

NMSU READY

A systemwide return-to-campus plan



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Better days are on the horizon

As the state's land-grant and space-grant university, and as a designated **Minority-Serving** and **Hispanic-Serving Institution**³, 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 plan applies to all of our community college campuses throughout the state, and is 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



John D. Floros
President

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Version tracking | Current version: 110520

**Older updates available at the end of this document*

Version date	Page	Revision Description
11.05.20	10	Added details about the pivot to online-only course delivery for the end of the fall semester, beginning Nov. 30.
11.05.20	10	Added details about changes to the spring 2021 academic calendar, which will not include a traditional spring break.

COVID-19: What everyone should know

COVID-19 has been circulating among humans since late 2019, 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. Touching your face provides a route through which the virus can infect you.

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, a **video** outlining expectations and personal responsibility will be viewed on Canvas as part of the syllabus for each course. As we learn more about COVID-19, NMSU will add more modules to this mandatory training. Included in this training is a statement of commitment to the safety of the NMSU community as is described below.⁶

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, I agree to immediately notify my supervisor and Aggie Health and Wellness (575-646-7375⁷ or campus_health@nmsu.edu).**¹⁶
- ◆ 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.

Do Your Part: Personal accountability and COVID-19³

Because COVID-19 is a disease that spreads primarily from person to person, all employees, students and visitors are expected to take personal responsibility for their own health, protect

the health of others, and keep the Aggie community safe from the spread of COVID-19 and other infections as identified and instructed by the university. A **collection of videos** produced by departments and organizations across campus provides additional information about expectations, accountability and additional steps being taken by the university to reduce the spread of the virus.¹⁰

Aggies lead by example, and in many situations, a person not maintaining proper distance or wearing a face covering can be asked to support the shared goal of staying healthy or reminded of NMSU standards. Ways to address such situations include:

- ◆ Handing a face covering to a person and saying, "Face coverings are required at NMSU. Here is one to use when you are on campus."
- ◆ Another option: "Face coverings are required on campus, and there is a vending machine nearby where you can purchase one."
- ◆ Social distancing reminders can be trickier: "Let's all stay safe and keep our distance." Or "This barrier (or the tape on the floor) is a reminder to maintain a safe distance."

Each above approach requires each individual – whether student or employee – to exercise common courtesy and patience. Under no circumstance is either approach recommended to escalate into an argument or confrontation. If you suspect any resistance to your comment, politely exit the conversation immediately, and instead notify your supervisor of what has occurred. In alerting your supervisor, an appropriate additional step is to discuss additional strategies (signage, additional barriers, etc.) with that supervisor. If a person does not follow an NMSU directive that protects public health and safety, NMSU reserves a right to instruct that person to leave campus, unless NMSU has provided to that person an approval for an exception to that directive.⁶

Approval for an Exception

Some members of our community will not be able to wear a face covering in situations when one is expected by NMSU guidelines. Employees seeking to be excluded from the face covering requirement should notify their supervisor and contact the **Office of Institutional Equity** at 575-646-3635 for consideration for an exception approval. Part of the exception approval process will include protocols for the employee to follow (telework, change of office space or alternate controls) to help protect the health of other members of the NMSU community. Students seeking an exception approval should contact the **Dean of Students Office** at 575-646-1722.

Travel Guidelines⁸

The New Mexico State University system serves a diverse set of stakeholders across the state and around the world. In order to fulfill our mission, university employees must sometimes travel outside of their communities.

The following guidelines are provided to balance the need for some travel during COVID-19 and the obligation to mitigate the risks of this travel. For purposes of this guidance, travel does not include commuting to and from work or school. Faculty, staff and students who currently commute from outside New Mexico (such as El Paso) for work or school may continue to do so.

Decisions regarding travel must be made in the interest of the health and safety of our university community and in accordance with current public health guidance. NMSU will continue to reassess this guidance and update these temporary restrictions as appropriate.

Travel Resources

- ◆ **CDC guidelines for travel**
- ◆ **NMDOH travel restrictions**
- ◆ **COVID Safe Practices (CSPs)**
- ◆ **Public Health Orders**

Essential travel may be permitted at the discretion of the applicable community college president, dean, vice president, or equivalent authority. Essential travel is considered university-related travel necessary to preserve a university program or interest that cannot be postponed.

When requesting authorization for essential travel, travelers and their supervisors/sponsors should consider the potential risks. Depending on risk, travel could be denied, delayed, amended, or authorized.

- ◆ Travel to **high-risk locations** is discouraged.
- ◆ Travel risk variables to consider include importance, value, location, participant population, participant activities, type of travel, and COVID-19 exposure levels.
- ◆ Employees or students who travel must comply with **NMDOH travel restrictions** and quarantine guidelines upon return.
- ◆ Information on in-bound travel for visiting faculty or other visitors to campus may be found under **Guidelines for Campus Visitors**.¹⁴

Essential travel approvals should consider impact on university mission, department or program requirements and whether other options are available. Approved travel authorization must be included with all requests for travel reimbursement or payment. Essential in-state travel is exempt from this requirement.

Sponsored Award Travel

Travel on a sponsored award is permitted if:

- ◆ required by grant or contract language,
- ◆ there is no option for delay,
- ◆ approved by the department head and dean, and
- ◆ traveler follows prevention and protection measures including self-isolation for a period of 14 days, upon return to NM when traveling out-of-state.

Student Travel

Students are encouraged to remain on campus/local community and not travel during the semester.

Under the **latest guidance from the NM Department of Health**, students arriving in New Mexico from **states with a 5% positivity rate** or lower or a new case rate lower than 80 per 1 million residents, each calculated over a 7-day rolling average, are advised to be tested for

COVID-19 within 5 to 7 days of their arrival in the state. While students are advised to consider self-isolation after arriving from anywhere outside of New Mexico, the quarantine requirement no longer applies to visitors and residents arriving from those lower-risk states.

The list of states where the quarantine order applies will be maintained at cv.nmhealth.org and updated weekly. The requirements, as before, apply to visitors arriving through both air travel and by road.¹²

Approved student fieldwork is allowed. All other university-sponsored student travel (i.e. academic or leadership conferences, service events) are suspended until further notice. ASNMSU will not be reimbursing student organizations or individuals for travel during the fall 2020 semester.

Education abroad programs with departure dates before January 1, 2021, have been suspended. Specific questions related to education abroad, including faculty led international programs, should be directed to Education Abroad at 575-646-5107 or you may email questions to educationabroad@nmsu.edu.

Students registered for the National Student Exchange program as of June 30 will be allowed to continue in the program as planned. Questions related to National Student Exchange should be directed to the Office of Experiential Learning at 575-646-5107 or you may email questions to Kari Cena, National Student Exchange Coordinator at klrankin@nmsu.edu.⁹

Athletic Team Travel

Athletic team travel will be permitted using the guidelines provided by the NCAA and Western Athletic Conference. All team travel must be pre-approved by the Director of Athletics or Deputy Athletic Director.

Athletic teams will be required to follow all current travel-related quarantine recommendations from the New Mexico Department of Health.

Employee Travel

Any university travel not approved in advance and designated as essential will not be eligible for reimbursement.

Any individual who travels outside of the state for approved business must follow the latest **travel and quarantine guidelines the state**, including a mandatory 14-day quarantine if arriving from a high risk state (see Student Travel, above)¹². Employee will telework during the self-isolation period. If symptoms develop during the self-isolation period, stay home and contact Aggie Health & Wellness at 575-646-7375.

Travel within the state is permitted if limited to single passenger or two passengers with appropriate face covering.

All international travel remains suspended unless identified as mission-critical and approved by campus president.

Non-essential personal travel is discouraged. Anyone who travels out-of-state for personal reasons must follow current travel and quarantine guidelines from the state. Approved leave must be taken for this period unless arrangements to telework have been made.

Coming 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

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 requires face-to-face interaction with 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. NMSU recognizes the importance of employee privacy regarding medical information.

We've created a **decision tree** for supervisors who need guidance in planning for the needs of individuals and staffing levels.

We've also developed a new **Alternative Work Arrangement (AWA) policy** that promotes low employee density on the campus and allows for work to get done productively in remote locations. The options available in AWA include telework, flex time, short-term work modifications, and a compressed work week. **Training modules** have also been developed to assist managers and employees. Additional resources for telework are available at hr.nmsu.edu.²

Before returning to campus, employees 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 and arriving from out of state will begin moving in on Aug. 1 to allow for the 14-day quarantine period. Student arriving from within New Mexico will begin move-in on Aug 14.⁶ Classes begin Aug. 19. When students log in to campus technology resources in August, they will see information reminding them about Aggie COVID-19 safety expectations. This information will emphasize health and safety precautions and the importance of personal responsibility critical for the well-being of the NMSU campus community.¹ 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.

End of the Fall Semester¹⁷

Beginning Nov. 30, following the Thanksgiving holiday, and running through the duration of the fall 2020 semester, all courses at NMSU's main campus, including those which had previously been delivered face-to-face or through a hybrid model, **will be delivered 100 percent online**. Additionally, there will not be an in-person ceremony for the Fall 2020 Commencement.

If students go home to see their loved ones for Thanksgiving, they will not have to return to campus for the remainder of the fall semester, although they will need to quarantine for 14 days if they left the state. Even with this change, our university will remain open and will provide important services such as housing, dining, and other necessary services for our students. Research efforts will continue under existing safety plans. Because classes will still be in session for the last two weeks of the semester, offices that serve students will remain open and staffed. For more details, see the FAQ section at ready.nmsu.edu.

Spring Academic Calendar¹⁷

As we plan for the spring 2021 semester, it's clear that we must continue to be flexible and to make operational adjustments in response to the ongoing pandemic.

Spring break is prime time for vacation travel, parties and relaxing with friends and family, so it's also prime time for spreading COVID-19. Allowing the traditional week off from classes poses too much of risk further spread of the virus – both here in New Mexico and nationwide.

The revised spring semester academic calendar will split up the days off a spring break would traditionally provide. The plan will extend the winter break by a few days, allowing faculty more time to prepare for the start of the semester, and offer a couple of small breaks mid-semester. The 2021 spring academic calendar will be set up as follows, with the changes highlighted:

	New Date(s)	Previous Schedule
Faculty report back to work	Thursday, Jan. 14	Thursday, Jan. 14
Instruction begins	Monday, Jan. 25	Wednesday, Jan. 20
Presidents Day (No classes)	Monday, Feb. 15	N/A
Spring Break (No classes)	Tuesday, March 23, only	March 22-26
Spring Holiday (No classes, faculty and staff holiday)	Friday, April 2	Friday, April 2
Last Day of Classes	Friday, May 14	Friday, May 14

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
- ◆ 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 in-person 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 must place themselves in quarantine as public health protocols dictate.

Using data to understand COVID-19 in our community

Monitoring COVID-19 is one way to help protect the health and safety of the NMSU community. Three important tools for this monitoring are screening for COVID-19 symptoms, testing for COVID-19 infection, and tracing people who have been exposed to COVID-19. People infected with COVID-19 are contagious before they show symptoms, and some people who have been infected never have symptoms. Because we cannot be certain who is infected, we all need to rely on behavioral interventions like social distancing, hand-washing, and wearing a mask.

Each member of the NMSU community needs to screen their health for COVID-19 symptoms. We have developed a new online self-check and self-reporting portal, available on the [homepage](#) and the [ready.nmsu.edu](#) site, to help with screening and contact tracing. Students, employees and visitors are encouraged to perform a daily self-check and register locations visited on campus to help Aggie Health & Wellness contact tracers identify additional potential contacts.⁸

People with symptoms must remain at home or in their dorms and contact a health care provider or [Aggie Health and Wellness](#) at 575-646-7375⁷.

Another important aspect of dealing with COVID-19 is to understand its spread on our campus. We have created an extensive plan for this by leveraging faculty expertise, partnerships with private companies and funding from New Mexico Department of Health. This plan looks at multiple aspects of COVID-19 and includes:

- ◆ **modeling COVID-19 prevalence** and spread based on data from TriCore Laboratory, with later data from campus testing,
- ◆ measuring the spread of COVID-19 at specific locations through wastewater sampling,
- ◆ and a partnership with Electronic Caregiver® related to self-reported COVID-19 symptoms.⁷

NMSU leadership closely monitors daily reports from the New Mexico Department of Health to understand, down to the level of ZIP codes, the trends of COVID-19 in the community. An online **COVID-19 data dashboard** has been created to provide a snapshot of that data for each week.⁷ These reports help us understand trends in things like new infections, recoveries, and hospital capacity.

Prevalence testing is another way to understand COVID-19 levels in the community. Prevalence is the proportion of people who are infected with COVID-19 at a certain time. Because people are infected with COVID-19 before they show symptoms, understanding its prevalence in the general population is a good way of understanding trends in infections before people start getting sick. NMSU Las Cruces has already participated in two testing events on campus; by participating in these events, we helped the Department of Health understand the effects COVID-19 has on our community.¹ NMSU Las Cruces has also partnered with NMDOH to provide on-campus testing for most out-of-state resident students within days of arrival to identify and address asymptomatic cases.⁷

Testing for COVID-19 infection is available daily through the New Mexico Department of Health. In the Las Cruces area, tests are available at the **Department of Health Office** and **other sites**.

Because COVID-19 is contagious, the New Mexico Department of Health traces contacts of people who have tested positive. This means they reach out to people who have been exposed so that they can also be tested. At NMSU, we are also assisting in tracing contacts to ensure that our community members understand the implications of an exposure.

Through notification and collaboration between Aggie Health and Wellness Executive Director Lori McKee and NMDOH Director of Border Health Travis Leyva, NMSU's Las Cruces campus has been assigned a rapid response team that will coordinate rapid response testing for impacted employees and students, if needed. This plan includes electronic sign-up for testing, coordinated testing locations and times, timely follow-up on testing results, and assistance with contact tracing.⁵

Each of the NMSU system's community college campuses has identified its own contact tracing protocol, with support from Aggie Health and Wellness Center for training, database setup and dashboard metrics for the entire NMSU system. Each campus will identify a NMDOH contact in their county that will support rapid response testing, if needed.⁵

Community college employees and students should report a positive test to the main COVID-19 contact point for their campus:⁵

- ◆ Alamogordo campus: **Joan Hale**⁸
- ◆ Carlsbad campus: **Karla Volpi** or **Cristal Melbourne** (575-234-9291)¹⁰
- ◆ Doña Ana Community College campus: **Amy Collins** (575-528-7068)¹⁰
- ◆ Grants campus: **Anne Semrau**⁸

Responding to a surge in COVID-19 cases³

We are counting on all Aggies doing their part to reduce spread of COVID-19 in the NMSU community, and part of the role of NMSU leadership is to closely monitor daily reports from the New Mexico Department of Health, down to the level of ZIP codes, to understand the status of COVID-19 in the community. These reports inform us about critical trends in metrics such as new infections, recoveries, and hospital capacity.

Under certain conditions, the NMSU administration is committed to severely limiting campus activities to reduce viral spread. Possible triggers include:

- ◆ levels of COVID-19 that are statistically higher on campus than in the age-matched population in Doña Ana and El Paso counties.
- ◆ local hospitals approach capacity for ICU beds. In this case, we could not assure that sick students or staff could get the care they need.
- ◆ a cluster of positive cases associated with a particular campus setting, such as within a building or multiple buildings; within residence halls; within athletics, band, or other units or groups of students; and within on-campus employees.

In addition to daily monitoring, NMSU leadership will meet weekly, or more frequently as needed, with campus experts to assess trends in critical metrics. These meetings could trigger actions and data collection to better assess the situation. Examples of these actions include:

- ◆ increased testing for COVID-19 for specific groups of students, faculty and staff, with contact tracing for positive cases;
- ◆ investigating outbreaks to understand contributory factors such as social events or decreased vigilance regarding social distancing or face coverings, and taking corrective action as needed;
- ◆ closing campus buildings for disinfection in concert with NMSU Facilities & Services;
- ◆ reviewing related rules and policies;
- ◆ closing buildings to instruction and restricting campus activities; and
- ◆ communicating with the campus community as needed.

NMSU could pivot to fully online course delivery and stay-at-home restrictions based on expert guidance, even if a statewide school and business closure order has not been reinstated. Student services such as residential life and dining would continue as essential services.

Maintaining flexibility

Pedagogies such as hybrid teaching allow faculty to switch from face-to-face to online environment quickly. NMSU's **Alternative Work Arrangements policy** facilitates telework and is supported by a **decision tree** for managers. Every department must review and revise continuity of operations plans to include plans for a return to telework.

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

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

Aggie Transit

The free **Aggie Transit green and blue routes** will be available from 7 a.m. to 6 p.m., Monday through Friday. Masks will be required to ride the bus, and some seats will not be available for use to help passengers maintain appropriate distance. Buses will also be sanitized multiple times throughout the day.

The Aggie Green route makes pick-ups every 10 minutes and connects the free parking lot near the Pan Am Center to the Horseshoe. The Aggie Blue route makes pick-ups every 20 minutes and makes it easier to get from student housing to the core of campus.¹⁰

Instructional Readiness⁴

When we originally planned the fall 2020 schedule, we had very different expectations for college and university life from what we now anticipate. 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. Our **Academic Technology** team has created FAQs, workshops, and other resources to help both faculty and students get the most out of their online teaching and learning experiences.⁶

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, measured from center mass, to reduce the risk to public health in accordance with CDC guidelines. 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

More than 200 classrooms have been reconfigured to meet social distancing requirements for our largest courses. More classrooms are being assessed and readied as possible.

In order to maintain social distancing measures under CDC guidance and accessibility requirements under the Americans with Disabilities Act, a modified maximum capacity for each classroom has been identified and clearly posted by Facilities & Services. This reduced capacity must be strictly observed, and modifications to seating in classroom spaces are not permitted.⁵

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 has installed 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.

For concerns with classroom layout, supplies, cleaning, or other space issues, the first step is to speak with the **building monitor**⁹ or department head. If work is needed to address a

problem, email AskFS@nmsu.edu and include COVID-19 in the subject line, or call the work order desk at 575-646-7114 and identify a COVID-19 related issue.⁸

At the Las Cruces campus, several outdoor instructional spaces will be created using tents, and additional temporary shade structures will be set up across campus to provide areas for students to rest outdoors between classes while following social distancing guidelines. Once classroom tents are installed, instructors should contact their department heads for scheduling.⁶

In addition to outdoor areas, many indoor lobbies and spaces with seating have been modified or labeled to promote appropriate distancing. These include:

- ◆ Ed and Harold Foreman Engineering Complex Lobby
- ◆ Hardman and Jacobs Undergraduate Learning Center
 - ▶ Open Computer Lab
 - ▶ Upstairs Wireless Lounge
- ◆ Pete V. Domenici Hall Lobby
- ◆ Breland Hall Lobby

As tents are installed and additional spaces are prepared, they will be added to the **NMSU COVID 19 Las Cruces Campus Map**, available on our **Facilities & Services Space Planning** page.¹⁰

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 synchronous online delivery. Faculty will be able to use Zoom to broadcast their classroom sessions to the students that are not physically in the classroom, as well as record the lecture for future viewing.

ICT and Facilities & Services collaborated on equipment installation and worked with the Registrar on classroom scheduling for the fall semester. ICT and Instructional Innovation & Quality are also working with instructors to support Zoom and other technology in the classroom.

Computer labs at all NMSU system campuses have been modified to accommodate social distancing guidelines, and many have remained open throughout the spring and summer. At the Las Cruces campus, general use labs are available in Hardman-Jacobs Undergraduate Learning Center, Corbett Center Student Union, and Vista Del Monte. Hours are subject to change, but labs are scheduled to be open 8 a.m. to 10 p.m. Monday through Friday and 9 a.m. to 10 p.m. Saturday and Sunday beginning Aug. 15. Hours and availability of other departmental computer labs may vary.

In addition to wireless internet access available in campus buildings, **AggieAir wireless hotspots** can be found in many outdoor locations around the Las Cruces campus, including green areas, food courts, parking lots and bench seating areas.⁶

Instructional Delivery Methods

Adding flexibility to instructional delivery allows options to incorporate social distancing and provides the ability to move instruction to partially or fully online platforms, if necessary, due to a resurgence of COVID-19. 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.
- ◆ **Hybrid (online with required in-person attendance):** Content delivery incorporates more than one modality, e.g., face-to-face **and** remote synchronous or asynchronous delivery. Face-to-face attendance is limited and may include alternating in-person and online synchronous or asynchronous attendance; may also provide recordings of lectures or experiential components for later reference to supplement concurrent transmission of lectures or experiential components. All students participate in all delivery modalities.
- ◆ **Flex (NMSU-Grants Campus):** 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.

Schedule types that you'll see in **my.nmsu.edu** include:

- ◆ **HY:** Online with Req In Person Mtgs (online with required in-person meetings)
- ◆ **ONL:** Online with Synchronous Mtgs (100% online w/synchronous meetings)
- ◆ **WB:** Online no Synchronous Mtgs (100% online asynchronous)
- ◆ **CL:** Classroom/Lecture (fully in-person)
- ◆ **LB:** Lab (in-person labs)
- ◆ **IND:** Independent Meeting
- ◆ **PC:** Practicum/Clinical
- ◆ **TD:** Thesis/Dissertation

NMSU-Main Online Classes

NMSU-Main online classes that were originally developed for a fully online delivery will continue to incur the per-credit fee indicated in the class schedule course listing during registration. If this fee is indicated for a class, students will pay that fee. If it is not, then no matter what happens with the delivery model for that course later in the fall semester, no fee will be added. Courses may not be switched to an S/U grading option after the deadline to elect that grading option solely based on a change in delivery mode.⁶

NMSU-Online (UO) Classes

NMSU-Online classes that were originally developed for a fully online delivery will continue to incur the UO per-credit tuition rate indicated in the class schedule during registration.

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.

Lap swimming will be available at the Aquatic Center for full-time students beginning Aug. 26. Students who would like to reserve a lap lane can do so by signing up and logging in at <https://www.imleagues.com/spa/portal/home> using their NMSU email.¹¹

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.

Fall sports, including volleyball, soccer, cross country and football, have been postponed until the spring⁹ and decisions about future 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, and we have increased our counseling staff to provide additional support.¹

In an effort to reduce the risk of exposure to COVID-19, the Aggie Health and Wellness Center offers both in-person and telehealth services for access to medical and counseling providers, laboratory, and pharmacy services. Appointments for telehealth screening are available at 575-646-7375 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, according to certain eligibility criteria.

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 in-state residents 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.

Resident students traveling to the Las Cruces campus from out of state, including El Paso/Juarez, are asked to arrive for early move-in by August 1, 2020. While students commuting daily from communities outside New Mexico are expected to follow mask-wearing

and social distancing guidelines the entire time they are on campus, our resident students join the housing community – their Aggie family – when they make a home on our campus. For the protection of all of our resident students, quarantine requirements outlined by the New Mexico Department of Health will apply to all campus housing arrivals from out of state. These students will need to fill out an “Early Arrival Request – Fall 2020” on their myHousing portal, and provide documentation of travel so we can coordinate their living spaces with their travel plans.⁵

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. Signs will be placed on the premises that direct residents to entrances and exits, and provide instructions for 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.

Residents are responsible for keeping their living spaces (rooms, restrooms, and shared areas) clean. Shared or frequently touched surfaces should be disinfected after use by each individual. Residents must supply their own cleaning supplies and materials. We recommend cleaners that disinfect or a bleach and water solution. Residents should not occupy the restroom or shower at the same time to reduce the potential for virus spread.

In addition to regular cleaning of rooms, restrooms, and shared areas (where applicable), residents should wipe down or spray shower, toilet, sink and counter surfaces with disinfecting cleaner frequently and leave restroom door(s) open for ventilation to dry the restroom.

Residents are responsible for removing trash and placing it in parking lot dumpsters. Community spaces, including lobbies, community bathrooms, patios, etc. will undergo enhanced cleaning and disinfection by the custodial team on a regular schedule.⁷

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.

In accordance with New Mexico’s Public Health Order dated Aug. 27, 2020, all dine-in service will be limited to a maximum of 25 percent capacity. Additional food service will be provided utilizing carryout and mobile ordering pickup.¹¹

A Dining Sanitation Team of frontline staff designated by yellow vests will sanitize all customer-side touch surfaces every 20 minutes and as needed. The team will act as information experts

to help answer questions on COVID-19 procedures, navigation, and daily menus, and help to politely remind patrons about COVID-19 safety procedures such as social distancing and mask usage.⁸

Technological and physical accommodations designed to reduce the spread of and exposure to COVID-19 will include:

- ◆ Mobile app ordering
- ◆ 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
- ◆ Additional shaded and cooled outdoor seating for dining near Corbett Center Student Union⁷
- ◆ Tabletop acrylic barriers

Protecting Your Health & Safety

Cleaning for Prevention

In alignment with public health recommendations, NMSU is taking measures to reduce community spread of COVID-19, which includes **daily enhanced cleaning**⁷ 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 your 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.
- ◆ In an effort to reduce custodial time emptying waste bins while freeing up resources to increase cleaning services on campus, Facilities & Services will replace current office trash baskets with mini waste bins which will attach to office recycle bins. Staff and faculty are expected to empty their mini waste bins into a centralized bin, which will be emptied and sanitized weekly.
- ◆ Facilities & Services will provide the **building monitors** with disinfecting wipes for the classrooms in their respective buildings, which will be distributed to instructors. Instructors or building monitors can call the Facilities & Services Work Order Desk, 575-646-7114, if supplies need to be replenished.⁸

Detailed **guidelines for cleaning** are available on the ESH&RM website. That site includes cleaning procedures, information on the **process to clean after a positive case is reported**,⁵ and recommended **disinfectants**.

Our Facilities & Services custodial team has revised their schedules to increase custodial coverage and to have staff on campus during classes. Custodial team schedules will be adjusted, if needed, after classroom use schedules are finalized.

Custodial teams will emphasize sanitizing shared spaces on a **daily basis** in the academic buildings:

- ◆ Clean and sanitize classrooms
- ◆ Clean and sanitize computer labs
- ◆ Clean and sanitize restrooms
- ◆ Clean building entryways, break rooms, elevators, conference rooms, and common areas.

Some tasks will be reduced to allow custodial resources to focus on sanitizing high-use areas, including restroom fixtures, door handles, common area countertops, elevator buttons, and handrails.

Custodial teams use two methods of enhanced cleaning: manual sanitation/disinfection of surfaces multiple times during the day, and daily electrostatic disinfection. Teams will perform enhanced daily cleaning between 4 and 8 a.m. in classroom buildings. A dedicated team of custodians will also perform additional cleaning of the high touch points between 8 a.m. and 5 p.m. This ensures the areas receive two additional cleanings during the day.

Daily electrostatic disinfection will be performed in the classrooms that are scheduled for face-to-face instruction. A report of a positive COVID-19 test will also initiate the electrostatic disinfection process. A team will be assigned to perform the disinfection in accordance with the **process to clean after a positive case is reported**.

Facilities & Services will perform enhanced cleaning upon request, even without a positive test result for COVID-19. The request needs to be routed through the building monitor, who will call Facilities & Services to request the service and follow up with a work order. The enhanced cleaning team supervisor will coordinate enhanced cleaning to take place prior to the start of the next scheduled business day or no later than Friday of the current work week.⁸

Custodial teams will perform the following tasks on a **weekly basis** in the academic buildings:

- ◆ Remove trash and recyclable materials from departmental offices
- ◆ Vacuum and dust surfaces without moving items in departmental offices
- ◆ Clean hard surface floors weekly
- ◆ Vacuum and carpet spot removal weekly

As we move forward with resuming some in-person instruction, the custodial team may modify weekly tasks to accommodate increased daily task cleaning.

In non-academic buildings, the custodial team will adapt their cleaning schedule and frequency to adjust for reduced building occupancy. Schedule changes will be communicated to the building monitors.

Custodial teams will perform the following tasks on in the non-academic buildings after the occupancy load is verified:

- ◆ Clean and sanitize occupied departmental offices
- ◆ Clean and sanitize training or computer rooms
- ◆ Clean and sanitize restrooms
- ◆ Clean building entryways, break rooms, elevators, conference rooms, and common areas.
- ◆ Empty trash receptacles in common areas and break rooms
- ◆ Remove trash and recyclable materials from departmental offices
- ◆ Vacuum and dust surfaces without moving items in occupied departmental offices
- ◆ Clean hard surface floors weekly
- ◆ Vacuum and spot removal weekly

Facilities & Services will update the cleaning protocol document regularly and communicate updates with building monitors and campus community.⁵

COVID-19 Supplies

NMSU is working to procure and maintain 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 have been 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 have been installed in **locations across campus** and contain hand sanitizer, latex gloves, reusable and disposable masks, safety glasses, disinfectant wipes and other items. These supplies are available without charge to NMSU employees, including teaching assistants and graduate assistants¹², by swiping their Aggie ID card or entering their Aggie ID number, and paid for by CARES Act funding through a central index.⁴ For issues or questions relating to vending machines, contact **asc@nmsu.edu** or visit the **Aggie Service Center's COVID-19 supplies page¹²**. Students can pick up free reusable masks from the Associated Students of NMSU, Housing & Residential Life, Aggie Stampede, and other organizations and departments on campus. Students can also access free masks and supplies throughout August using their Aggie ID card or entering their Aggie ID number at the vending supply machines outside of Taos Cafeteria in Corbett Center Student Union. Beginning Sept. 1, those supplies will be available for purchase at posted prices using cash or credit card. In addition, reusable masks and other personal protective supplies will soon be available for purchase by students at select snack vending machines in Aggie One Stop, the Activity Center, and other locations.⁹

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

Signs and Informational Posters

In addition to temporary signage being installed by Facilities & Services, printable informational posters, checklists, and fliers are available for download at ready.nmsu.edu, along with guidelines about where and how they should be posted by building monitors. These will include reminders about the NMSU system's COVID-19 Safety Commitment, rules and expectations regarding personal responsibility, checklists for self-monitoring of health and wellness, information about reporting a positive COVID-19 test, and other topics.²

Face Coverings

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 or drinking⁷, 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.

The Purchasing Department has ordered unbranded reusable face coverings that meet CDC standards for all faculty and staff. Face coverings with NMSU logos are available from approved suppliers for promotional and marketing activities. Procurement cards may be used for orders. For other supplies, contact Jason Sandoval at jasonsa@nmsu.edu or at 575-646-7708.

Reporting COVID-19 at NMSU

Any employee of the NMSU system or affiliated agencies who has tested positive for COVID-19 must notify their supervisor and report through the **online portal** or contact Aggie Health and Wellness Center (575-646-7375⁷ or campus_health@nmsu.edu) immediately.¹⁶ The positive individual may not come to work and must follow current CDC guidance regarding self-quarantine or self-isolation.

Any student must also report a positive test through the **online portal** or by contacting Aggie Health & Wellness Center (575-646-7375⁷ or campus_health@nmsu.edu) immediately.⁸

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)⁷ 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.

Community college employees and students should report a positive test to the main COVID-19 contact point for their campus:⁵

- ◆ Alamogordo campus: **Joan Hale**⁸
- ◆ Carlsbad campus: **Karla Volpi** or **Cristal Melbourne** (575-234-9291)¹⁰
- ◆ Doña Ana Community College campus: **Amy Collins** (575-528-7068)¹⁰
- ◆ Grants campus: **Anne Semrau**⁸

Cleaning After a Positive Test Notification

Following notification of a positive test, supervisors or department heads must coordinate with Aggie Health and Wellness Center by contacting Lori McKee at lomckee@nmsu.edu or campus_health@nmsu.edu. AHCW will rapidly engage with Facilities & Services to implement enhanced cleaning. The process flow chart is found under Cleaning and Disinfection on our **COVID-19 Health and Safety Resources** page.⁵

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.

Returning to Work or Class After a Suspected Exposure

Our **COVID-19 reporting guidelines** give more detail on each of these topics, but here's a summary of what to do if you think you have been exposed to the coronavirus.¹³

If you are:

- ◆ **Asymptomatic (no symptoms of illness) and had a negative coronavirus test result** – resume activities as normal but continue to take precautions per public health orders and monitor for symptoms.
- ◆ **Asymptomatic and have had a positive test** – stay home and self-isolate immediately for a full 10 days after the date your specimen was collected that resulted in a positive test. Monitor your temperature twice a day and watch for development of symptoms. If you stay asymptomatic for the full 10 days, you may resume normal activities on day 11. If you developed symptoms during self-isolation, you may resume normal activities when at least 10 days have passed since symptoms first appeared and at least 1 day (24 hours) has passed without a fever (and without the use of fever-reducing medications) and your symptoms have improved.
- ◆ **Symptomatic and waiting for your coronavirus test results** – stay home and monitor for symptoms until you receive results.
- ◆ **Symptomatic and had a negative coronavirus test result** – stay home for any illness and return to normal activities once you are completely symptom free for 1 day (24 hours), without fever and without the use of fever-reducing medications
- ◆ **Symptomatic and have had a positive test** – stay home and immediately self-isolate for a full 10 days (after the date your specimen was collected that resulted in a positive

test). You can resume normal activities after you have been completely symptom free for at least 1 day (24 hours), without a fever and without the use of fever-reducing medications, and your symptoms have improved.

What to do if you have a positive case in your area:

- ◆ Employees who have had a positive test should report it to the Aggie Health and Wellness Center by **entering a self-report** or contacting the Aggie Health and Wellness Center at **campus_health@nmsu.edu** or 575-646-7375. Notify your supervisor.
- ◆ The identified area will receive enhanced cleaning and disinfecting if an individual who regularly enters the building tests positive. Your supervisor or department head will notify you when normal operations may resume.
- ◆ You can continue to work unless you are notified that you were identified as a contact by the contact tracing team. If you were identified, you must self-isolate at home for 10 days, get tested, and follow the guidelines above.

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 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.

Guidelines for Campus Visitors⁷

Much like NMSU students and employees, visitors to each of New Mexico State University's campuses are responsible for following all current public health orders and travel restrictions, and for taking all steps needed to minimize the possible transmission of COVID-19.

Any visiting faculty, university vendors, contractors, outside community members or other campus visitors who exhibit symptoms of COVID-19 should not come to any NMSU campuses. These individuals should stay home and contact their healthcare provider.

Vendors and contractors visiting campus must complete a **visitor commitment form for vendors**, which will be provided and collected by individual campus offices for each individual visiting campus. This form will be submitted to Procurement Services and filed with each vendor's profile.⁸

Visiting faculty are subject to current **public health orders** and **NMDOH travel restrictions** that apply to travelers entering New Mexico for business purposes.¹⁴

Resources for Campus Visitors

- ◆ **CDC guidelines for travel**
- ◆ **NMDOH travel restrictions**
- ◆ **COVID Safe Practices (CSPs)**
- ◆ **Public Health Orders**

In alignment with current **public health orders** from the State of New Mexico, all visitors to campuses within the NMSU system must wear a mask or face covering at all times while indoors or outdoors, unless eating or drinking.

Only NMSU students, NMSU employees and those conducting official business with the university are permitted inside NMSU buildings. Zuhl and Branson libraries are closed to the general public at this time.⁹

Anyone visiting an NMSU campus must follow all #NMSUReady signage and instructions, posted indoors and outdoors regarding face coverings, social distancing, the use of access doors, and traffic flow directions.

Guidelines for Events and Gatherings⁵

New Mexico State University has a strong relationship with the communities we serve. Under normal circumstances, NMSU invites alumni, donors, community members and other guests to each of our campuses across the university system on a regular basis to take part in various events and gatherings. These activities are part of NMSU's broader community relations efforts, as outlined in our strategic plan, **NMSU LEADS 2025**, Goal 3: Amplify Extension and Outreach.

The following guidelines are provided to balance the need for some events to take place at the university during COVID-19 and the obligation to mitigate the risks of these events. For purposes of this guidance, events include a coordinated gathering of five or more individuals¹⁵ at some location within the NMSU system for a purpose outside of a normal workplace or instructional meeting.

Decisions regarding gatherings must be made in the interest of the health and safety of our university community and in accordance with current public health guidance. NMSU will continue to reassess this guidance and update these temporary restrictions as appropriate.

The university encourages virtual, online activities whenever possible. Requests for gatherings larger than five individuals¹⁵ must have a compelling reason to do so, which cannot be accommodated in a virtual environment.

These gatherings and similar activities may be permitted at the discretion of the applicable community college president, dean, vice president, or equivalent authority as long as they adhere to current public health order specifications. Additional considerations for approval of events would include an indoor vs. outdoor space, minimized length of time together and the serving of food. Many university facilities are still being modified for additional safety. Those areas may not be immediately available.

Student Events and Gatherings

- ◆ The normal Activity Request process will still be in place for student events.
- ◆ Requests, requiring a reservation of academic space, can be submitted to University Student Records via the **Event Scheduling website** upon approval by Campus Activities.
- ◆ All student organizations should review the revised and updated **Student Organization COVID-19 Policies**.¹⁰

Employee/Department Events and Gatherings

- ◆ Employee gatherings, outside of normal daily business and similar interactions, must follow all applicable rules and public health guidance, as outlined by the NMDOH.
- ◆ Begin the event request process by completing and submitting the **Event Request Form**.
- ◆ Event requests will be reviewed by a designated group representing Auxiliary Services, EHS&RM, Fire, Police and F&S members. Organizers of these events must submit a safety plan through their Department Head or Division Director for approval by the broader group representing Campus Activities, EHS&RM, Fire, Police and F&S members. The plan must be submitted at least two weeks in advance, and include the date, time/duration, and location of the event; the names of attendees; and steps outlined to ensure social distancing, the wearing of face coverings and other measures to ensure the healthiest possible situation.
- ◆ Requests requiring a reservation of academic space, can be submitted to University Student Records via the **Event Scheduling website** upon approval.

NMSU-Sponsored Events

- ◆ Events sponsored by a university department must follow all applicable rules and public health guidance, as outlined by the New Mexico Department of Health.
- ◆ Begin the event request process by completing and submitting the **Event Request Form**.
- ◆ Event requests will be reviewed by a designated group representing Auxiliary Services, EHS&RM, Fire, Police and F&S members. Organizers of these events must submit a safety plan through their Department Head or Division Director for approval by the broader group representing Campus Activities, EHS&RM, Fire, Police and F&S members. The plan must be submitted at least two weeks in advance, which should include the date, time/duration, and location of the event; the names of attendees; and steps outlined to ensure social distancing, the wearing of face coverings and other measures designed to ensure the healthiest possible situation.

NMSU Special Events

- ◆ Guidelines for spectators attending NCAA competitions are still being drafted by the relevant bodies. The university will follow all rules as outlined by the CDC, NCAA, Western Athletic Conference and NM Department of Health when it comes to these kinds of gatherings.
- ◆ All concerts and similar performing arts presentations scheduled to take place at NMSU have been postponed until 2021. The university will follow all rules, as outlined by the CDC and NM Department of Health once these events are approved at the State level to take place.

Community Events and Gatherings

- ◆ Community members seeking to rent space at NMSU for an event must ensure the event follows all applicable rules and public health guidance, as outlined by the NM Department of Health. Current public health orders would not permit these types of gatherings.

- ◆ The outdoor spaces of each of the NMSU campuses are considered to be available to the general public. As such, no restrictions will be enforced for various outdoor activities or outdoor community gatherings which follow current public health order specifications and would have taken place under normal circumstances. These kinds of gatherings include, but are not limited to, various exercising activities, picnics, fishing, and other instances where people would gather for a coordinated activity. Indoor spaces are not included as part of this guidance, and are restricted to university business only.

Resources for Events and Gatherings

- ◆ **CDC guidance for events and gatherings**
- ◆ **COVID Safe Practices (CSPs)**
- ◆ **NM Public Health Orders**

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. Please send relevant data 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 at covid19@nmsu.edu with questions and comments. Your input helps us to understand what you need to know.

NMSU embraces an agile mindset to navigate and respond to change. The ability of the NMSU community to navigate ongoing changes such as temporary moves to online instruction, meetings, and day-to-day business will be key to our resilient response, motivation, productivity and wellness. To support change facilitation efforts, NMSU now offers change management and leading through change workshops to support the NMSU community. The university also utilizes best practices and resources from professional organizations of which we are a member institution, such as the Network for Continuous Change and Innovation (NCCI) and Western Association of College and University Business Officers (WACUBO). For more information about change facilitation at NMSU, please contact Lauren Goldstein, organizational development specialist at poet@nmsu.edu.⁴

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.

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- ¹ Updated 06/23/20
 - ² Updated 06/30/20
 - ³ Updated 07/07/20
 - ⁴ Updated 07/14/20
 - ⁵ Updated 07/21/20
 - ⁶ Updated 07/28/20
 - ⁷ Updated 08/04/20
 - ⁸ Updated 08/11/20
 - ⁹ Updated 08/19/20
 - ¹⁰ Updated 08/25/20
 - ¹¹ Updated 09/02/20
 - ¹² Updated 09/09/20
 - ¹³ Updated 09/24/20
 - ¹⁴ Updated 10/08/20
 - ¹⁵ Updated 10/15/20
 - ¹⁶ Updated 10/27/20
 - ¹⁷ Updated 11/05/20

Version tracking | Current version: 110520

Date	Page	Revision Description
07.07.20	2	Added language to clarify that the NMSU system is both a designated Hispanic-Serving Institution and, by extension, a Minority-Serving Institution
07.07.20	5	Added information about personal accountability and COVID-19
07.28.20	5	Added info on the Crimson Commitment to COVID-19 Safety, a video for students
10.27.20	5, 24	Updated reporting guidance for positive COVID-19 cases to indicate that all students and employees must report positive cases, regardless of how recently they were on campus.
07.28.20	6	Provided additional guidance on handling a situation in which individuals are not complying with expected mask-wearing or social distancing behavior
08.11.20	6	Expanded the section on travel guidelines to include more details and resource links
08.26.20	6	Added a link to a new archive of video content related to NMSU Ready and COVID-19
07.21.20	7	Clarified that students and employees commuting daily from communities outside of New Mexico don't need to quarantine, but must follow other guidelines
09.09.20	7-8	Updated travel guidelines to reflect 09.03.20 state executive order relaxing quarantine requirements for travelers arriving from low-risk states

10.08.20	7	Linked to NMDOH travel restrictions and cross-referenced visitor travel guidance
08.19.20	8	Updated contact information for the Education Abroad program
10.15.20	8	Eliminated an exemption to travel quarantine requirements based on negative test results, in accordance with new NMDOH public health order
07.28.20	9	Updated move-in dates to reflect the 14-day quarantine for out-of-state students (including those from neighboring states)
07.28.20	11	Removed a requirement that workspaces maintain a log in/out for employees and visitors
08.11.20	11	Added information about an online self-check and self-reporting portal now available
08.04.20	11	Added information about testing and screening partnerships to help monitor the prevalence of COVID-19 on our Las Cruces campus
08.04.20	11	Added a link to a new NMSU COVID-19 dashboard with data about key measures being monitored by system leadership
08.04.20	11	Added information about testing for resident students arriving from out of state
07.07.20	12	Added details about how the NMSU system plans to respond to a surge in COVID-19 cases
07.21.20	12	Added details of NMSU's collaboration with NMDOH on testing and tracing, along with contact points for reporting positive cases at our community college campuses
08.26.20	12, 24	Updated contact information for reporting a COVID-19 case at DACC and NMSU-Carlsbad
07.14.20	14	Updated the section on Instructional Readiness to provide more details about classroom technology and instructional delivery methods.
07.21.20	14	Clarified that modifications to the seating configurations set by F&S in our classroom are not permitted
07.28.20	14	Added links to teaching and learning resources from Academic Technology
08.26.20	14	Added information about Aggie Transit routes, and COVID-19 safety measures on those routes
07.28.20	15	Added details about locations and hours for general use computer labs available to students on the Las Cruces campus
07.28.20	15	Added information about outdoor classroom spaces and shade structures for students to use in between classes
08.11.20	15	Clarified how to report issues with classroom configuration or supplies to Facilities & Services
08.19.20	15	Added a link to find building monitor contact info for buildings on the Las Cruces campus
08.26.20	15	Added a link to the Space Planning site, featuring interactive maps that will be updated with additional tents, indoor spaces, vending machines, wireless hotspots and other info
07.28.20	17	Clarified that courses may not be switched to an S/U grading option solely based on a change in delivery mode
09.02.20	17	Announced that the Aquatic Center is open to students for lap swimming by appointment
08.19.20	18	Added that fall sports have been postponed until spring
07.21.20	19	Explained that the 14-day quarantine requirement for our resident students applies to students from nearby communities outside New Mexico

08.04.20	19	Added cleaning expectations for bathrooms and shared spaces in student housing
08.04.20	20	Added emphasis regarding enhanced cleaning, which happens every day
08.11.20	20	Added information about the Dining Sanitation Team and its work to help reduce the spread of COVID-19
09.02.20	20	Announced that indoor dining is open, but limited to a maximum of 25% capacity
07.21.20	21	Added more details about the custodial team's daily and weekly cleaning schedules
08.11.20	21	Added details about daily cleaning protocols undertaken by F&S custodial teams
08.19.20	22	Updated information about vending machines with COVID-19 safety supplies
06.30.20	23	Added info on guidelines for printing and displaying signs and notices in classrooms and offices
09.09.20	23	Clarified that employee access to supply vending machines is available to teaching assistants and graduate assistants
09.09.20	23	Directed questions or issues with vending machines to the Aggie Services Center at asc@nmsu.edu
07.07.20	24	Added clarification on how students are encouraged to report a positive test for COVID-19
07.21.20	24	Clarified that Aggie Health and Wellness Center is the first place supervisors and department heads should report a positive case to start the response protocols
07.28.20	24	To align with new guidance from NMDOH, changed the definition of "close contact" from within 6 feet for 15 minutes to within 6 feet for 3 minutes
08.04.20	24	To align with guidance from CDC and new guidance from NMDOH, changed the definition of "close contact" to within 6 feet for 15 minutes
08.11.20	24	Clarified that any student must report a positive test to Aggie Health and Wellness Center immediately.
09.24.20	25	Added details on returning to work or class after a suspected exposure
07.21.20	26	Added detailed guidelines on events and gatherings in campus spaces
08.04.20	26	Added guidance for visitors to campus
08.11.20	26	Added the expectation that vendors and contractors visiting campus must complete a visitor commitment form for vendors
08.19.20	26	Clarified that Zuhl and Branson libraries are closed to the general public at this time
10.08.20	26	Clarified that visiting faculty are subject to current public health orders and NMDOH travel restrictions that apply to travelers entering New Mexico for business purposes
09.02.20	27	Changed the maximum number of people allowed at gatherings from 5 to 10
08.26.20	27	Added a link to view the latest updates to guidelines for student organizations
10.15.20	27	Updated restriction on gatherings to groups of five or more, in accordance with new NMDOH public health order
07.14.20	29	Added information about the resources we have available to help facilitate change