NMSU READY
A systemwide return-to-campus plan
Better days are on the horizon

As the state’s land-grant and space-grant university, and as a Hispanic-Serving Institution, the New Mexico State University system fosters learning, inquiry, diversity and inclusion, social mobility, and service to the broader community. Our mission is to serve the diverse needs of the state through comprehensive programs of education, research, extension and outreach, and public service.

In the face of an ever-changing COVID-19 pandemic landscape, one principle guides our planning, and has from the start: Our highest priority is the health and safety of our students, our employees, our local communities, and our state as we serve our land-grant mission.

It is critical to the success of NMSU in these times that everyone understands the facts about COVID-19 and their own role in protecting the health and safety of our NMSU community. To aid that understanding, we’ve developed this comprehensive document to help you confidently plan for the road ahead.

This plan is a living document, informed by plans from our colleges and service units, and we know that updates will be needed as the knowledge about this disease advances and best practices evolve. Our plans are also subject to changing guidelines from the U.S. Centers for Disease Control and Prevention, New Mexico Department of Health, and our own NMSU experts. We also expect to hear from you about ways that it can be refined and improved. Please visit ready.nmsu.edu and submit questions or ideas about the plan – or anything else that’s on your mind as you prepare for the return to campus.

The NMSU system will be open and ready for students in August as planned. NMSU Housing move-in begins August 14, and system-wide classes start August 19. Our academic calendar is unchanged.

The return to our campuses is guided by a COVID-19 Rapid Response Team led by NMSU’s vice chancellor and strategic chief financial officer, Ruth A. Johnston. The team is charged with creating a welcoming and functional campus environment, and doing so in a way that honors our LEADS 2025 goals and the continuation of academic progress.

We look forward to the coming academic year with optimism and confidence, knowing that we are #NMSUReady.

Sincerely,

Dan E. Arvizu
Chancellor

June 16, 2020

John D. Floros
President
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COVID-19: What everyone should know

COVID-19 has been circulating among humans for just over six months, and during that time we have learned much about the virus and how it is transmitted. This knowledge allows us to better understand how to protect ourselves and our community.

Transmission of COVID-19 happens primarily person-to-person, through droplets that are created when people talk, cough, sneeze, or engage in similar activities that cause particles from the lungs to be expelled through the nose and mouth.

It is important to know that people who are infected with COVID-19 are contagious before they show symptoms, and some people never show symptoms at all (see also this article). Because of this, the best advice is to treat everyone, even yourself, as if they are contagious with COVID-19. The simple precautions below can help reduce the chances of infection.

♦ **Maintain distance of at least 6 feet** between yourself and others to limit the chance of breathing any droplets that contain COVID-19.
♦ **Avoid touching people**, including shaking hands, hugging, and other forms of contact.
♦ Wear a face covering in public to provide a barrier to COVID-19 transmission.
♦ Wash your hands frequently following WHO guidelines to kill viruses on your hands.
♦ **Avoid touching your face**. Your hands touch many surfaces and can pick up viruses.

One of the most effective ways to limit the spread of COVID-19 is by keeping distance between you and others (social distancing). As we return to work, we will:

♦ Modify spaces to decrease population density. This can be in the form of markings on the floor showing appropriate distances, signage, limiting the number of people allowed in a space at one time, and rearranging furniture.
♦ Decrease the number of people in an office by modifying work schedules and through telework.
♦ Increase air circulation and let in fresh air where possible. This dilutes any COVID-19 virus present, thus reducing the risk of transmission.

Other methods of transmission are not as common, but are still important to understand so we can minimize the risk posed. Transmission from hard surfaces is possible, as the virus can live on hard surfaces for up to 3 days, and it is important to sanitize high-touch surfaces. The risk of transmission through HVAC systems is low, but it is possible.

Answers to many questions can be found at the CDC, WHO, and NM Department of Health (NMDOH). NMDOH provides specific guidance for New Mexico, including public health orders.

**Personal Responsibility**

As members of the NMSU community, we are each responsible for our own health and safety. COVID-19 is new and there is still much we are learning about it, but we do know that through responsible behavior, we can reduce transmission of the virus and we can contribute to the health and safety of our colleagues across the NMSU system, as well as the communities and
individuals we serve. Every member of the Aggie community needs to do their part as we battle COVID-19 together.

Prior to returning to campus, every student and employee will learn safety practices and precautions that can reduce transmission. For employees, this training will be offered through Training Central. For students, this training will be offered through Canvas. Because we are learning so much about COVID-19, additional and updated trainings will be added. Training is mandatory and includes the below commitment to the safety of the NMSU community.

**New Mexico State University COVID-19 Safety Commitment**

To minimize the risk to public health presented by the spread of COVID-19 while working and learning at NMSU, students, staff, and faculty are expected to adhere to the following:

- I will limit my exposure to COVID-19 by maintaining social distancing guidelines professionally and personally.
- I will wear the appropriate cloth face covering or personal protective equipment and practice proper hand-washing techniques frequently.
- I agree to closely monitor my health and will not enter an NMSU building or participate in face-to-face activities if I feel sick or if I develop or display symptoms of COVID-19.
- I agree to decontaminate work surfaces at the beginning and end of my work.
- If I have a positive test for COVID-19 and I have been on campus in the 48 hours before I was tested or I developed symptoms, I agree to immediately notify my supervisor and Aggie Health and Wellness (call 575-646-1512 or notify David Carbajal at davidcar@nmsu.edu).
- I agree to follow all NMSU guidelines to protect the public health.
- I understand that failure to follow these expected behaviors would be detrimental to public health efforts and could impact my ability to perform work at NMSU.

Anyone failing to meet any of these expectations may be subject to corrective action under university policies.

Recommendations relating to face coverings, monitoring, self-quarantine, and isolation will be updated in alignment with guidance from the New Mexico Department of Health. Changes will be communicated to the university community.

**When to come back to campus**

Protecting the health and wellness of the Aggie community is important. As an educational institution, we also must support our students as they work to achieve their educational goals. For that reason, every office that directly works with students will need to be operational during regular business hours no later than August 3, 2020. These front-line offices include academic departments, colleges, and student service providers.

**Faculty and Staff Readiness**

Although offices that serve students will be open, we will lower levels of staffing on campus overall to reduce opportunities for viral spread. Ideally, across campuses, we will have between 25 and 50% of normal staffing levels, in aggregate, as we begin the fall semester.
Decisions about who returns to campus and when they will return will be made at the college and organizational level, with the goal that every office that directly serves students be open no later than August 3, 2020. Other functions that can operate effectively via telework are encouraged to do so. Employees at risk for COVID-19 according to CDC guidelines will continue to work from home if their job duties allow. We’ve created a decision tree for supervisors who need guidance in planning for the needs of individuals and staffing levels. Additional guidelines for telework are also available at hr.nmsu.edu. NMSU recognizes the importance of employee privacy regarding medical information.

Before returning to campus, staff must have:

- Authorization from their supervisor
- Completed the Return to Campus training from Training Central

Faculty are asked to complete the training within 48 hours of returning to work.

Research and Creativity

NMSU Research is returning to campus using a phased approach adopted from Association of Public & Land-grant Universities Council on Research. Progress along phases will be based on COVID-19 data from the CDC and New Mexico Department of Health, plus guidance from state, local, and university administrative policies. Research activities conducted under Phases 1 through 4 require review and prior approval from research unit directors, department heads, deans and the vice president for research (VPR). The detailed plan and timeline is available at research.nmsu.edu.

Students

Students living on campus will begin moving in on Aug. 14. Classes begin Aug. 19. All students will complete the Return to Campus training in Canvas before August. Public Health Orders for the state will apply equally to all students, and ASNMSU will play a significant leadership role in promoting safety among our Aggie student community.

At the NMSU system level, no changes are planned to the previously published academic calendar. Any changes on individual campuses will be decided and communicated by local campus presidents.

We strongly discourage any student travel at Thanksgiving. If students choose to travel for the holiday, they should be prepared to follow any state guidelines for quarantining upon return.

Workspaces

We are all adapting to a new environment, and we will facilitate employee transition back to campus by providing some guidance. Supervisors will ensure that their office includes, posted in a prominent place, the following information:

- A daily health self-monitoring checklist
- Instructions should an employee develop symptoms of COVID-19 or have a positive test for COVID-19
- New Mexico State University COVID-19 Safety Commitment
- A log in/out for employees and visitors
Office-specific procedures for shared equipment like copiers, phones, refrigerators and water coolers

Any additional department-specific protocols for maintaining a healthy environment, including cleaning and waste removal

Some recommendations for department-specific protocols include:

- Employee break areas may be used if 6 feet is maintained between occupants.
- Face coverings may be removed for eating and drinking.
- Employees should be particularly aware of social distancing in restrooms.
- Meetings in online format should continue, even if all participants are on campus.
- All meetings should begin with safety and health reminders.

Outside of the NMSU environment, faculty, staff, and students should be aware of their exposure to others. Anyone who believes they have been exposed to COVID-19 should place themselves in quarantine as public health protocols dictate.

**COVID-19 Screening, Testing, and Tracing**

Keeping the spread of COVID-19 low relies on screening our health on a daily basis so we can stay home of we feel ill, testing people who show signs of COVID-19, and, because this virus is contagious, letting others know when they have been exposed to people who tested positive for COVID-19 (tracing). The CDC considers that you have been “exposed” to COVID-19 if you have been within 6 feet of a person who tested positive for 15 minutes or more, regardless of whether you were wearing a mask.

It is important to recall that people can pass on COVID-19 before they know they have it. This is why reducing the spread of COVID-19 begins with social distancing and rigorous hygiene. In May, the NMSU community helped NMDOH understand the prevalence of COVID-19 in southern New Mexico. About 540 members of our NMSU community who were not sick were tested for COVID-19. From this screening, we learned that about 3 percent of our community was actively infected with the virus that causes COVID-19. Understanding that 3 percent of people at NMSU are carrying the virus — but don't know it — really reinforces the need for social distancing, hand-washing and especially face coverings.

Additional best practices for COVID-19 testing, tracing and screening for our students, faculty and staff are being explored by a team of NMSU expert faculty and staff. As recommendations are made and approved in the coming weeks, information and instruction will be provided.

**Responding to a surge in cases**

Local or statewide developments in the course of the COVID-19 pandemic may necessitate further restrictions or changes to state public health orders, including a possible return to stay-at-home orders. The NMSU system will make any decisions on changes to educational delivery or operations based on state and federal health guidelines, and is prepared to shift to fully online delivery of instruction, if needed.
Facility Readiness

Facilities & Services staff are working with academic departments and Information & Communication Technologies (ICT) across the system to prepare spaces for the fall semester. Modifications to spaces are being completed according to those spaces’ alignment with the priorities below, from the NMSU LEADS 2025 strategic plan:

1. Students’ Academic Progress (Goal 1)
2. Student Services (Goal 1)
3. Faculty Research and Creative Activity (Goal 2)
4. Faculty Services (Goal 2)
5. Meeting and Convening Spaces (Goal 3)
6. Business Services (Goal 3)
7. Auxiliaries, if not related to students or faculty (Goal 4)

Many spaces need no modifications, such as single-occupancy offices or shared offices where the occupants will stagger schedules. Barriers will be installed in high-traffic spaces where social distancing is more of a challenge.

Modifications managed through Facilities & Services include:

- Attached barriers that require installation
- Computer labs
- Floor plan reconfiguration of cubicles
- Retrofitting existing cubicle partition height with panels (attached cubicle add-on)
- All other physical modification to existing space

Heating, Ventilation, and Air Conditioning (HVAC) Systems

Although HVAC equipment is not thought to be a cause of viral transmission, Facilities & Services is reviewing our HVAC systems to ensure they are operating at their peak. Assessment and performance testing will note:

- Overall system type, location, and age
- Mechanical condition
- Equipment performance
- Areas served
- Filtration technology
- Humidity control
- Air volume control
- Fresh air type
- Airflow stations
- CO₂ monitoring
- Reserve ventilation capacity
Instructional Readiness

When we planned the fall 2020 schedule, we had very different expectations for college and university life. However, that schedule is the basis for our preparations, and we will hold to it as much as possible as we adapt to reduce opportunities for viral transmission.

Face-to-face classes will resume in August, but not all classes will be offered face-to-face. Teams are assessing physical arrangement of the rooms, mode of instruction, ventilation, entry, and exit. We’re considering course type, priorities, and demand in determining which courses will be offered in which formats. Our goal is for instructors and students to have options that help meet their teaching, learning and safety needs.

Classroom Spaces

Classrooms will be reconfigured to allow for students and faculty to satisfy social distancing requirements. Seating configuration will allow for a minimum of 6-foot separation to reduce the risk to public health. Modifications to learning space include:

- Closing classrooms too small to allow for social distancing
- Implementing alternate classroom furniture configuration, to include
  - Restricting and removing seating to maintain 6-foot separation
  - Clearly identifying available and restricted seating
- Adding signage explaining social distancing
- Identifying directions for one-way foot traffic
- Limiting and identifying entrances and exits to rooms

A minimum of 122 classrooms have been reconfigured to meet social distancing requirements for our largest courses. More classrooms are being assessed and readied as possible.

Classroom Technology

ICT worked with the colleges to identify and upgrade technology in about 40 classrooms on the Las Cruces campus. These modifications will allow classrooms to be used for hybrid or distance delivery. ICT and Facilities & Services are collaborating on equipment installation and are working with the Registrar on classroom scheduling for the fall semester.

‘Flex’ and ‘Hybrid’ Instructional Models

Adding flexibility to instructional delivery allows options should we need to move instruction off campus to adapt to a resurgence of COVID-19. “Flex” courses will allow students to choose whether to take a course face-to-face or remotely, and the new classroom technology will make that possible. “Hybrid” courses will require that students attend face-to-face only a portion of the time, with remote instruction at other times. Some definitions:

- **100% online asynchronous delivery:** Students complete work independently, on their own schedule, no matter what time of day. Students are given deadlines by which they need to login and complete assignments.
- **100% online synchronous delivery:** Classes occur on set schedules through remote delivery. Students and instructors are online at the same time, and lectures, discussions,
and presentations take place at specific hours. All students must be online at that time in order to participate in the class.

- **Flex**: Students can choose whether to attend face-to-face or remotely via synchronous video conferencing tools. Face-to-face attendance is limited and may include alternating attendance options; may also provide recordings of lectures or experiential components for later reference to supplement concurrent transmission of lectures or experiential components. Students may not participate in all delivery modalities.

- **Hybrid**: Content delivery incorporates more than one modality, e.g., concurrent face-to-face and remote synchronous or asynchronous delivery. All students participate in all delivery modalities.

Our classroom spaces are being modified to provide additional protection for instructors, such as acrylic barriers, microphones, and technology to facilitate remote teaching.

To reduce congestion in buildings, instructions will be posted about entry and exit paths and to discourage students gathering in hallways, lobbies, or using elevators unless necessary. Teaching spaces will be disinfected regularly to reduce COVID-19 spread. In addition to disinfection by Facilities & Services crews, NMSU will install about 1,300 sanitation stations, and disinfectant wipes will be available for students to clean their spaces before and after use, similar to the model commonly used in gyms and fitness centers.

**NMSU-Online Courses**

NMSU-Online courses that were originally developed for a fully online delivery will continue to incur the per-credit fee indicated in the course listing during registration. If this fee is indicated for a course, students will pay that fee. If it is not, then no matter what happens with the delivery model for that course, no fee will be added.

**Special Note for Students in Clinical Programs and Operations**

Special precautions are required for students and faculty in clinical and other programs (such as nursing, allied health, athletic training, communication disorders, band, or student teaching). These precautions are unique to each program and are guided by the program’s accreditation or governing authority, as well as medical and public health guidance. The university will provide oversight of these arrangements as appropriate.

**Student Life**

The excitement of student life is essential to the NMSU experience. We are collaborating with students through ASNMSU and at our community colleges to determine how to engage students in all aspects of campus life, including how to maintain a healthy environment.

**Aggie Student Life**

Public Health restrictions on gathering sizes guide our plans regarding everything from club meetings to attendance at sporting events. Our Student Life office is working to create safe ways for all students to engage in the activities that make college life vibrant.
Clubs, lectures, fraternities, sororities, study sessions, intramurals, and other activities that occur in person will be limited in size and are expected to observe precautions such as physical distancing and face coverings based on guidance from state and local public health authorities, university guidance, and the space used.

NMSU will provide in-person activities to the extent that it is safe and practical to do so. While study abroad and student exchange activities are not possible at this time, such activities will resume as soon as possible. Similarly, field trips and other experiential learning activities will occur where possible. We expect all of these activities to adhere to the precautions recommended by state and local health authorities.

**Athletics Readiness**

The NMSU system takes great pride in Aggie Athletics and supports the university’s resumption of athletics in the 2020–2021 academic year. Timing and format depend on ongoing evaluation of conditions and direction from the National Collegiate Athletic Association (NCAA) and the Western Athletic Conference (WAC). Strength and conditioning training will resume in phases, as allowed by national and regional athletics governing bodies, and with protective equipment in use when social distancing is not possible.

Decisions about sporting events, including the presence of spectators at events, will be made in accordance to guidance from the NCAA, WAC, and state and local officials.

**Aggie Health and Wellness**

The Aggie Health and Wellness Center continues to offer health and wellness services to the NMSU community. This includes counseling services for students provided by counselors and psychologists who can assist with crisis, mental health, and personal growth and well-being issues. Services are free and confidential to NMSU Las Cruces campus students.

In an effort to reduce the risk of exposure to COVID-19, the Aggie Health and Wellness Center offers telehealth services for access to medical and counseling providers, laboratory, and pharmacy services. Appointments for telehealth screening are available at 575-646-1512 from 8 to 11:30 a.m. and 1 to 4:30 p.m. Monday through Friday. Appointments can also be made for in-person laboratory services and pharmacy refills.

**Housing & Residential Life Readiness**

NMSU’s Housing & Residential Life office supports a healthy on-campus living environment, and is committed to providing students with a positive, engaging, safe, and supportive campus experience. We are looking forward to welcoming residents to campus housing in August. To prepare, we are implementing practices that adapt to a COVID-19 world. Our practices are based on advice from NMSU health experts, New Mexico Department of Health, CDC and other resources. We will provide training and education for our students and expect they will do their part to stay healthy and protect the health of the NMSU community.

Because we believe in the importance of a structured living environment, NMSU is not waiving the first-year residency requirement. However, we have added an exemption specifically for COVID-19.
Visitors & Holiday Travel

Students living in Rhodes Garrett Hamiel, Juniper Hall, Garcia Hall, Piñon Hall, Chamisa Village, Vista del Monte and Cervantes Village will not be permitted day or overnight visitors in those housing facilities, including their rooms. This does not apply to student family housing.

Residential living students are strongly discouraged from leaving the university area for the duration of the semester, including Thanksgiving, to limit exposure. If students do leave the residence hall and suspect they have been exposed to COVID-19, the student will be required to report this exposure to the appropriate resident director and may be required to self-quarantine in accordance with CDC and state guidance.

Move-in Schedule

Move-in for each resident will be by scheduled appointment from August 14 to 16 for first-year residents and from August 16 to 18 for upperclassmen, to allow for social distancing and to limit the number of people in a facility at any given time. Resident directors will contact residents with information on how to sign up for a move-in appointment. Each resident will be limited to two helpers during their scheduled move-in time. Face coverings will be required, along with social distancing and frequent hand-washing.

Protecting Health

Housing & Residential Life supports healthy habits for resident students. Operations desks at Garcia Hall, Chamisa Village and South Campus will be open and staffed. Guidance on expected health protocols will be provided to residents and placed prominently throughout housing facilities. Residents will see signs that include directions on entrances, exits and foot traffic flow, and maximum occupancy in certain areas. Because of the importance of physical distancing while in the community, common spaces such as lobbies, game rooms and study rooms may not be available.

Isolation housing is available as needed, in housing units that are private and separated from other residential areas. Meal delivery service will be available if required. A team of staff members will support students while in isolation housing through regular phone calls, errands, and meal delivery.

More specific information for residential students can be found at housing.nmsu.edu.

Dining Readiness

Food service around campus will be ready to serve the NMSU community with additional choices in ordering and delivery, consistent with the current quality, standards, and regulations. During late July and early August, employees will undergo rigorous training on enhanced cleaning protocols. Technological and physical accommodations designed to reduce the spread of and exposure to COVID-19 include:

- Mobile app ordering
- Robotic meal delivery
- Tabletop acrylic barriers
- Barriers and social distancing signage to control lines
- Touchless cashiering and acrylic barriers at cashier stations
- Elimination of self-service and buffet options
Menu adaptations to accommodate to-go and delivery items
• Signage, maps, and menus at the entrance to facilities
• Flexible and layered protective equipment for all employees

Other COVID-19 Precautions

Cleaning for Prevention
In alignment with public health recommendations, NMSU is taking measures to prevent community spread of COVID-19, which includes enhanced cleaning and disinfection procedures created by Environmental Health Safety & Risk Management (EHS&RM) based on guidance from the CDC and the NMDOH for cleaning and disinfection.

We can all contribute to a healthier campus by following these general guidelines:

• Increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces such as residence hall communal rooms, public restrooms, computer labs, exercise rooms, library tables, buttons, handrails, tables, faucets, doorknobs, and shared keyboards. Cleaning and disinfecting daily and between users for shared workstations with attention to these areas helps remove bacteria and viruses, including the virus that causes COVID-19.
• Practice good hand hygiene after cleaning:
  ▶ Wash hands often with soap and water for at least 20 seconds.
  ▶ If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.

Detailed guidelines for cleaning are available on the ESH&RM website. That site includes cleaning procedures and recommended disinfectants.

COVID-19 Supplies
NMSU is working to procure the supplies needed to maintain a healthy environment. All faculty, staff, and students should ensure that their personal workspaces are sanitized, and NMSU will ensure availability of standard supplies upon return to campus operations. Employees and students will be provided masks, or they may use their own, and all will support the COVID-19 Safety Commitment. Other efforts to support personal sanitation include:

• Sanitization Stations: Approximately 1,300 hand sanitizer dispensers will be installed in classrooms and common areas on the Las Cruces campus. Custodial teams will service the dispensers as part of the university’s daily cleaning program.
• Supply Vending Machines: These will be located across campus and will contain hand sanitizer, latex gloves, disposable masks, safety glasses, disinfectant wipes and other items. These supplies are offered without charge to NMSU employees.

Departmental Supplies and Facility Modifications
Departmental supply orders from various vendors are available through AggieMart and Banner, with assistance from the Aggie Service Center. Business managers who do not have access to AggieMart may submit a COVID-19 Supplies Order Form to asc@nmsu.edu.
Space modifications are managed through Facilities & Services. Departments may also purchase the following types of items:

- Freestanding barrier shields
- Freestanding panel base workstation screen
- Freestanding counter shield at a reception desks and check-in points
- Freestanding desk screen
- Moveable barrier

**Face Coverings**

The Purchasing Department has ordered unbranded reusable face coverings that meet CDC standards for all faculty and staff. These will be distributed to each college and division. Face coverings with NMSU logos are available from approved suppliers for promotional and marketing activities. Procurement cards may be used for all orders. For other supplies not mentioned above, please contact Jason Sandoval at jasonsa@nmsu.edu or at 575-646-7708.

**Personal Protective Equipment**

Wearing an appropriate face covering is just one aspect of our multi-pronged approach to help protect the safety and health of our NMSU community. They are also required by the NMDOH for anyone in a public space, with exceptions for eating, drinking, or exercising, or if otherwise advised by a health care provider. If wearing a face covering will adversely affect an employee’s safety or health, employees should contact EHS&RM or the Aggie Health and Wellness Center for additional guidance. Vending machines across campus will be stocked with face coverings, other protective equipment, and supplies.

If more than one person is in a university vehicle, all people in the vehicle must wear a courtesy face covering. This includes open-air utility vehicles.

**Reporting COVID-19 at NMSU**

Any student or employee of the NMSU system or affiliated agencies who has tested positive for COVID-19 and had been on campus at any time 48 hours prior to the onset of symptoms or COVID-19 positive test must notify their supervisor and Aggie Health and Wellness Center (575-646-1512 or davidcar@nmsu.edu) immediately.

The positive individual may not come to work and must follow current CDC guidance regarding self-quarantine or self-isolation. Any individual who has tested positive for COVID-19 will need to be cleared to return by their health care provider and in accordance with CDC guidance.

When NMSU is notified of a person with confirmed COVID-19, Aggie Health and Wellness Center (AHWC) will coordinate the process to notify exposed individuals (those who have been within 6 feet for 15 minutes) and disinfect buildings. The identity of the COVID-19 positive person will not be disclosed. Supervisors of staff who may have been in the affected building (e.g. Facilities, ICT) will be alerted in order to share with those staff.
Cleaning After a Positive Test Notification

A COVID-19 enhanced cleaning and disinfection protocol developed by EHS&RM will be applied in all cases in which a person with COVID-19 spent time in university spaces from 48 hours prior to the onset of symptoms until seven days have passed since the person was present in a university space. This disinfection process uses CDC-approved methods, supplies, and guidance.

Ready for our community

Cooperative Extension Service

NMSU’s Cooperative Extension Service (CES) continues to serve New Mexico during the pandemic, and is increasing its operations as public health restrictions are eased, including volunteer-led youth or adult programming, meetings, and gatherings. Guidelines for individual counties or for specific programs will be followed if they are more restrictive than that of NMSU CES.

Specialists and agents provide adult consultation services on an individual basis, and these meetings are documented in contact logs for traceability. All interactions follow guidelines for social distancing, and the use of facemasks and gloves is required. Employees travel in separate vehicles to meet clients if needed, although distance modalities are encouraged.

As restrictions are eased by state and university leaders, Extension group programming will transition from virtual only to allow for limited group face-to-face programming. Extension offices will be physically open to the public, by appointment at first, and then later transitioning to fuller operation as CDC and state guidelines allow.

Use of Facilities by Outside Groups

Use of university or agency facilities by outside groups must be approved by campus or agency leaders using established approval processes. Campuses and agencies are limiting approval processes in light of the current environment to consider the safety of the students, faculty, staff, and other community members. Use of facilities by outside groups should only be approved if the use advances the mission of the university or agency. Safety recommendations established by local health authorities and university or agency policies in effect at the time of the event should be observed (e.g., gathering size, physical distancing, face coverings, etc.), and visitors will certify they have not been determined to be COVID-19 positive, do not have COVID-19 symptoms, and have not been in the presence of anyone they knew to be COVID-19 positive in the last 14 days.

Visitors to Campus

NMSU system campuses and agencies will limit external guests or contractors to those considered critical to the mission of the university or agency, and as approved by campus or agency leaders. All visitors or contractors will observe safety requirements and recommendations established by state and local health authorities and university or agency policies in effect at the time of the visit regarding meeting size, physical distancing, and face coverings. They are also expected to confirm they have not been determined to be COVID-19 positive.
positive, do not have COVID-19 symptoms, and have not been in the presence of anyone they knew to be COVID-19 positive in the last 14 days.

**Travel Guidelines**

According to orders from the state of New Mexico, any person traveling to New Mexico by air from outside the state, including students and employees of the NMSU system, are required to self-quarantine for 14 days. NMSU requires that employees and students comply with the most current directives from the state regarding travel.

University-sponsored student travel and employee business travel are limited to mission-critical functions to assure the continued safety of the campus community. If students travel and suspect they have been exposed to COVID-19, the student will be required to report this exposure to the appropriate university advisor and Aggie Health and Wellness Center. Employees who suspect they have been exposed to COVID-19 while away from the university or agency are required to notify their supervisor. Students and employees may be required to self-quarantine for 14 days, or consistent with current CDC and state guidance.

**Documenting our planning & decisions**

Documenting and reporting information about our operations during the COVID-19 pandemic is critical to our internal organizational decision-making, future planning, external requests and requirements, and for seeking support from national, state and local entities. NMSU will collect data to document student and employee impacts due to transitions between phases, particularly focused on matters of equity and access. A decision log is maintained by the Rapid Response Team, along with other materials. Please send any relevant materials to Gena Barela at gbarela@nmsu.edu for filing.

**We’ll be ready for you**

Communication and transparency are top priorities as we continue to adapt to a changing environment. Additional guidance will be provided as it becomes available. All members of the NMSU community are encouraged to contact system leaders with questions and comments. Your input helps us to understand what you need to know.

This is a time of change, and NMSU is here to usher the university community through it. We offer telecounseling for students, embracing and leading change seminars for staff and faculty, and stress management and leadership short courses through Center for Learning and Professional Development. In addition, our commitment to support our community through change will continue through online town halls, supervisor guidance, and other activities as we can hold them. We must work together and learn from each other to provide a safe and outstanding experience for our students and assure, as best we are able, the safety of students, faculty, and staff.

Last updated 06/16/2020