesday, Thursday, and every other Friday.

Yellow Level: Same as Red Level

Green Level: All staff will work from the office. Limiting 5 customers (students, parents, vendors, etc.) in the office at one time.

Turquoise Level: All staff will work from the office. The number of people in office at one time is only limited by fire code restrictions.

RESIDENCE HALLS/APARTMENTS:

Red Level: Summer conference groups will be allowed on campus on a case by case basis pending on size and duration of stay. Apartments and residence halls will be limited to one person per bedroom/room (except family housing). Freshmen who apply and submit housing deposits by January 11, 2021, will be guaranteed a single room, based on availability.[1] Petitions can be made for double occupancy. Guests will not be allowed in Residence Halls or Apartments. The number of residents in community spaces will be limited pending on size of space but never greater than five people. Appropriate facial covering and social distancing will be enforced at all times. Check in and check out procedures and all other paperwork will be done electronically.

Yellow Level: Appropriate adjustments will be made and effectively communicated based on the Governor's order and CDC best practices.

Green Level: Same as Red Level & Yellow Level with the following guest restriction lifted. Students can enter rooms as guests within the building they live in. (e.g. Torres Hall residents may visit rooms of other Torres residents but South Hall residents cannot visit Torres Hall)

Turquoise Level: Same as Green Level with the following restrictions lifted.

1. The number of people in common areas (lounges, bathrooms, laundry rooms, etc.) office at one time is only limited by fire code restrictions.
2. Guest restrictions will be partially lifted. Students will be able to have guests in their building and room as long as they are other New Mexico Tech students who live on campus (e.g. South Hall residents may visit Torres Hall residents if invited and escorted by a Torres resident). Family members may visit if given permission by the Residential Life office.

Factors that will determine if permission will be given are: number of family members, where they are coming from, purpose of visit, and duration of visit.

RESIDENTIAL LIFE PROGRAMMING

Red Level: One-on-one personal interaction between Resident Assistants and residents will either occur online or in a common space while maintaining at least 6-ft distance. Events will be held virtually so residents can attend through the safety of their computer.

Yellow Level: Same as Red Level.

Green Level: Same as Red Level & Yellow Level with appropriate adjustments will be made and effectively communicated based on the Governor's order and CDC best practices.

Turquoise Level: Same as Green level with the following restrictions lifted.

1. Events may happen, inside and outside, in person as long as attendees are wearing masks and keep appropriate social distancing. Large scale programs (21 to 150 people) will be allowed if the event is held outdoors.
2. Food at events must be in individual containers. Only individual dinnerware is allowed.

RESIDENT ASSISTANT TRAINING

Red Level: Resident Assistants (RAs) will have some of their training sessions done online. Training sessions in person will be done in large classrooms where RAs can sit at least 6-ft apart from other people.

Yellow Level: Same as Red Level.

Green Level: Same as Red level & Yellow Level

Turquoise Level: Same as Green level with the following restrictions lifted.

1. Training sessions may happen, inside and outside, in person as long as attendees are wearing masks and keep appropriate social distancing.

RESIDENTIAL LIFE COMMUNICATION/TOURS

Red Level: Via signage, email, website, one-on-one with RAs, students coming into the Res Life office will be by appointments and walk-ins. People with appointments will be helped first. Tours: Residential Life will work with Student Life VP's office, Office of Admissions, and NM Tech Marketing & Communication Department to develop/produce a video tour of the halls so prospective students can see what the rooms look like from the safety of their computers.

Yellow Level: Same as Red Level.

Green Level: Same as Red level & Yellow Level. If authorization is granted by the Governor's office, tours can be granted utilizing facial coverings, social distancing, and no more than four guests on the tour per guide.

Turquoise Level: Same as Green level.

FIDEL CENTER

Red Level: Foot traffic patterns will be installed to direct patrons on how to properly social distance from one another. Separate doors will be designated as “enter” or “exit.” For second floor usage, the stairwell has signage designating direction and safe passage of foot traffic. Elevators will be available with a limit of two persons inside the elevator and a marked wait line outside elevator doors for social distancing. Stanchions will be placed in areas where lines may form such as outside the cashier’s office or entrance to the bookstore. Atrium reserved table space will be limited to student related groups/activities and must operate within very specific guidelines as dictated in a modified table agreement. Seating often used for studying or socializing will be modified to comply with necessary safety protocols and be modified to seat individuals spaced at least 6 ft. apart. Computer pods will have restrictions based on safety protocols (e.g. social distancing).

General Safety: Fidel Center will be open to students, staff, faculty, community members, outside entities, guests of the University and the general public. The utilization by the public may be restricted based on any new guidelines. Patrons will need to conduct their business and leave the Center to allow for social distancing and prevent large social gatherings.

Cleaning: Facilities management will continue to conduct daily sanitation and cleaning processes as required. They will also address high traffic spaces and frequently touched surfaces throughout the day. Ballrooms: Will be set-up and utilized as large classrooms, therefore there will be very minimal use for other purposes. Rentable rooms will have reduced capacity.

Ballroom ABC: capacity limited to 30 attendees with 2 presenters. Combined: capacity limited to 120 people. Conference Rooms: capacity limited to 4 people.

Diversity Equity & Inclusion Center: capacity limited to 10 people. The number of events held daily will be reduced to allow ample time for cleaning, set up, and strike. Communication is given via signage, floor markings, and email. The 25% occupancy requirement is being maintained.

Mass gatherings limit is 5 people and will be upheld for non-academic events.

Yellow Level: Mass gatherings limit will be increased to 10 people and all other procedures will remain as stated above for Red Level.

Green Level: Mass gatherings limit will be increased to 20 people, stanchions for lines may be removed and other appropriate adjustments will be made and effectively communicated based on the Governor’s order and CDC best practices. Diversity Equity and Inclusion Center: capacity limited to 20 people.

Turquoise Level: Mass gatherings limit will be increased to 150 people, stanchions for lines will be removed and other appropriate adjustments will be made and effectively communicated based on the Governor’s order and CDC best practices. The 75% maximum capacity requirement will be maintained for the common spaces within the building. Ballroom ABC space will be available for use hosting up to 150 people in theater style setting, banquet style seating or reception style setting. Ballroom ABC space will be available to students, staff, faculty, NMT partners and the community.

FOOD SERVICE

Red Level: Food Court, Dining Hall and Meal Plan Service: Food Service strategy is for accommodating approximately 350 students living on-campus with meal plans. There will be no indoor dining based on the Governor health orders. During meal hours the entire retail area

between the east entrance door and the coffee shop will be closed. Entrance to the food court for meal service will be through the east entrance door only. Stanchions will zig zag back and forth giving the ability to accommodate student lines without students needing to wait outside in inclement weather conditions. Line areas will be marked with six-foot floor markers. In the Food Court, markers will be used for directing traffic through the stations. To reduce traffic congestion, the salad bar will be to go salad options only. The majority of desert bar items will be moved to the dining hall for easier access, the deli station will have premade options available, and pizzas are made to order. All staff will wear face masks and gloves, and all food items will be served by a Chartwells' associate. No self service will be allowed. All dinnerware will be to go – consideration will be given for finding cost efficient sustainable to go small ware items. Four staff members will be in the dining hall at all times to clean tables and chairs after each usage. All students will exit through the south facing dining hall doors. Staff and Faculty will be able to use the food court by entering through the coffee shop line and escorted into the food court area. Times might have to be limited as traffic dictates to assist the students in getting their meals as efficiently as possible. The 25% occupancy requirement is being maintained. Students under self-isolation or quarantine will be provided meals during this time.

Retail Fire & Ice Coffee Shop: Entrance will be the east side of the stairs leading down from the Atrium into the coffee shop. Stanchions will be used for directing the flow of traffic and floors clearly marked for social distancing. Counter seating will be unavailable. Instead, customers will wait in front of the counter area in clearly marked spaces for their order and then exit up the stairs.

Catering: Catering orders will be by phone or on-line only. Catering orders will be pre packaged and delivered in boxes to the event site. Customers will be responsible for set-up and take down.

Communication: via signage, website, on-line, Chartwells texting hotline, in person.

Students who are under self-quarantine need to contact the Office of Residential Life so that meal delivery can be made to impacted residents. Meals will be delivered for lunch and dinner. Breakfast Items will be dropped off at dinner time. Meals will be delivered at approximately the same time each day. Deliverers will place the meal box outside the resident's door and then knock and announce the meal has been delivered.

Yellow Level: Indoor dining will be permissible at 25% capacity or 100 students. Food will continue to be served by the staff in "to go" containers. Tables and chairs will be labeled for use and sanitized after each student leaves. Some of the stanchions and lines may be removed upon entry into the serving area.

Green Level: Indoor dining will be permissible at 50% capacity or 200 students. Food will continue to be served by the staff in "to go" containers. Tables and chairs will be labeled for use and sanitized after each student leaves. Some of the stanchions and lines may be removed upon entry into the serving area.

Turquoise Level: Indoor dining will be permissible at 75% capacity or 300 students. Food will continue to be served by the staff in "to go" containers through the end of the spring semester. Tables and chairs will be labeled for use and sanitized after each student leaves. Stanchions and barriers will be removed to allow for seating in the retail area.

BOOKSTORE

Red Level: Scheduled to open the weekend before the first day of classes. All bookstore employees will be required to wear face masks. Based on the current conditions all customers entering the

bookstore will be required to wear some kind of facial protection that covers their nose and mouth. Social distancing guidelines will be followed with the appropriate floor markings in place, six ft. apart, along with directional arrows to direct the correct flow of traffic to avoid accidental grouping of people. Capacity will be limited to 25% occupancy based on square footage calculations. Curbside pickup and delivery will be offered for those who may have issues and or concerns about entering public spaces and areas. Communication: via email, website, signage, and face-to-face.

Yellow Level: Same as Red Level except capacity of the number of people in the store will increase to 33% of maximum occupancy.

Green Level: Same as Red Level except capacity of the number of people in the store will increase to 50% of maximum occupancy.

Turquoise Level: Same as Red Level except capacity of the number of people in the store will increase to 75% of maximum occupancy.

GAME ROOM

Red Level: Hours of operation Monday–Friday 12:00 noon to 8 pm and Saturday & Sunday 12:00 noon to 5:00 pm. Reservations will need to be made in advance and can be scheduled by phone at 575-835-5927 or by email to gameroom@npe.nmt.edu. Gaming time will be limited to two (2) hours per session; one (1) session per day. Reservations can be made on hour or half hour increments and will be scheduled on availability and maximum occupancy of patrons allowed. Billiards, Ping Pong and console gaming will be limited to two people per game, four-people groups will not be allowed. Only two (2) billiards tables will be in use at one (1) time. Only one (1) ping pong table will be in use at one (1) time. Only one (1) console gaming station will be in use at (1) time. Counter seating is unavailable during this time. Communication: via email, phone, website, and signage. The 25% occupancy requirement is being maintained.

Yellow Level: Same as Red Level except capacity of the number of people in the game room will increase to 33% of maximum occupancy.

Green Level: Billiards, Ping Pong and console gaming will be allowed to have groups up to four (4) people playing at one (1) time. Three (3) billiards tables will be in use at (1) time. Two ping pong tables will be in use at one (1) time with one table being located in the first floor hallway of Fidel Center. Two (2) console gaming stations will be in use at one (1) time. Counter seating remains unavailable. Occupancy maximum increases to 50%.

Turquoise Level: Billiards, Ping Pong and console gaming will be allowed to have groups up to four people playing at one time. Four (4) billiards tables will be in use at (1) time. Two ping pong tables will be in use at one (1) time with one table being located in the first floor hallway of Fidel Center. Two (2) console gaming stations will be in use at one (1) time. Counter seating remains unavailable. Occupancy maximum increases to 75%.

STUDENT ACTIVITY CENTER

Red Level: Typically, the Student Activity Center (SAC) is used for Community College classes, by the Student Government Association for dances, movies nights, and large gatherings, and by NMT-sanctioned student clubs for meetings and club activities. Due to limited space, social distancing, and staff monitoring for the SAC will be limited to Community College classes. Class size limit will be 15 students to have best practices for social distancing. Auxiliary Services will work closely with the Registrar's Office to communicate class type, hybrids, set-up, and best possible scenarios for

class structure and participation. Communication: via signage, phone, Aux Office in person. The 25% occupancy requirement is being maintained.

Yellow Level: Same as Red Level while classes are in session (15 people is the maximum level we can have in the facility while still meeting the CDC guidelines for best practices and social distancing). Mass gatherings will be limited to 10 people.

Green Level: Same as Red Level while classes are in session (15 people is the maximum level we can have in the facility while still meeting the CDC guidelines for best practices and social distancing). Mass gatherings will be limited to 20 people.

Turquoise Level: Service will open up to include activities associated with the Student Government Association and NMT sanctioned clubs. Each event will need to have COVID-19 Event Committee approval and must provide monitoring of the event including mask enforcement. Community Education classes will remain limited to 15 students in order to meet the CDC guidelines for best practices and social distancing. Mass gatherings will not exceed 75% occupancy which is significantly less than 150 people.

SWIM CENTER

Red Level: Hours of Operation: Monday – Friday: 6am – 5pm (closed 7am - 8am for swim club practices and 9am – 11am for pool maintenance). The 25% occupancy requirement is being maintained. Saturday and Sunday: 11am – 5pm. The Swim Center is open for lap swim only - limited to six lap swimmers - one lap swimmer per lane to accommodate social distancing of 6 ft. Social Distancing at 6 ft. is required and will be enforced. Face coverings are required when entering and exiting the Swim Center and in all areas except the pool. Individuals showing any symptoms of illness may not use the facility, and high-risk individuals are discouraged from using the facility. Outside entrance and exit areas will be clearly marked. The pool's entrance is located at the outside double gates on the south side of the facility. The exit is located at the north outside double gates while the bubble is off and the entrance and exit will be through the main lobby while the bubble is on. Face coverings are required when entering and exiting the Swim Center and, in all areas, except in the water, as per the Governor's executive orders and CDC guidelines. During the winter months the locker rooms and associated restroom will be available. There will be NO SHOWER USE (inside or outside) at the facility. All swimmers are required to shower prior to coming to the facility. Separate access for bathroom usage is clearly marked through the inside lobby off the deck for women and hallway/deck glass door by the guard's office for men. No sunbathing or gathering on deck. Wait time is no more than 5 minutes on deck. Earlier arrival will require waiting outside the Swim Center. Chairs will be provided for towels and gear, and there is Velcro on the lounge chairs for displaying passes. Swimming Pool Usage: Lap swim times need to be scheduled in advance. Two (2) lap lanes are available for 45-minute workouts and Four (4) lap lanes are available for 1-hour workouts.

Yellow Level: Same as Red Level.

Green Level: Same as Red Level.

Turquoise Level: Same as Red Level. Occupancy increases to 50%, however to maintain compliance with CDC guidelines and social distancing lap lanes will remain at six (6) total lanes.

CHILDREN'S CENTER

Red Level: The Children's Center will open according to the most current CYFD regulations which are typically below 25% occupancy. Children will be dropped off and picked up at the entrance. Parents are not allowed to enter the building. Every staff member and child will have their temperature taken before entering the building. Face coverings will be worn by all teachers, staff, students, and essential workers. Surveillance testing will continue on a bi-weekly basis for all staff of the swim center.

General Safety: Frequent hand washing, supervised usage of hand sanitizer, cleaning and disinfecting frequently touched surfaces, covering coughs and sneezes. Sick children are required to stay at home. We will send children home immediately if they become sick and identify the isolation area if a child becomes sick during a care program. Sick staff is required to remain at home and not return until they meet criteria specified for home isolation.

Additional Safety Procedures/Plan for Illness and COVID 19: Isolate sick children until they can be picked up. Disinfect and clean the isolation area after the child has gone home. Close off all areas used by the sick individual, staff, or child. Open doors and windows to air out the area. Wait 24 hours until all droplets settle and clean/disinfect all areas used including common spaces such as hallways, bathrooms etc. Once complete, reopen the areas for use.

Intensified Cleaning Procedures: Hand hygiene station at entrance and proper hand washing protocols will be strictly followed. Toys are separated, cleaned, and sanitized daily. Classrooms are cleaned and sanitized daily. Common areas are cleaned frequently. Communication: via phone, email, newsletter, person to person and monthly Zoom Parent meetings.

Yellow Level: Same as Red Level.

Green Level: Same as Red Level & Yellow Level[NMT1]

Turquoise Level: Continue operations according to Health and Safety Guidelines set forth by the New Mexico Early Childhood Education and Care department in conjunction with the New Mexico Department of Health and the CDC. There are no capacity restrictions in this phase however the proper child to teacher ratio and group maximum will be maintained as follows:

Up to 24 months	Group Max = 10	Child to Teacher Ratio =5:1
24-36 months	Group Max = 16	Child to Teacher Ratio =8:1
3 years	Group Max = 20	Child to Teacher Ratio =10:1
4 years	Group Max = 20	Child to Teacher Ratio =10:1

GOLF COURSE/SNACK BAR

Red Level: Golf Course: Staff will check temperatures before shifts, and engage in frequent hand washing before, during, and after shifts. Staff will utilize gloves and masks during their shifts. Customers may not congregate at any time, including at the tee, on the course, or after the round. Tee times will be taken by phone or online; check-in will be through a window to minimize contact. Tee times will be 15 minutes apart instead of 10 minutes to minimize traffic with a limit of 144 players at any time on the course (four on the course and four on the green for all 18 holes). Carts are limited to one occupant per cart and four carts per tee time/group. The exception is two people may ride in one cart if they are from the same household. Maximum of four players per tee time/group. Practice greens and driving range will be limited to a maximum of four people at a time

for each area. Staff will be disinfecting all touch points on golf carts, range balls, range buckets. Flagsticks will be set up on the course so golfers will not have to touch the flagstick. Marshalls will be on the course to enforce social distancing and all other COVID-19 protection policies. Everyone will be required to wear a mask at all times in all areas. No rental clubs will be available. Golf shop will be open for bathroom/hand washing use and limited to two patrons inside allowing for 25% capacity regulations. All practice areas including driving range will be limited to four people at one time with required social distancing.

Snack Bar: Open 9:00am – 4:00pm Thursday through Monday, closed Tuesdays and Wednesdays with food and beverages to go or patio dining not to exceed 25% capacity. Only two employees will work at one time. Employees will be required to wear face masks. Two customers in the grill one at one time with social distance marking in front of the counter/pick up area.

Yellow Level: Same as Red Level except the pro shop is allowed to have one full party inside the clubhouse at one time and the Snack Bar can have indoor dining up to 25% of maximum capacity and outdoor dining up to 75% maximum capacity. Mass gatherings are limited to 10 people.

Green Level: Same as Red Level except the pro shop is allowed to have one full party inside the clubhouse at one time with a total of 50% capacity and the Snack Bar can have indoor dining up to 50% of maximum capacity, outdoor dining up to 75% maximum capacity. Mass gatherings are limited to 20 people.

Turquoise Level: Same as Green Level except the pro shop is allowed to have 75% capacity within the clubhouse at one time and the Snack Bar can have indoor dining up to 75% maximum capacity, outdoor dining up to 75% maximum capacity. Mass gatherings are limited to 150 people.

MACEY CENTER

Red Level: Auditorium: Due to the need for large classroom spaces, the auditorium will be utilized for this purpose during the daytime and early evenings on the weekdays.

Meeting Rooms: Rentable rooms will have reduced capacity and the auditorium will remain closed.

Copper & Galena Room: capacity limited to 20 attendees with 3 presenters (25%).

Stage Only: capacity limited to 30 attendees with 2 presenters (25%).

Upper Lobby: capacity limited to 50 people. These numbers are following the 25% capacity guidelines currently enforced. The number of events held daily will be reduced to allow ample time for cleaning, set up, and strike. Currently mass gathering restrictions only allow for 5 people in a social setting.

General Safety: Macey Center will only be open to students, staff, faculty, community members, and outside entities who meet the university criteria set forth at the time of onset. The general public will not be allowed into the facility due to the reduction of space and facilities available to comply with necessary safety protocols. Only participants of scheduled, confirmed, and identified events will be allowed into the facility. Valid invitation, ID, or official name badge must be provided upon arrival. Hand sanitizing stations will be available upon entry into the facility as well as around common areas. There will be NO public restrooms available. Face masks or coverings will be required, along with social distancing. Appropriate adjustments will be made and effectively communicated based on the Governor's order and CDC best practices.

Cleaning: Macey Center staff will continue to conduct daily sanitation and cleaning processes prior to and after events. Staff will be provided safety equipment such as a protective screen, masks, and gloves as set forth by university requirements. Equipment such as tables, chairs, audio/video equipment will be sanitized with the appropriate solution prior to use and after use. All multi-function surfaces will be wiped down hourly including door handles, counter tops, banisters, and elevator buttons.

Communication: via phone, email, website, signage and person to person.

Yellow Level: Same as Red Level except outdoor space capacity increased to 25%; indoor not permitted with the limited exception of operating up to 25% maximum capacity for recording and broadcasting entertainment without an in-person audience. Upper Lobby capacity increases to 50% or 100 people and mass gatherings are increased to 10 people or 25 vehicles.

Green Level: Same as Red Level except outdoor space capacity increased to 50%; indoor space up to 25% maximum capacity. Public restrooms will be available during events. Upper Lobby capacity remains at 50% or 100 people and mass gatherings are increased to 20 people and 100 vehicles.

Turquoise Level: Same as Red Level except outdoor space capacity increased to 75%; indoor space capacity increased to 33% maximum capacity. Public restrooms will be available during events. Upper lobby capacity increases to 75% or 150 people and mass gatherings are increased to 150 people.

The Macey Center may be utilized by the NMDOH for COVID-19 testing and Vaccinations as needed. These testing and vaccination events have a different set of protocols and procedures which is available by contacting the NMT Dean of Students at deanofstudents@nmt.edu. Macey Center will follow CDC guidelines and state orders to have best practices and social distancing at all times.

COUNSELING SERVICES (Support, Services, Programming, Communications & Office Ops)

Red Level: Emotional, psychological, and crisis support provided via phone, teleconferencing, or email during regular work hours, with potential to open the office for emergencies. Per Governor's Order, may expand services to offer in-person services, as necessary, to students on campus while observing strict social distancing protocols - clients will wear masks, wash hands; chairs and door handles will be sanitized after every session. Expanded programming will continue to be on-line, video, and website with potential to in-person, only as necessary. All communication through email, telephone, Zoom, with potential to open to in-person for on-campus students. Potential to have both clinicians and support staff on-site during regular work hours. The 25% occupancy requirement is being maintained. Appropriate adjustments will be made and effectively communicated based on the Governor's order and CDC best practices. Social distancing guidelines and required face covering will be enforced.

Yellow Level: Same as RED but occupancy requirement will be adjusted to 33%. Appropriate adjustments will be made and effectively communicated based on the Governor's order and CDC best practices. Social distancing guidelines and required face covering will be enforced.

Green Level: In-person services, will be offered to students on campus for emergencies while observing strict social distancing protocols - clients will wear masks, wash hands; chairs and door handles will be sanitized after every session. Regular client sessions may be offered in-person and outside, based on individual need. Expanded programming will continue to be on-line, video, and website with potential to in-person, only as necessary. All communication through email, telephone,

Zoom, with potential to open to in-person for on-campus students. Clinicians and support staff on-site during regular work hours. Occupancy requirements will be adjusted to 50%. Appropriate adjustments will be made and effectively communicated based on the Governor's order and CDC best practices. Social distancing guidelines and required face covering will be enforced.

Turquoise Level: In-person services will be offered to students on campus for emergencies while observing strict social distancing protocols - clients will wear masks, wash hands; chairs and door handles will be sanitized after every session. Regular client sessions may be offered in-person and outside, based on individual need. Expanded programming will continue to be on-line, video, and website with potential to in-person, only as necessary. All communication through email, telephone, Zoom, with potential to open to in-person for on-campus students. Clinicians and support staff on-site during regular work hours. Occupancy requirements will be adjusted to 75%. Appropriate adjustments will be made and effectively communicated based on the Governor's order and CDC best practices. Social distancing guidelines and required face covering will be enforced.

PERFORMING ARTS SERIES

From Red to Turquoise Levels, PAS in partnership with Macey Center will maintain all state-regulated COVID safety measures with respect to sanitation, 6' apart and all workers and attendees masked.

Red Level: PAS will continue with live-stream, no audience events, and drive-in-style events as outlined in the state regulations.

Yellow Level: PAS will continue with live-streamed, no audience events in Macey Center Theater, and up to 25% of maximum occupancy of any outdoor space on the premises: Parking Lots; North, East & South Patios; and green space from Macey to NRAO.

Green Level: PAS will present shows and events at up to 25% of maximum occupancy of any enclosed space on the premises, as determined by the relevant fire marshal or department, 600 x .25 = 150 max in Macey Center Theater; ~100 x .25 = 25 in Upper Lobby, Copper & Galena Rooms; and up to 50% of maximum occupancy of any outdoor space on the premises: Parking Lots; North, East & South Patios; and green space from Macey to NRAO.

Turquoise Level: PAS will present shows and events at up to 33% of maximum occupancy of any enclosed space on the premises, as determined by the relevant fire marshal or department: 600 x .33 = 198 max in Macey Center Theater; ~100 x .33 = 33 in Upper Lobby, Copper & Galena Rooms; and up to 75% of maximum occupancy of any outdoor space on the premises: Parking Lots; North, East & South Patios; and green space from Macey to NRAO.

PHYSICAL RECREATION ACTIVITIES

Red Level: 25% occupancy in the weight room, no more than groups of 5 people in the gymnasiums, showers are not available. Club sports are operating on a different protocol specified from the NM governor and Higher Education Department (NMT Intercollegiate Covid-19 Safety Protocol).

Yellow Level: 25% occupancy in the weight room, no more than groups of 10 people in the gymnasiums, showers are not available. Club sports are operating on a different protocol specified

from the NM governor and Higher Education Department (NMT Intercollegiate Covid-19 Safety Protocol).

Green Level: 50% occupancy in the weight room, no more than groups of 15 people in the gymnasiums, showers are not available. Club sports are operating on a different protocol specified from the NM governor and Higher Education Department (NMT Intercollegiate Covid-19 Safety Protocol).

Turquoise Level: 75% occupancy in the weight room, groups of 25 or less can gather in one space. The showers in the locker room are available.

TITLE IX OFFICE

Awareness Training/Complaint Resolution: All staff working from office, social distancing strictly enforced. No more than five people are allowed in the office suite. Work from home is limited. Small face-to-face training for International students and TAs. More focus on online marketing campaigns. Work with HR & Academic Affairs to schedule small group training for new hires while still making the online module available as needed. Avoid attending face-to-face conference training and move to online training for staff. Require online Adjudicator & Investigator training. Face-to-face with social distancing, most communication will be electronic and virtual. Based on the wishes of the parties, an appropriate venue will be established with the proper social distancing.

Non-Academic Student Conduct: All professional staff working from office, social distancing is strictly enforced. No more than five people are allowed in the office suite. Work from home is limited. Conduct more small training sessions with social distancing and leverage technology more effectively (e.g. online training modules). Effectively utilize technology and online methods to communicate changes to all constituents. Student employees may work from home. Only one student employee is allowed in office at a time.

Student Communication & Publications: Some face-to-face meetings with small groups of collaborators. Most communication will be electronic and virtual. Implement and effectively communicate the changes. Inform students and other users how to effectively navigate all of NMT's academic and non-academic student support services. Electronic submissions & distribution. With no large events, it will be important to promote more strategic smaller venues and/or multiple repeat sessions. This may impact staffing. Social distancing guidelines and required face covering will be enforced.

Student Complaints, Concerns & Grievances: Face-to-face with masks, strict social distancing, will continue to provide most services electronically. Contact the current vendor to determine if there are additional portals we can purchase to meet our other needs to serve the students. Communicated updates to students. The 25% occupancy requirement is being maintained. Social distancing guidelines and required face covering will be enforced.

OFFICE OF STUDENT AFFAIRS

Office Ops/Communications/Services: All professional staff working from office, social distancing is strictly enforced, as well as face coverings. No more than five people are allowed in the office suite. Work from home is limited. Student employees may work from home. Only one student employee in office at a time. Face-to-face with social distancing, most communication will be electronic and virtual. Campus visits will be limited, especially by those outside NM or from virus hotspots within NM.

Recruitment of International Students: Most will be done electronically, and may travel within NM. No travel to NM virus hot spots. Social distancing to be strictly enforced. All to be done electronically, with the exception of travel approved by VP and President. Social distancing to be strictly enforced.

Programming: All live streamed, in-person participants following strict social distancing rules. No buffets or self-serve drinks. Equipment needs to be purchased. Live and recorded, in-person participants following strict social distancing rules. Equipment provided by the host.

Convocation: Electronic or Virtual only.

Career Fair: Electronic or Virtual Only. Summer Programming: TBD for 2021.

Student Government: Meetings are live streamed and recorded. In-person meetings strictly adhere to social distancing rules. No self-serve foods or drinks. Presenters are encouraged to present alone. All documentation should be electronic, no handbills. The 25% occupancy requirement is being maintained. Social distancing guidelines and required face covering will be enforced.

Red Level: MASKS and SOCIAL DISTANCING REQUIRED

1. One Student Affairs staff member in the office at all times,
2. Staff may work from home or office with approval of work from home plan.
3. 1 student employee in office at a time.
4. The maximum number of Student Affairs employees in the outer office at one time is 4.
5. The maximum number of student guests in Student Affairs outer office at one time is 3
6. All student and staff guests must check temperatures prior to entering the office.
7. Guests must stand in the waiting area until called to an office.
8. All student requests that can be done remotely should be.
9. All Student Affairs Employees should be checking their temps twice a day.
10. No meals or drinks in outer office
11. No out of state travel
12. In state travel with approval of the Director of Student Affairs.
13. No In person workshops

Yellow Level: Same as Red Level with the exception of #5 and #11.

5. The maximum number of student guests in Student Affairs outer office at one time is 5
11. Out of State travel permitted by approval of the Vice President for Student Life.

Green Level: MASKS and SOCIAL DISTANCING REQUIRED

1. Student Affairs Office is fully staffed
2. Staff no longer working from home
3. 2 student employees in the office at a time.
4. The maximum number of Student Affairs employees in the outer office at one time is 4.
5. The maximum number of student guests in Student Affairs outer office at one time is 6
6. All student and staff guests must check temperatures prior to entering the office.
7. Guests may enter the office after Temp check..
8. All student requests that can be done remotely should be.

9. All Student Affairs Employees should be checking their temps twice a day.
10. No meals or drinks in outer office
11. Out of state travel with Permission of VP for Student Life
12. In state travel with permission of Director for Student Affairs
13. In person Workshops with a limit of 15, streamed and recorded.

Turquoise Level: Same as Green Level with the exception of #5 and #10.

5. The maximum number of student guests in the Student Affairs outer office at one time is 20.
10. Meals may be eaten in the office. No buffets.

DISABILITIES SERVICES/ACTIVITIES

Services: Student meetings conducted via zoom and in-person. All in-person interactions conducted with social distancing and face covering mandates strictly enforced. All areas sanitized before and after in person meetings. Meetings limited to one student and one case manager. Test proctoring conducted via zoom and in person. In-person proctoring is limited to 4 students at a time for Red level, eight (our maximum capacity for in person proctoring) for yellow, green and turquoise. All in person proctoring will maintain social distancing and masks requirements. Stations and work areas will be sanitized as each person enters and leaves. Creation and distribution of accommodation letters processed via email to student, student then delivered via email or canvas to their instructors. The office will work with students with compromised immune systems to benefit from online class options and protocols. The 25% occupancy requirement for red and yellow, 50% for green and 75% for turquoise will be maintained. Appropriate adjustments will be made and effectively communicated based on the Governor's order and CDC best practices.

Programming: Zoom and in-person sessions for RAs, training sessions for faculty, staff, and students conducted in person, New TA/Faculty training, ADA Anniversary celebration via social media, tabling, email. In-person events limited to 5 students at a time for Red level, 10 for yellow, 20 for green, and 150 for turquoise. All in-person interactions conducted with social distancing and face covering mandates strictly enforced.

Communications: Conducted via email, letters, phone, tabling, speaking/training events, one-on-one meetings, Website, Discord, Miner Weekly Blast, flyers, Student Affairs TV monitors, etc. In-person events limited to 5 students at a time for Red level, 10 for yellow, 20 for green and 150 for turquoise. All in-person interactions conducted with social distancing and face covering mandates strictly enforced.

Office protocol signage is located at the entrance and at the main desk of the office. Office Ops: Disability Case Manager and student workers. Work from home is limited unless needed to comply with Governor's orders and CDC best practices.

OFFICE OF ADMINISTRATION AND FINANCE

The following areas report to Administration and Finance: Budget and Analysis, Business Office, the Business Process Analyst, Campus Police, Campus Post Office, Capital Projects, Facilities Management, Information Technology and Communications, Property Management, Purchasing/Procurement, Sponsored Projects, Starbase La Luz Academy and the New Mexico Bureau of Mine Safety/State Mine Inspector. We also serve as the fiscal agent for New Mexico MESA.

Most of the areas within Administration and Finance are necessary to maintain the operations of the campus and, thus, have been designated as essential services. For these reasons all of the on-campus operations have been maintaining their basic functions and service delivery. There has been a reduction, but not an elimination, of the recycling program during the partial campus closure. All of the on-campus functions, including the Office of the Vice President for Administration and Finance, have initiated some level of work-at-home requirements for those staff whose job function doesn't require them to be on campus full-time. Many of the offices are utilizing a combination of full-time work at home for some staff or scheduling on-campus shifts and working at home the remainder of the time. The number of days that staff members work on and then off-campus varies by unit.

New Mexico MESA is housed in the NMT leased building in Albuquerque. They have also implemented a combination work in-office and at-home plan. As Starbase La Luz is embedded in the Air Force Research Laboratory (AFRL) offices in Albuquerque, they have been following the protocols required by the AFRL.

All of the following schedules and work plans are contingent upon COVID-19 mandates from the Office of the Governor, including adhering to the color-coded tier system for phased reopening. The timing of the full return to the campus by all Administration and Finance staff will occur only when the Governor authorizes the full opening of the campus and the return to offices by all employees. In the meantime, as with the entire NMT campus, Administration and Finance will adhere to the guidelines specified under the color-coded tier system, and will continue to adhere to the extensive campus cleaning and sanitizing protocols specified in this plan.

OFFICE OF THE VICE PRESIDENT FOR ADMIN & FINANCE

Rotating days in the office: VPAF – Mon/Wed/Fri, Associate VPAF – Tue/Wed/Thu, Admin. Sec. – Mon/Wed/Fri, Secretary 1 (summer) - Tue/Thu. For the other days, the work is done from home. The 25% occupancy requirement is being maintained. The VPAF office is responsible for compiling lost revenue and cost information related to COVID-19 and to prepare reimbursement requests for the administrative and Minority Servicing Institutional funds available under the CARES ACT and for potential reimbursements under FEMA.

Current campus/home work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated.

BUDGET & ANALYSIS

This office is considered to be an essential service due to required budget preparation and the approval of research proposals, Personnel Action Forms, and other essential documents. The Associate Budget Director is working in the office two days per week and remotely three days per week. The 25% occupancy requirement is being maintained. Two of the other staff members are working primarily from home. One staff member has elected not to work during the Covid-19 restrictions and is using her annual and sick leave during this time.

Current campus/home work schedules will continue. This office is essential in preparing the campus response to the anticipated budget reductions from the June Legislative Special Session. The staff member who was not working previously is now working on campus three days per week.

Current campus/home work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated.

BUREAU OF MINE SAFETY/STATE MINE INSPECTOR

As the Bureau deals with state mine safety, training, and certification, which are all deemed essential activities, the Bureau is an essential operation. The State Mine Inspector is working full time, primarily in the office but traveling within the state as situations mandate. The Business Manager is working from

home, but comes to the office on campus three days a week. The Associate State Mine Inspector is working from home and traveling as situations mandate.

Current campus/home work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated.

BUSINESS PROCESS ANALYST

The Business Process Analyst is working on campus one day per week and at home four days per week. As the primary focus is on electronic form development, he also comes to campus as needed to work with various campus functions.

Current campus/home work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated.

BUSINESS OFFICE

Most of the Business Office functions are considered essential functions, and the office has remained fully operational. Most personnel, including the Controller, are working full-time from home. They come to campus when required. Cashiers are on campus for the printing and distribution of checks. Due to the lack of campus travel, Travel Office staff members have been temporarily reassigned to other duties. For those employees who do not directly deposit their payroll checks, checks are being manually distributed in the main floor Fidel Center on each payroll day.

Accounts Payable, General Accounting, Travel Office and Student Accounts will maintain the current campus/remote work schedules until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated. Payroll Office staff as scheduled, are available to assist employees on an as needed basis. The Cashier's Office will be open daily, but at a reduced schedule with hours to be posted.

CAMPUS POLICE

As the Campus Police Department is an essential service that requires most officers to work on-campus, only the administrative staff members have been working from home for part of the week. However, as most are deployed outside of the offices, the 25% occupancy requirement is maintained. Due to the fact that all buildings are locked, Campus Police are patrolling the office buildings and campus environments more frequently.

Current campus/home work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated. Campus Police will continue with more frequent patrols.

CAMPUS POST OFFICE

The Post Office is considered an essential function, and, as the mail and other delivery services must be maintained, staff must work on campus. However, they are spaced within the building so that the 25% occupancy requirement is maintained. The post office is functioning with reduced staff due to the supervisor being on FMLA for up to 12 weeks. As all of the campus buildings other than the Fidel Center are locked during the day to limit non-building staff and unauthorized staff to enter the buildings, all campus mail is being distributed and picked up at the campus post office according to a fixed schedule.

The Post Office is the only area on the Fidel First floor that is open for business. Entrance into Fidel is through the west entrance door closest to the Post Office. Hours will be Monday – Friday 7:45am – 5:15pm, Saturday 11am – 4pm, Closed Sundays.

Current campus/home work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated. Staff will return to delivering mail to the various offices when campus buildings are unlocked during the day.

CAPITAL PROJECTS

The Capital Projects Office is a one-person office consisting of the Director of Capital Projects. The Director is currently working from home four days per week and is typically on campus one day per week unless he needs to be on campus for meetings or project coordination.

Current campus/home work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated.

FACILITIES MANAGEMENT

In that the campus buildings and grounds must be maintained, Facilities Management is an essential service that requires most staff to work on-campus. As these staff members are distributed throughout the campus, the 25% occupancy requirement is maintained. Only the co-directors and administrative staff have been working at home. They have been working at home two days per week and working on campus three days per week, staggering schedules so one co-director is always on site, unless they need to be on-campus to coordinate projects and staff. Select crews have moved to four 10-hour days to further reduce the number of individuals on campus. Due to the large number of Covid-19 cases in Alamo, those Facilities Management staff members who live in Alamo and drive to the campus are continuously monitoring themselves for COVID-19 symptoms. One staff member was exposed to COVID-19 and is quarantined at home. He applied for and was approved for the 80 hours of paid leave through the new Federal requirements (FFCRA).

Additional Cleaning: The cleaning of buildings has been increased to two times per day. Facilities Management will perform additional cleanings of the Research Laboratories as they reopen in the summer. Two hazardous area cleaning teams (one main team and one back up team) have been created. Anticipated PPE equipment and training costs for these teams are about \$40k. There may also be hazardous duty pay costs for these employees, with the total costs to be determined. Critical staff members including custodians are not working the alternate schedule as they are needed on a daily basis. Facilities Management has purchased ionization equipment to efficiently sanitize classrooms, dormitory rooms, offices and other campuses of COVID-19 viruses. They have purchased HEPA filtration units that also utilize UV lights, ionization and hydrogen peroxide to kill the virus and other organisms. One or more of these units will be deployed in each classroom in which in-person instruction is being delivered. Facilities Management has installed touch-free soap dispensers, hands free door openers and full-cover toilet lids in the campus bathrooms and touch free hand sanitizer dispensers on each floor of campus buildings. See Attachment #1 for a detailed description of classroom, laboratory and other building cleaning protocols.

Current campus/home work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus by administrative staff will be reevaluated. Administration and Finance is now working with several COVID-19 reopening committees to determine the best schedule and protocol for this second shift. Factors to consider include the scheduling of academic classes in the classroom buildings, Fidel and Macey Center, the dormitories, including the shared/common bathrooms and the Gym.

INFORMATION TECHNOLOGY AND COMMUNICATIONS

Information Technology and Communications (ITC) is an essential service. Most of the staff supports infrastructure that requires them to work on-campus. However, the software application support group that supports the Banner ERP has been successfully working from home. Using remote connections to their office computers and other NMT computer systems, they have been able to provide the same level of support for existing systems as they were when they worked on campus. They have also undertaken planning and work on new projects. This has been accomplished by the use of remote meetings using Zoom and other remote support utilities. ITC staff working on campus can be housed in two buildings, the Gold Building and the Telecom building, staff members have been distributed between these buildings to ensure proper social distancing. This distribution allows for adherence to the 25% occupancy rule. Many of the technical support staff members are typically providing support among the many buildings and offices on campus, which makes maintaining social distancing within the ITC offices

even easier. ITC staff members have played a major role in the distribution of Virtual Private Network and Hotspot equipment and setting up remote desktop capabilities for administrative staff and some faculty. ITC staff has also worked closely with Academic Computing to establish the online course delivery capabilities.

As most staff members are already working on campus, as stay-at-home requirements are relaxed or eliminated, there will be little or no change to the ITC work schedules. For the software applications support group, the current home work schedule will be reevaluated.

PROPERTY MANAGEMENT

As the primary property management functions are an essential service because property inventories must be maintained and property properly disposed, most of these operations have been on-going during the stay at home restrictions. The recycling function has been reduced in scope. A staff member who had been potentially exposed to out-of-state individuals was required to take the mandatory 14 quarantine days. However, he showed no COVID-19 symptoms during this time, and has returned to work full-time. The Property Operations Manager ended his work at home plan during the first week of June. The Property Office will continue to ensure that all assets and property received during the pandemic shutdown to the current date are properly accounted for. Recycling will continue to operate at the current reduced level until buildings are returned to an open to public status.

Current campus/remote work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated.

PURCHASING SERVICES

While Procurement is an essential operation, during the current stay-at-home requirements, for the most part, the items that can be purchased have been limited to critical or emergency purchases.. Purchasing is now handling regular procurements and contract renewals for FY21. Staff members have, for the most part, been using a combined work-from-home and work-in-the-office schedule. This allows for adherence to the 25% occupancy requirement. One staff member initially chose to not work during the Covid-19 restrictions and used a combination of annual and sick leave to cover the missed days. Since May that employee has begun working several days a week in the office. Regarding vendors, the Director has developed and distributed a form for all departments to use when vendors for their areas are required to come on campus. This form must be signed by both the originating department and the vendor. It has detailed instructions for the vendors before and during their time on campus. This form is included as Attachment #2.

Current campus/remote work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated.

SPONSORED PROGRAMS

As research grant proposals, contracts and contract changes are currently being generated and F&A rate calculations and negotiations and Federal audits are ongoing, Sponsored Programs is an essential function. Staff members in the area are working in shifts with partial days in office and partial days at home. However, the Director and Associate Director are, for the most part, working full time in the office. Due to increasing volumes of grant applications and contracts, the work-at-home schedules were adjusted for some staff to work more hours on campus. However, the 25% occupancy requirement is being maintained. Social distancing guidelines and required face covering will be enforced.

Current campus/remote work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated.

Attachment #1

Facilities Management (FM) Custodial Department General COVID-19 Building Guidelines

Type of Building	Description & Frequency of Cleaning/Disinfection
Offices	<p>Restrooms cleaned and disinfected. 3 Times daily. Soap dispensers stocked daily.</p> <p>High Traffic Touchpoints disinfected. Touch Points includes Stair Rail Handles, Entrance Doors, Light Switch Plates, Office Doors (Exterior Only unless the door is open), and Elevator Buttons. 3 Times daily.</p> <p>Most offices will only be cleaned/disinfected by request only. Trash is emptied on a normal basis (if the door is open). Please put the trash in the hallway.</p> <p>Hand Sanitizer units have been installed throughout the buildings, including the recent installation of hands-free dispensers on each floor.</p> <p>Signage has been put up to remind all occupants to socially distance, that masks are required at all times, and to follow proper hand washing techniques.</p> <p>Everyday building specific cleaning schedules will also be followed.</p>

<p>Classrooms</p>	<p>Classrooms cleaned and disinfected. New Technology deployed to spray an ionized disinfectant. At least 2 Times daily based on Classroom Cleaning Schedule.</p> <p>High Traffic Touchpoints disinfected. Touch Points includes Stair Rail Handles, Entrance Doors, Light Switch Plates, Doors (Exterior Only unless the door is open), and Elevator Buttons. 3 Times daily.</p> <p>All Classrooms that will be used in the fall will have disinfecting wipes. The student/teacher can use the wipes to clean their area.</p> <p>Special Ionizer/HEPA units will be put in each classroom. These units also use a UVC Light to kill virus particles during filtration. They also produce hydrogen peroxide and ionization to kill virus particles in the air.</p> <p>Hand Sanitizer units have been installed throughout the building, including the recent installation of hands-free dispensers on each floor.</p> <p>Classroom doors will be left open to circulate the air.</p> <p>Signage has been put up to remind all students to socially distance, that masks are required, the fastest way out of the building, and to leave the building once their class is over.</p> <p>Restrooms cleaned and disinfected. 3 Times daily. Soap dispensers stocked daily.</p> <p>Everyday building specific cleaning schedules will also be followed.</p>
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Laboratories

Laboratories swept, mopped, trash removed, and soap dispensers stocked daily. Cleaning will be 2 Times daily.

Laboratory personnel will disinfect equipment. FM will provide gloves to students in the labs as needed. In addition, disinfecting wipes will be provided.

Computer laboratories will be cleaned 3 times daily.

High Traffic Touchpoints disinfected. Touch Points includes Stair Rail Handles, Entrance Doors, Light Switch Plates, Doors (Exterior Only unless the door is open), and Elevator Buttons. 3 Times daily.

Signage has been put up to remind all students to socially distance, that masks are required, the fastest way out of the building, and to leave the building once their lab is over.

Hand Sanitizer units have been installed throughout the buildings, including the recent installation of hands-free dispensers on each floor.

Everyday building specific cleaning schedules will also be followed.

<p>Restrooms</p>	<p>Restrooms cleaned and disinfected. 3 Times daily. Soap dispensers stocked daily.</p> <p>Signage has been added to the restrooms to show proper hand washing techniques.</p> <p>Installation of special equipment:</p> <ol style="list-style-type: none"> 1) Toilet lids 2) Hands free Foot Pedal door openers 3) Automatic Soap Dispensers 4) Automatic Paper Towel Dispensers
<p>Dormitories</p>	<p>Communal Restrooms cleaned and disinfected 3 times daily. Soap dispensers stocked daily. In addition, Ionizer/HEPA units have been installed in the communal restrooms.</p> <p>High Traffic Touchpoints disinfected. Touch Points includes Stair Rail Handles, Entrance Doors, Light Switch Plates, Doors (Exterior Only unless the door is open), and Elevator Buttons. 3 Times daily.</p> <p>On the weekend and throughout the week, FM will employ students to do basic cleaning in the communal restrooms. FM standby can assist as needed.</p> <p>Signage has been put up to remind all occupants to socially distance, that masks are required at all times, and to follow proper hand washing techniques.</p> <p>Everyday building specific cleaning schedules will also be followed.</p>

Attachment #2

COVID-19 On-Campus Work Request

To be completed by the NMIMT Department Head and Contractor Prior to Work Being Performed

FOR THE NMIMT DEPARTMENT HEAD: Request for permission for a Contractor to access the NMIMT campus or other NMIMT leased buildings to do the following:

Description of work to be performed _____

Building and room _____

Name of Contractor _____

Estimated date(s) work to be performed _____

Estimated total hours required each day _____

Department individual who will supervise work and their cell number _____

Signature of department head and date

Signature of individual supervising work and date

To be reviewed and signed by the Contractor

FOR THE CONTRACTOR: Any off-campus Contractor personnel present, entering or performing services on the NMIMT campus, or property leased or owned by NMIMT must certify their personnel shall at all times adhere to all applicable state and federal laws and NMIMT policies and procedures. Additionally, Contractor shall abide by CDC guidelines at all times <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Prior to coming to the campus worksite and beginning work:

- 1) The Contractor will provide an ACORD 25 Certificate of Liability Insurance with NMIMT as the Certificate Holder; this will be sent to NMIMT Purchasing Services Office, Brown Hall, and Rm 114.
- 2) Provide NMIMT with the representative's itinerary showing where their travel will originate and where they will stay while in New Mexico. Contractor will need to disclose if the representative has been in any global COVID 19 hotspots with dates they were there.
- 3) At Contractor's expense, each employee of the Contractor working on campus shall take their temperature each day prior to working and only be allowed to work if the temperature is 100.0°F or below.

When on campus, each employee of the contractor working on campus will:

- 4) Practice required social distancing of six feet or more.

- 5) Wear appropriate personal protective equipment (PPE) especially face masks at all times.
- 6) Restrict themselves to their designated work area, other than restrooms when necessary.
- 7) Wash hands with soap for at least twenty seconds or sanitize their hands with at least 60% alcohol if soap and water are unavailable.
- 8) Avoid using other persons' phones, tools or other equipment.
- 9) In accordance with CDC guidelines, Contractor personnel shall wipe down with disinfectant their work area at the end of each day or at the end of their work activity.
- 10) Follow any state directives required for out-of-state visitors.
- 11) Ensure current compliance with CDC guidelines and maintain compliance if guidelines are updated.
- 12) Immediately notify the NMIMT Department and Purchasing Services Office in the event of any Contractor's personnel who have been present or performing services on NMIMT property (a) tests positive for COVID-19, or (b) have been in close contact with someone who tests positive for COVID-19. The Contractor shall take immediate action to quarantine such person and any other Contractor personnel who may have come in contact with the person testing positive for COVID-19, and assist in identifying any other persons on campus who may have come in contact with such person. Contractor shall thoroughly clean and disinfect all areas any infected Contractor personnel may have contacted on campus. Any such deep cleaning and sanitation costs of NMIMT property resulting from a positive test are the responsibility of the Contractor. The Contractor shall ensure quarantined personnel do not return to the NMIMT campus until CDC criteria for return are met. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
- 13) Adhere to any reasonable additional restrictions requested by NMIMT.

By signing below, you acknowledge and agree that all efforts shall be made to adhere to these requirements for the health and safety of NMIMT students and employees, as well as, Contractor personnel.

Signature of Contractor's authorized representative and date

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**Instructions for use of the form:**

Department will contact Contractor regarding repair and obtain a quote

Department will complete the top portion of the form and forward with a requisition to Purchasing

Purchasing will work with the Contractor to get the form completed and answer any questions/concerns

Purchasing will issue the PO and completed form to both the Contractor and Department. At this point, the Department and Contractor will work together to get the Contractor personnel on campus for the repair, calibration, etc.

Upon completion of work, the Department will notify Purchasing at [purchasing@nmt.edu](mailto:purchasing@nmt.edu)

## OFFICE OF RESEARCH

Full Protocol Link: <https://sites.google.com/nmt.edu/covid19-safety-protocols/home>

All Research Depts will follow the safety protocols and occupancy requirements in accordance with the Governors Red to Green framework in all areas.

This protocol serves as the minimum standard of operational safety for facilities under the supervision of the NM Tech Office of Research. Each unit may adopt a more rigorous standard, as required by the business conducted within a facility and approved by the Vice President for Research. This protocol applies to all students, staff, faculty and visitors.

1. Personal Assessment - Prior to entering any NM Tech facility you are required to assess: (1) the state of your personal health for COVID-19 symptoms, (2) personal exposure risk, and (3) your potential exposure to COVID-19 as a result of travel.
2. Masks & Face Coverings - Everyone at an NM Tech facility must wear a mask at all times, except when alone in a private office or laboratory.
3. Hours of Operation & Access - Access to NM Tech facilities is limited to approved activities and pre-set hours of operation. All guests will be required to request access to the facility or facilities approved by their campus sponsor.
4. Good Hygiene Practices
  - a. Routine Cleaning - All facility techs have been trained in the proper cleaning and disinfecting protocols, hygiene, and respiratory etiquette. Spaces and equipment will be cleaned before and after each use by the assigned facility tech. Disinfectant wipes are available upon request for individual use.
  - b. Handwashing - All facilities have access to public restrooms for handwashing. Hand sanitizer is available in meeting and workspaces for use when hand washing is not possible. Note: the use of gloves is not a substitute for frequent handwashing.
5. Space Configuration - Remote work has been implemented where possible. All meeting and work spaces have been reconfigured to provide for 6 feet of distance between individuals wherever possible. All spaces have been configured to accommodate 25% capacity to ensure that effective social distancing can occur.
6. Common Spaces - All common areas where personnel are likely to congregate have been closed and/or modified to minimize contact between guests and staff.
7. Virtual Tools - Zoom teleconference tools are available to accommodate virtual collaboration and limit the number of individuals in an NM Tech facility or space.
8. Catering & Beverages - No catering or outside beverages are allowed in facilities. Coffee pots and Keurig's have been stored away to minimize unnecessary contact with surfaces.
9. Guidelines and Governing Protocol - This protocol takes into account where appropriate to the facility the guidance and directives of the State of New Mexico and Office of the President in consultation with the cognizant division Vice President.
  - a. State of New Mexico
    - i. Public Health Orders - <https://cv.nmhealth.org/public-health-orders-and-executive-orders/>
    - ii. State of New Mexico Re-Open Guide - All Together New Mexico: COVID Safe Practices for Individuals and Employers - <https://indd.adobe.com/view/3f732e94-0164-424d-9ac6-a0ace27e70c8>
  - b. New Mexico Tech Office of the President

- i. Key Requirements Memo - <https://drive.google.com/open?id=1jTQNo5kbwjPk6VaUN7z1FJPHxRzmfEWS>

### **PRTC**

PRTC has been deemed an essential facility and remained open and operational throughout the pandemic; however, additional protocols have been put in place to facilitate safe practices. PRTC follows visitor guidance promulgated by NMT and NMDOH. Almost all customers now using the facility are DOD members or DOD contractors.

Affected Facility:

Playas Research & Training Center (Hidalgo County, NM)

Actions:

1. Housing arrangements take into consideration social distancing requirements, e.g. to the greatest extent possible visitors are provided with a private bedroom and private bathroom
2. CDC recommended disinfection protocols are in place for housing units and common areas
3. No large indoor meetings or events; social distancing requirements observed in all cases
4. Guests must provide advance notice of arrival
6. Maintain 24/7 operations with proper safety protocols
7. Use of teleconferencing when possible (telework not possible for PRTC employees)

### **First Responder Training Re-opening**

NMT/EMRTC/PRTC is executing a strategic approach to the resumption of residential training that prioritizes participant health and safety while delivering the critical information needed by first responders to prevent and respond to incidents involving explosives. This resumption is based on the establishment of a “Bubble” to isolate the participants in and providers of the program. Two pilot series will be conducted at the Playas Research and Training Center (PRTC). Everyone involved in the program will travel directly to Playas in individual vehicles and will be isolated in Playas for the duration of the program. At the conclusion of the program, all participants will travel directly to out-of-state airports for departure. The pilot series will be used to establish protocols to establish methods of delivery for the remainder of 2021.

### **ICASA**

Socorro Office: Staff and students working exclusively from home with the exception of five individuals determined essential due to need to access systems, work on federal projects with sensitivities precluding work from home, and/or that have no viable option to work from home. This accounts for approximately 10% of desk capacity. Guests (e.g., new hires) escorted onsite only as needed (e.g. for fingerprint checks, being issued computers, obtaining badges, etc.). All individuals accessing the facility using CSP’s, including wearing masks, maintaining separation, and practicing disinfection techniques as per CDC, NMDOH, and NMT published guidelines. Access to sensitive facilities (e.g., classified spaces) further as per any and all relevant federal guidelines from sponsoring agencies. Any other incidental access only on a case-by-case basis with the prior approval of the Director.

Albuquerque Office: Staff and students working exclusively from home. Any incidental access permitted only on a case-by-case basis with prior approval of the director. ICASA will not exceed 25% occupancy. ICASA will follow campus wide visitor policy.

## **NMT TECH TRANSFER COLLABORATIVE OFFICE (KAFB/ALBUQUERQUE NM)**

Program Facilities Affected: AFRL Tech Engagement Office, AFRL Innovation Lab and AFRL Maker Hub

### Actions:

1. Prep facilities for limited use at 25% of maximum capacity
2. Access by Appointment only
3. No large group meetings, seminars, or events
4. Establish guest tracking and check-in protocols
5. Re-deploy scheduling site and forms
6. Schedule staff to support meetings/activities as needed, telework remains primary method of work

NMT Re-Open Briefing -

[https://docs.google.com/presentation/d/1mftwaQjVoCatNgKlaV3K2mS1Rjt\\_MBAjY1k-of7dk0/edit?usp=sharing](https://docs.google.com/presentation/d/1mftwaQjVoCatNgKlaV3K2mS1Rjt_MBAjY1k-of7dk0/edit?usp=sharing)

Staff External Work Request - <https://www.surveymonkey.com/r/9L52HFW>

Space Check-In for Visitors - [https://www.surveymonkey.com/r/space\\_check-in\\_form](https://www.surveymonkey.com/r/space_check-in_form)

Space Request - [https://www.surveymonkey.com/r/afri-nm\\_space\\_request](https://www.surveymonkey.com/r/afri-nm_space_request)

## **EMRTC**

EMRTC is considered an essential business and remained working as normally as possible during this time. EMRTC wrote and implemented a new Standard Operating Procedure in March that details how it will operate under the COVID-19 Pandemic. EMRTC has updated the SOP and continues to do so based on the most recent Governor's orders. External visitors are allowed to attend their testing programs as long as they follow the NMT Visitor Policy.

Key Documents for all personnel:

State of Mexico, Public Health Orders <https://cv.nmhealth.org/public-health-orders-and-executive-orders/>

State of New Mexico Reopen Guide, All Together New Mexico: COVID Safe Practices for Individuals and Employers [ALL Together New Mexico](#) link.

## **LANGMUIR LABORATORY**

Affected Facility: Langmuir Laboratory

Only our essential staff work on campus and only on an as-needed basis. All other staff will work remotely from home. The mountaintop facilities are closed during the winter and spring seasons, in anticipation of the summer thunderstorm season. Langmuir Laboratory is not regularly staffed and the building occupancy will be well below 25% of maximum at all times. One or two personnel visit sites on a weekly basis to maintain instrumentation on the ridge. All other activities will be on campus; we adhere to social distancing guidelines by the state and NMT. Social distancing guidelines and required face covering will be enforced. Langmuir Laboratory follows visitor guidance set forth by NMT.

## **MROI**

All Staff working from home.

## **NCKRI**

Except for the Office Manager, all staff will work remotely from home and will be in the office intermittently as necessary. They will continue to communicate by email, phone, and video conference as needed. NCKRI does not expect to have visitors. If there is a visitor request, the NMT procedures will be followed.

### **MAGDALENA RIDGE OBSERVATORY 2.4M TELESCOPE**

The Observatory staff is composed of a total number of three people: one technician and two astronomers. The technician works primarily off campus at the facility on Magdalena Ridge during the daytime, and is infrequently on campus as needed for grab and go tasks. The two astronomers work at the Observatory or remotely during the evening, and access their campus offices only when necessary. Rarely are the astronomers and the technician in the common areas at the same time. Staffing levels are well below the 25% occupancy level. Visitors to the facility are required to follow the NMT Visitor Policy

### **IRIS/PASSCAL**

The majority of PASSCAL staff will remain working offsite. On-site staffing will not exceed 25% occupancy. Warehouse operations and equipment processing/testing continues on-site. Fieldwork has been put on pause lessening our need for training users; virtual training has replaced on-site training. During the work-at-home order we've realized that some aspects of our operations can be effectively and efficiently performed off-site. All visitors to the facility will adhere to the NMT visitor policy. All individuals accessing the facility will adhere to all safety precautions as per CDC, NMDOH, and NMT published guidelines.

### **NM BUREAU OF GEOLOGY AND MINERAL RESOURCES**

The New Mexico Bureau of Geology and Mineral Resources will adhere to all overarching guidelines provided by New Mexico Tech, and outlined at the beginning of this document. The topics outlined below are specific to our organization.

### **ESSENTIAL PERSONNEL**

One essential person designated to be in the Bureau each day. Schedule is noted on the Bureau Google calendar. Check-in and out using the web-based form is required of anyone accessing Bureau spaces, essential personnel and students included. Social distancing and mask wearing required everywhere except in personal offices or other personal spaces. The guidelines listed below for "all other employees" also apply to essential personnel. Staffing levels are well below the 25% occupancy level.

### **OTHER EMPLOYEES**

Where possible, employees will work at home. Access to building is monitored through our "check-in/check-out" web-based form. Employees may occupy the building if they can work more effectively from the building than they can from home. As Socorro County moves from red to green, we will relax our internal criteria for building occupancy. Checking in and out using our web-based app is required by all staff and students, and pre-scheduling is encouraged. The purpose of the check-in/check-out is to be able to do rapid and efficient contact tracing, should that be needed. Connie Apache will be our primary point of contact for contact tracing, with Nelia Dunbar and Matt Heizler as secondary and tertiary. We will work with NMT's lead contact tracer should contact tracing be needed. Social distancing and mask wearing required everywhere except in personal

offices and solo-occupancy laboratories or other spaces. The building occupancy is no greater than 25% of occupancy limit.

Additional guidelines:

- Staff members and students are asked to self-monitor for symptoms associated with the COVID-19 illness, including body temperature of 100.0 F degrees or higher, and only enter the building if they are symptom-free.
- Staff members must stay home if they are symptomatic and seek out healthcare options depending on the severity of the symptoms. Any employee who has had persistent symptoms such as those outlined at the beginning of this document will need to test negative for COVID-19 prior to returning to our building.
- Offices will have solo occupancy.
- Handwashing and overall good hygiene continues to be emphasized. Cleaning products and hand cleaner will be widely available.
- Face-to-face meetings of Bureau staff and students are allowed, if necessary. These meetings must take place in a large room (253 preferred) and all attendees must be masked and distanced. While Socorro County is in the “red”, these meetings are limited to 5 people, or fewer. As we move to “yellow” and “green”, we will raise the meeting limits as permitted by state guidelines.
- Where possible and practical, use emails, phone calls and text messages for communication. Use electronic forms, wherever possible.
- Minimize campus errands.

If, upon greater reoccupation of the building, we recognize that social distancing protocols are not working well, we will reevaluate protocols to improve efficiency.

If a staff member who has been in the building tests positive for COVID-19, appropriate contact tracing will be carried out immediately, using the web-based check-in/check-out app, and any close contacts will be asked to test immediately.

### **STUDENTS**

Student employees and students using our laboratory or archive areas must adhere to the same guidelines as listed above for staff members.

Students who attend classes in our building must adhere to NMT-wide guidelines, and faculty members will keep track of class attendance, in case contact tracing is needed.

### **VISITORS**

We will follow NMT essential business visitor guidelines. Visitors will be permitted on a case-by-case basis, and will be required to fill out NMT “visitor” or “contractor” paperwork. If outside visitors need to collect physical materials or need to drop anything off, we would plan to do this via postal service or by curbside pickup in the parking lot east of our building using appropriate protective equipment. We have developed an internal protocol to be able to pack and ship materials safely, and have recently begun to fill orders that have been coming into our bookstore electronically. We will also strive to promptly provide our stakeholders with electronic resources, wherever possible.

### **FIELD WORK**

Permitted for time-critical projects. See Appendix 1 for field work guidelines.

## **MUSEUM**

The museum and associated bookstore will remain closed for as long as other state museums remain closed. When museums are permitted to open by the state, we will follow the guidelines outlined in Appendix 2. These guidelines were tested during the brief time that museums were permitted to reopen, and they worked well.

# **Appendix 1**

## **New Mexico Bureau of Geology and Mineral Resources**

### **General Field Protocols**

#### **Revised Jan 2021**

In response to the ongoing COVID-19 pandemic, the New Mexico Bureau of Geology and Mineral Resources (NMBG) has established protocols to safely carry out field work, which is a fundamental part of our mission. These field work protocols are designed to offer protection for our staff and members of the public who we may encounter during the course of our duties and would be built on top of our usual field safety protocols. These guidelines will remain in place and will be periodically reviewed and revised as conditions change and new guidance is provided by state or New Mexico Tech leadership.

#### Overview

- Field work is permitted upon approval from your supervisor or Program Manager.
- Overnight travel will be permitted. Camping is recommended, although hotel stays will be permitted on a case-by-case basis, particularly in counties that are in the “yellow” or “green” categories. If staff can camp, wear masks, and maintain a 6-foot social distance from other staff or campers. Social distance or masking will apply during vehicular travel. Access private land only if land owners can be notified in advance and provide permission for access.
- Evaluate field data collection needs and focus on highest priority field work.
- Usual travel documentation procedures must be followed.

#### Guidelines

Working independently and maintain social distance:

- Wherever possible and safe, staff will carry out field work independently, or with a household member. If this is not possible, limit contact and maintain a minimum of a 6-foot social distance.
- Use of personal protective equipment protocols will follow the state’s guidelines.

#### Transportation:

- Schedule field vehicles through the Google Vehicle Reservation Sheet (note that only Bureau staff members can modify this sheet, although anyone at NMT can view).
- If you’re using an open (unassigned) vehicle, leave a 48-hour window between the last use by another person and your reservation.
- Field personnel will take separate vehicles to the project site unless field work can be done in a vehicle large enough to maintain six-ft. spacing between personnel (i.e. the Durangos or the van). In the latter case, masks will be required in the vehicle. (Members of the same household may share a field vehicle without masks or social distancing.)
- For now, please plan to pick up your vehicle at Brian’s shop up the hill. Because of social distancing protocols, it’s complicated for Brian and Albert to deliver vehicles to the main



Bureau building. You can feel free to leave your personal vehicle at Brian's shop while you're in the field.

- Wipe down the vehicle with disinfectant prior to and after use. Disinfectant spray consists of a 2% bleach solution (as recommended by the Center for Disease Control and Prevention (CDC)). Brian will equip your vehicle with disinfectant and paper towel. Please keep the bottles in the Ziploc bags provided so that they don't leak on the vehicle upholstery.
- If possible, have all refueling done on the NMT campus. If field personnel must refuel vehicles during field work, wear appropriate PPE when at a gas station and disinfect hands and vehicles as needed. If possible, avoid gas station convenience stores and bathrooms.

Overnight stays and food:

- Camping is preferred, but hotel stays will be permitted, on a case-by-case basis, particularly in counties that are in the "yellow" or "green" .
- Minimize "dining-in" in restaurants during field operations.

Field equipment:

- Avoid sharing field equipment. If equipment is shared, disinfect between uses and when finished using a disinfectant spray consisting of a 2% bleach solution.

Sample Collection:

- Samples collected should be stored in staff offices, not in common rock lab areas. Only move samples to the common use laboratory spaces lab when they are ready for processing.

Deviating from the above protocol

- Deviating from the above protocol requires approval from your supervisor and NMBG&MR Director. Submit in writing any alternative plans for field work.

Personnel health:

- Per CDC guidelines, NMBG&MR personnel with any symptoms associated with COVID-19 must not come to work nor come into contact with fellow NMBG&MR personnel or the public. Anyone who has traveled internationally should self-quarantine for 14 days. Follow CDC guidelines for self-quarantine and/or self-monitoring if you have been exposed to an individual with coronavirus.
- All NMBG personnel are instructed to follow the advice from the CDC and guidance of their healthcare provider if they are feeling ill.

Current Geographic Restrictions:

- Any known COVID-19 hotspot areas should also be avoided. Case numbers by county or zip code can be found at the New Mexico Department of Health Dashboard.

## **Appendix 2**

### **Guidelines for Reopening the New Mexico Bureau of Geology and Mineral Resources Mineral Museum and Bookstore**

The protocols outlined below are designed to keep employees of the Mineral Museum and Bookstore safe, as well as to support the safety of visitors once museums, state-wide, can reopen. These guidelines were tested during the brief time when NM museums were allowed to open, and worked well.

- Although we will reopen the Mineral Museum and Bookstore when permitted, access will be controlled by keeping the main doors to our building locked. Visitors will be provided with a

number to call in order to be let into the museum and/or bookstore, which will be staffed from 8 a.m. to 5 p.m. The staff member who comes to the front door to let the visitors in will ensure that the visitors are wearing facemasks. Any visitors without facemasks will not be granted entry to the building. In the case that visitors without appropriate PPE insist on being granted entry, campus security can be alerted. Doors that lead from the atrium to the rest of the Bureau building will remain locked. Visitors from out of state will be required to follow whatever protocols are currently in place at the state level with respect to quarantine.

- When visitors in compliance with all state health orders are granted access to the building, the staff member who lets them in will give them a short description of the social distancing protocols that are required during their visit. This will take place in the Bureau atrium, which is spacious. Staff will also point out sanitizer stations, request all visitors wash their hands, and issue gloves to all visitors. All visitors will be expected to maintain a distance of six feet from all staff members and any other visitors. Visitors within the same group will not need to maintain six feet social distance from each other. Visitors will be asked to avoid touching surfaces wherever possible.
- Visitors will need to provide contact information for one person in the group in case contact tracing becomes necessary. An entry into the log book will be required prior to accessing the facility.
- The museum and bookstore will operate at up to 25% capacity. However, having that many people in the museum and/or bookstore at one time would be difficult to manage, and, at the discretion of the supervising staff member, arriving groups of visitors may be asked to wait until another group has left. Groups of less than 10 (once permitted by the state) can access the museum and a limit of three will be allowed in the bookstore. Larger groups, up to 25 for the museum, can only be accommodated by appointment (after permitted by the state).
- Two NMBGMR staff members will be present on any given day, one to staff the Mineral Museum and one to staff the bookstore. The names of the staff members will be pre-posted on the Bureau calendar. A schedule will be developed for museum and bookstore staff, and will be posted, along with phone numbers (either office or cell- at the discretion of the staff member) on the front door of the Bureau building. The staff members present will be responsible for overseeing, and carrying out sales, for both the bookstore and museum.
- NMT custodial staff will be asked to periodically disinfect surfaces in the bookstore, museum and restrooms. Bureau staff members will also be provided with disinfectant and paper towels in case visitors arrive outside the custodial staff's working hours or immediate clean-up is desired. A log book of times that the facility has been disinfected will be kept by custodial and NMBGMR staff.
- We will encourage all rock and mineral identification to continue via distance access (email and photos). In-person identification will require an appointment with an appropriate individual.

## **PETROLEUM RESEARCH AND RECOVERY CENTER (PRRC)**

### **ESSENTIAL PERSONNEL:**

#### **Red and Yellow**

Only Essential personnel are allowed in the building with a maximum occupancy of 25% during Red and Yellow phases. Essential personnel are responsible for maintaining essential lab experiments, IT support, metering and monitoring facilities access, and supporting non-essential employees with work-from-home efforts. A detailed log of all people in and out of the building is maintained on a google drive spreadsheet. Check in and out via web app and also with the lab safety officer. All access is via the East door on the Kelly addition, and all exterior locks have been changed to limit unauthorized access. This allows continued access for people who must work in labs in the building while making safe social distance possible in parts of the building with poor air circulation and narrow hallways.

**Note: Many of our essential employees are high risk individuals, to best protect them, minimal other access will continue until those people are vaccinated even if in Green or Turquoise stages.**

#### **ALL OTHER EMPLOYEES**

##### **Red and Yellow:**

Work from home. Access to building is granted on an as-needed basis and when possible materials or supplies are transferred at the entrance door. Scheduling and checking in and out via web app and with the lab safety officer is required. Social distancing and mask wearing required everywhere except in personal offices and spaces. Occupancy scheduled to minimize overlap of workers in the building and in areas of the building. Staff members asked to self-monitor for symptoms associated with COVID-19. Staff members will be required to stay home if they are symptomatic and seek out testing. Any employee who has had COVID-19 symptoms will need to be tested prior to returning to our buildings. Check-in/check-out only for essential needs to facilitate work from home. Where possible and practical, use emails, phone calls and text messages for communication. Using electronic forms, wherever possible. Minimizing campus errands. Addition of mirrors to blind corners, and flags to note when a room is occupied are additional safety precautions implemented. Masks, Cleaning products and hand cleaner made available. Staff members asked to self-monitor for symptoms associated with the COVID-19 illness. Staff members will be asked to stay home if they are symptomatic and seek out testing. Any employee who has had COVID-19 symptoms will need to be tested prior to returning to our building. Where possible and practical, use emails, phone calls and text messages for communication. Using electronic forms, wherever possible. Minimizing campus errands. After hours work is allowed.

##### **Green and Turquoise:**

Encourage continued work from home for those that are not vaccinated, and who can do so. Increase building access, while maintaining scheduling and check-in and checkout procedures for tracking purposes. Covid safety protocols, including social distancing, masks, and sanitation will also continue during this phase. Persons who are vaccinated may self-schedule and request keys for normal and after hour operations.

#### **STUDENTS**

##### **Red and Yellow:**

PRRC follows guidelines developed by Academic Affairs. All check-in and check-out for the PRRC is through Kate Wavrik and by web app. Students must work under the direct supervision of their advisor and follow all PRRC, campus and state safety policies. Exceptions may be requested for direct supervision requirements.

##### **Green and Turquoise:**

PRRC follows guidelines developed by Academic Affairs. All check-in and check-out for the PRRC is through the lab safety officer and by web app. Students must follow all PRRC, campus and state safety policies.

#### **VISITORS**

##### **Red and Yellow:**

Limited visitors permitted on a case-by-case basis. Buildings will remain locked and visitors must be let into the building by designated hosts who will be responsible for logging entrance and exit times, and rooms accessed. Social distancing and mask wearing protocol enforced following guidelines from the governor. Contractors visiting for required repair work in laboratories or building infrastructure (following Purchasing Department guidelines) are allowed with as much

scheduling notice as is possible. If outside visitors need to collect physical materials from us, or need to drop anything off, we would plan to do this via postal service, or to set up a curbside pickup on the loading dock, using appropriate protective equipment.

#### **Green and Turquoise:**

Buildings will remain locked and visitors must be let into the building by a designated host who will be responsible for logging entrance and exit times, and rooms accessed. Social distancing and mask wearing protocol enforced following guidelines from the governor. Contractors visiting for required repair work in laboratories or building infrastructure (following Purchasing Department guidelines) are allowed with as much scheduling notice as is possible.

#### **FIELD WORK**

##### **Red and Yellow:**

Field work permitted, with approval of the Director. Out-of-state field work may require special permission from NMT administration.

##### **Green and Turquoise:**

Field work permitted, approval of the director required for travel to Red and Yellow counties or out of state.

#### **TRAVEL**

##### **Red, Yellow, Green and Turquoise:**

Essential in-state travel permitted, following governor's guidelines. Limited out of state travel may be permitted on discretion of the director, if state and university policies allow.

#### **OFFICE OF THE PRESIDENT**

The President, Chief Executive Assistant, and the Dept. Specialist are working 2-5 days in the office. For the other days, the work is done remotely. The safety protocols and occupancy requirements will be maintained in accordance with the Governors Red to Green framework in all areas. Masks and social distancing, and proper cleaning and hygiene procedures are being followed. All staff have been vaccinated.

#### **HUMAN RESOURCES**

The Human Resources staff continues to utilize a hybrid schedule that enables staff to work both remotely and in the Brown Hall Office. Individual staff schedules reflect approximately half time of remote work and half time on-site work. Typically, three staff members will be at work in Brown Hall at any given time. The safety protocols and occupancy requirement will be maintained in accordance with the Governors Red to Green framework in all office areas.

**Re-Opening to Employees:** Very limited on an as-needed basis only with COVID19 safety protocols, masks, social distancing restrictions, hand washing, and implementing maximum group size of three. **Re-Opening to Students:** Limited following COVID19 safety protocols and social distancing and maximum group size of three. **Re-opening to Visitors:** None only for emergency situations.

**Re-Opening to Visitors:** Only on an incidental basis to submit applications, etc.

Visitor Protocol

- Sign-in upon arrival for the purpose of contact tracing
- Temperature assessment
- Maintain social distancing

### **OFFICE OF ADVANCEMENT/NMT FOUNDATION**

Under the current situation, as it relates to Covid-19, only key personnel performing essential tasks are allowed into the office. Schedules are relayed to the team via team meetings and shared google calendars to ensure that only one person is in the office at a time. In the rare occurrence that it is essential for more than one person to be in the office team members are instructed to limit time in communal spaces and stay in their own office space. As we progress to yellow and green stages team members will return to the office but will still be instructed to limit time in communal spaces, to wash hands regularly, wear face masks (unless in personal office) and to sanitize equipment that is utilized by all team members. There is also an air purifier that runs daily. The door to the office space is closed to eliminate the amount of people moving in and out. Office visitors will be allowed only by appointment and must wear face coverings and maintain social distancing. Vulnerable employees will continue to work from home. Those employees with signs of illness will be required to notify their supervisor of their symptoms and stay home and seek medical attention. They will then follow NMT protocol before being allowed to return to work. This will remain the same despite which “phase” we are in. The safety protocols and occupancy requirements will be maintained in accordance with the Governors Red to Green framework in all office areas.

Travel and events are vital to the Advancement Office’s mission. Travel is currently suspended. Visits with alumni/donors take place via Zoom or phone calls. Alumni events take place via Zoom. All in-person events have been cancelled. As we move forward through yellow to green phases, we will observe the state’s guidelines to be compliant. Visits may occur within NM if social distancing is observed and face coverings are worn, but only with people who have been vaccinated or currently have Covid-19 antibodies. Events will continue to be online until the state grants permission for gatherings of more than 10 people. At that point we will ensure that social distancing and facemask protocol are in place for each event. Events will be held outdoors.

### **OFFICE OF INNOVATION COMMERCIALIZATION (OIC)**

Possible face-to-face meetings with Joint Venture partners and potential customers, possible face-to-face meetings with potential Socorro Ventures I investors, possible face-to-face meetings with consultants such as California Life Sciences Institute. Limited, careful travel as permitted and appropriate (14-day quarantine). On-campus for meetings and Research Park matters one or more days/week. Use of Zoom and non-face-to-face methods where possible and appropriate. NMT procedures regarding facemasks and social distancing will be followed. The safety protocols and occupancy requirements will be maintained in accordance with the Governors Red to Green framework in all office areas.

### **TECHNOLOGY COMMERCIALIZATION ACCELERATOR (TCA)**

NMT Staff will move into the Nusenda building and also the NMT Research Office Building. Face coverings and social distancing will be enforced. If an administrative assistant can be hired, that person will work at Nusenda building and also NMT Research Office Building. NMT procedures regarding facemasks and social distancing will be followed. Ms. Rawlings will work remotely as necessary. The safety protocols and occupancy requirements will be maintained in accordance with the Governors Red to Green framework in all office areas.

### **AFFIRMATIVE ACTION/EEOC**

Director Saavedra will work remotely from home two days a week and come into the affirmative action office three days a week to perform affirmative action reports and any employment issues, and will be available for any Title IX issues and investigations and training. Mask and social

distancing will be followed. 90% of meetings are by zoom. Visitors, such as faculty, staff, and students, will practice social distancing and masks by all parties worn at all times. The safety protocols and occupancy requirements will be maintained in accordance with the Governors Red to Green framework in all office areas.

### **MARKETING AND COMMUNICATIONS**

All M&C employees continue to work remotely from home as required by the Key Requirements for NMT Campus policy. M&C employees will return to potential on-campus duties as the Key Requirements for NMT Campus Policy allows, pending potential changes to said policy. Office duties will continue to be carried out as permitted per NMT's Key Requirements policy unless campus policy is modified. All in-person meetings will be conducted via phone/video conference. Any unavoidable in-person meetings will be conducted with appropriate sanitary, face covering, and social distancing protocols in place. All occupancy restrictions will be adhered to in all offices on campus. The safety protocols and occupancy requirements will be maintained in accordance with the Governors Red to Green framework in all office areas.

### **OFFICE OF GOVERNMENT AFFAIRS**

Director Manzano will work remotely from home, work in the Albuquerque Office or the Santa Fe Office or on campus as required. If required, the Director will be attending legislative interim committee hearings in-person. Those hearing will be in Santa Fe or other locations throughout New Mexico. Furthermore, during any upcoming legislative session, will travel to Santa Fe and perform job duties. If required to work anywhere outside of the home, the director will follow COVID-19 Safe Practices. Out-of-state travel may be required (mostly to Washington, D.C.) as part of job duties related to federal government relations. If travel is required, the Director will self-quarantine at home (working from home) for 14 days and get tested two (2) days after my return and will report any illnesses to the supervisor. The safety protocols and occupancy requirements will be maintained in accordance with the Governors Red to Green framework in all office areas.

# Links and Information

## State of New Mexico

- [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

- [Restart New Mexico: Reopening Plans, Guidance, and Memos](#)
- [Higher Education COVID-19 Resources](#)

## New Mexico Department of Health

- [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

- Coronavirus Information Hotline
  - 1-833-551-0518
  - Purpose: General questions
- Coronavirus Health Hotline
  - 1-855-600-3453

- Purpose: Health related questions
- Crisis and Access Hotline
  - 1-855-662-7474
  - Purpose: Emotional crisis, mental health and substance abuse support

## Early Childhood Education and Child Care Dept Questions

- K-12 Public Education: 1-833-415-0567
- Early Childhood Education and Care: 1-800-691-9067

## Other COVID-19 Statewide Websites

- [COVID-19 Frequently Asked Questions](#)
- [New Mexico's Red to Green Framework](#)
- [COVID-19 Vaccine Information](#)
- [COVID-Safe Practices](#)

## 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

## Appendix 3

### Spring 2021 Return to Campus Information

#### **Mandatory Employee Testing Check-in:**

Essential employees must have surveillance testing performed on or before Friday, January 8, 2021, and may return to work on campus immediately (without waiting for results) as long as the employees are not sick, not experiencing COVID-19 symptoms, and have not been exposed or had direct contact with an individual(s) who has been confirmed to be infected with COVID-19. If the employee tests positive for COVID-19, then they are to follow NMT's COVID-19 guidance posted on our website at the following address: [https://nmt.edu/covid19/covid19\\_decision\\_tree\\_new.svg](https://nmt.edu/covid19/covid19_decision_tree_new.svg).

Rapid COVID-19 Testing is available locally at Bhasker Medical Clinic and Positive Outcomes and requires an appointment. Standard COVID-19 testing is still available free-of-charge through the New Mexico Department of Health.

#### **Student Employees/Graduate Researchers:**

All student employees and graduate researchers who have health insurance can schedule an appointment for rapid testing with Bhasker Medical Clinic. Those without health insurance can schedule an appointment to get tested at Positive Outcomes. Standard COVID-19 testing is still available free-of-charge through the New Mexico Department of Health.

#### **All Essential Faculty/Staff Who Work on Campus:**

All faculty and staff who have health insurance can schedule an appointment for rapid testing with Bhasker Medical Clinic or Positive Outcomes. Standard COVID-19 testing is still available free-of-charge through the New Mexico Department of Health.

#### **Local Testing Options:**

Dr. Bhasker's office and Positive outcomes' testing hours for this week January 4 to January 8, 2021 are as follows:

- **Positive Outcomes** (testing by appointment only, 575-838-7630)  
Tuesday 10am-3pm  
Wednesday 10am  
Thursday 10am-3pm  
Friday 10am-3pm.
- **Bhasker Medical Clinic** (testing by appointment only, 575-835-2940, ext. 21)  
Monday-Thursday, 11am-4pm by appointment only

#### **Mandatory NMT Spring 2021 Student Check-in**

As part of the required Spring 2021 Student Check-in process, all students (new and returning) attending face-to-face or hybrid courses/labs are required to have a COVID-19 rapid test prior to engaging in any campus activity (e.g. visiting offices, moving into campus housing, attending classes, etc.) These students must complete the online Health Screening Questionnaire (HSC) to pre-register and sign-up for one of the On-campus Drive-thru & Walk-up Check-in times. The COVID-19 Rapid Testing is a check-in station. The On-campus Drive-thru & Walk-up Check-in and



the testing will be held in the Fidel Center parking lot daily from January 13 to January 19, from 9:00 a.m. to 5:00 p.m.

Upon successful completion of the check-in and receiving a negative test result and are symptom-free, students will be given a Spring 2021 Health Compliance Certificate (HCC). Students who test positive or those that test negative but have COVID-19 related symptoms (possible false negative) must be retested utilizing a PCR test method and self-isolate at least until those test results are available (approximately 48 hrs.). The confirmation test will be provided the same day if possible. Students not willing to properly check-in, take the COVID-19 rapid test, or submit the required online Health Screening Questionnaire (HSQ) will not be permitted to be an on-campus student. Students not willing to take these required safety measures cannot take face-to-face classes/labs or come onto the NMT campus for support or services. These students will need to enroll as an online-only student for the Spring 2021 Semester and receive their support services virtually, at a distance.

Any student failing to comply with these check-in requirements or not following Tech's related COVID-19 safety protocol/policies (e.g. facial covering/masks, social distancing, following self-isolation orders, etc.) may be subject to student disciplinary action.

In accordance with the Governor's current orders, all new or returning out-of-state students arriving in New Mexico must quarantine for 14 days. Students who will be commuting to NMT from the Socorro area should move into their houses or apartments 14 days prior to coming to campus or mingling in the community. These students entering the state who will be residents in campus housing must notify Residential Life (575-835-5700 or residential\_life@admin.nmt.edu) in advance of their pre-quarantine check-in on January 4, 2021. Ideally, students should be tested before they leave their homes, drive to campus as directly as possible, avoid mass transportation, exercise appropriate social distancing, wearing a mask/face covering, and maintain appropriate hygiene (e.g. frequently washing their hands).

For the safety and well-being of the entire New Mexico Tech community, all NMT students enrolled or planning to enroll in the Spring 2021 Semester on-campus classes/labs (face-to-face [F2F] or hybrid) must successfully complete the **NMT Spring 2021 Student Check-in**. The required check-in must be completed prior to participating in any on-campus activities (e.g. visiting campus offices, moving into campus housing, attending classes, on-campus employment/research, etc.).

The components of the required check-in are as follows:

1. **Online Health Screening Questionnaire (HSQ)-**
  - The HSQ is the first step in the mandated Check-in process.
  - Complete and submit the online HSQ.
  - The HSQ will be available starting January 6th. [Click here](#).
  - There will be an opportunity to sign-up for an on-campus drive-thru & walk-up check-in and COVID-19 Rapid Testing time at the end of the online HSQ.
  
2. **On-campus Drive-thru & Walk-up Check-in Events-**
  - Students can sign-up for an On-campus Drive-thru & Walk-up Check-in time (Jan. 13-19, 9a-noon or noon-5p) at the end of the HSQ.
  - COVID-19 Rapid Testing will be part of the check-in process.
  - Both the check-in and rapid testing events will take place in the Fidel Center parking lot.
  - Masks and social distancing are required.

- Commuter students living in Socorro and the local area are encouraged to check-in Jan. 13-15 to help spread out all the students needing to go through the process.
  - Students living in campus housing should make sure their scheduled check-in time frame (Jan. 16-18) coincides with the time they scheduled to move into their campus housing assignment.
3. **COVID-19 Rapid Test-**
- All on-campus students are required to submit to a rapid test that is part of the on-campus drive-thru & walk-up check-in.
  - Test results will be available in 8-12 minutes. There is no out of pocket cost to students; however, they will be asked to provide insurance information. Most insurance companies will cover the expense, but NMT will cover the cost of the test if the student does not have insurance.
  - Any student who receives a **positive test result** from the rapid testing process must go into self-isolation in accordance with the NMDOH requirement. Resident students living in campus housing will be contacted by the Residential Life office (575-835-5700) or [residential\\_life@admin.nmt.edu](mailto:residential_life@admin.nmt.edu)) and accommodated accordingly (e.g. room assignment, meal delivery, activities, etc.). Commuter students who need to self-isolate will be instructed to go directly to their off-campus accommodation. NMT plans to contact students in self-isolation at least every other day.
  - Students who receive a false-negative test (e.g. tested negative but has COVID-19 related symptoms/ recently in contact with a positive/confirmed case, etc.) must be retested via the PCR test method and must self-isolate at least until receiving those test results (approximately 48 hrs.). The confirmation test will be provided on the spot. NMT plans to contact students in self-isolation at least every other day.
  - Tech will also continue to work with the Socorro Public Health Office to have weekly local and on-campus surveillance testing.
4. **NMT Spring 2021 Health Compliance Certificate (HCC)-**
- Students will receive an HCC upon receiving a negative test result and being symptom-free.
  - On-campus students must successfully check-in and receive a (HCC) prior to engaging in campus activities.
  - Students must maintain a hard copy of their personalized HCC and have it on them when on-campus. The HCC should be placed into the provided lanyard and then worn or easily displayed while on campus. The HCC must be presented upon request or displayed in the provided lanyard to receive any on-campus student support services between January 13 and January 29, 2021. Students will also need to have their HCC to attend on-campus classes or work on-campus during the first two weeks of school.
5. **NMT Spring 2021 Student On-campus Lanyard-**
- Along with the HCC, students who successfully complete all required steps of the mandatory check-in will also receive a designated lanyard with an attached clear card holder.
  - The Lanyard and HCC should be prominently displayed anytime students are on campus for at least the first two weeks of school (through Friday, Jan. 29)

- Students should insert their HCC into the transparent card holder that is provided with the lanyard. Students can also insert their Student ID into the Lanyard if desired, but it should not cover-up the HCC.
- Having the lanyard prominently displayed should allow others to see that you have officially checked-in for the semester.
- Please do not lose your lanyard, it may be needed in other related protocol or future contests.

### **Special Notes:**

1. **Starting Wednesday, January 13, 2021**, no students will be allowed on campus unless they successfully complete the mandatory check-in process and have obtained an HCC and the designated lanyard. Students found on-campus after January 13, 2021, without the lanyard and HCC will be asked to leave campus and may be subject to disciplinary action.
- 2.
3. Student employees or student researchers needing to be on-campus prior to January 13, 2021, must contact their supervisors to make arrangements for the rapid testing. Once the rapid testing is completed for these students and they have negative results, they can contact the Dean of Students ([deanofstudents@nmt.edu](mailto:deanofstudents@nmt.edu), 575-835-5953, 575-845-5880) to obtain an HCC and lanyard for continual access to campus.
4. Out-of-state students or those returning to Tech from out of state must comply with the Governor's orders and self-isolate for 14 days upon entering New Mexico. Even if individuals entering the state get tested and have negative results, they must self-isolate. This is subject to change as the status of the pandemic changes.
5. Any online-only students needing to come to campus after the extended Winter Break must follow the same process above. This requirement will remain in effect until otherwise notified.
6. Students who arrive on campus after January 19, 2021 (e.g. due to self-isolation) will still be required to check-in and follow the steps above before they are permitted on campus. Undergraduate students should contact the Dean of Students ([deanofstudents@nmt.edu](mailto:deanofstudents@nmt.edu) or 575-5953 or 575-835-5880) and graduate students should contact the Graduate Dean of Students ([graduate@nmt.edu](mailto:graduate@nmt.edu) or 575-835-6432 or 575-835-5513) to make arrangements to get a local rapid test and be cleared to return to campus.
7. Students not willing to properly check-in, take the COVID-19 Rapid Test, or submit the required online HSQ will not be permitted to be an on-campus student. Students not willing to take these required safety measures cannot take face-to-face classes/labs or come onto the NMT campus for support or services. These students will need to enroll as an online-only student for the semester and must receive their support services virtually, at a distance.

We hope all students will understand and support NMT's safety and health procedures; however, any student failing to comply with these check-in requirements or not following NMT's COVID-19 safety protocol/policies (e.g. facial covering/masks, social distancing, following self-isolation orders, etc.) may be subject to disciplinary action.

Please email the Dean of Students, Dr. Peter Phaiah, at [deanofstudents@nmt.edu](mailto:deanofstudents@nmt.edu) or call 575-835-5953 or 575-835-5880 for related information or accommodations. Graduate students may also contact Dr. Aly El Osery ([graduate@nmt.edu](mailto:graduate@nmt.edu) or 575-835-6432 or 575-835-5513) for any academic or work-related questions.

## **DEFINITIONS**

Coronavirus Disease 2019 (COVID-19) 2020 Interim Case Definition, Approved April 5, 2021 can be found at CDC COVID-19 Case Definition

### **Close Contact**

- Close contact is defined as an exposure of a cumulative total of 15 minutes or more in a 24 hours period, within 6 feet of a confirmed COVID-19 case during the case's infectious period with or without a mask or cloth-face covering.
- Note: Contact with a COVID-19 case in a healthcare setting where appropriate personal protective equipment (PPE) is worn is not considered a COVID-19 exposure.  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>

### **Exposure (incubation) period**

- Time between exposure to an infection and appearance of symptoms
- For a confirmed symptomatic COVID-19 case, the exposure period is 14 days prior to illness onset.
- For a confirmed asymptomatic COVID-19 case, the exposure period is 14 days prior to specimen collection date.
- For a contact of a confirmed COVID-19 case, the exposure period is the last date of close contact with the case. This date is used when determining the quarantine period.

### **Infectious period**

- Time during which an infected person is contagious and most likely to spread disease to others.
- For a confirmed symptomatic COVID-19 case, the infectious period starts 2 days prior to the illness onset date and continues for 10 days after illness onset.
- For a confirmed symptomatic COVID-19 case with severe illness or severe immunosuppression, the infectious period is extended to 20 days after illness onset date.
- For a confirmed asymptomatic COVID-19 case, the infectious period starts 2 days prior to the specimen collection date and continues for 10 days after.

### **Isolation**

- Isolation keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home. Persons with known infection have the highest risk of spreading infection to others and must be strict in their hygiene and separation from other people.

### **Quarantine**

- Quarantine keeps someone who was in close contact with someone who has COVID-19 away from others. The period of monitoring for infection is the maximum incubation period for the infection, which is 14 days for COVID-19.

### **Recovery**

- Recovery from COVID-19 disease is indicated and isolation is discontinued when all conditions of the symptom- or time-based methods for discontinuation of self-isolation are met.
- If the conditions of the test-based method were used, which is no longer recommended, then the case will be considered recovered.

### **Reinfection**

- Reinfection with COVID-19 is presumed to be rare, but not sufficiently understood at this time to disregard.
- Another positive molecular test for COVID-19 (e.g., PCR) obtained 3 or more months after the initial illness onset date will be considered a new infection if the case recovered between positive test results.
- If a recovered COVID-19 case becomes symptomatic during the 3 months since the illness onset date of their first infection and a medical evaluation fails to identify a diagnosis other than COVID-19 infection (e.g., influenza), then the recovered case may warrant evaluation for COVID-19 reinfection by a healthcare provider in consultation with the New Mexico Department of Health.

### **SARS CoV-2**

- Coronavirus that causes COVID-19 disease. For the purposes of this document, we have used the term COVID-19 to indicate either the virus or the disease.

### **Severe illness**

- Severe illness is indicated by hospitalization in an intensive care unit with or without mechanical ventilation

### **Severe immunosuppression**

- Severe immunosuppression includes being on chemotherapy for cancer, untreated HIV infection with CD4 T lymphocyte count <200, combined primary immunodeficiency disorder, and receipt of prednisone >20 mg/day for more than 14 days.
- Other factors, such as advanced age, diabetes mellitus, or end-stage renal disease, may pose a much lower degree of immunocompromise and not clearly affect decisions about duration of isolation.
- Ultimately, the degree of immunocompromise for the patient is determined by the treating provider, and preventive actions are tailored to each individual and situation



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