

COVID-19 General Safety Message (for Faculty, Staff, Students and/or Contractors)

Mandatory Safety Procedures

1. **Sick/ill or not feeling yourself:** Do not come to work or enter a NMHU facility if you are feeling sick or if you have been exposed to anyone infected with the coronavirus. Coordinate with your immediate supervisor and contact your medical provider (if necessary) for guidance and follow the procedures outlined by the New Mexico Department of Health.
2. **Immunity Deficiency/Vulnerable:** If you feel you may be at risk for exposure or vulnerable to COVID-19, please do not return physically to work. Work with your supervisor to develop a remote or telework work schedule. If remote work plan is not approved by your direct supervisor, immediately contact the Emergency Operations Center at 505-426-2059.
3. **Contact with COVID-19 positive person:** If you have (or think you may have) come in contact with a COVID-19 person off of campus, do not come into work. Contact your supervisor. Supervisor will contact the Emergency Operations Center. Coordinate with your immediate supervisor and contact your medical provider (if necessary) for guidance and follow the procedures outlined by the New Mexico Department of Health.
4. **Maintain social distancing:** Maintain a minimum of 6 feet between yourself and others. People may not show any COVID-19 symptoms or know they have the virus but might potentially spread the virus to you.
5. **Working next to another employee:** Employees are not allowed to work directly next to other employees and should maintain as much distance as possible between other employees during the pandemic. All attempts should be made to conduct meetings using Zoom or other remote services.
6. **Disinfect your area:** Although Facilities Services will be disinfecting surfaces for you, we strongly recommend that you clean your work area often with an approved disinfectant to reduce the potential for spread to others.
7. **Disposable gloves:** The CDC is only recommending disposable gloves for cleaning/disinfection activities, for first responders during a call for service, and/or academic research activities, if required by industry standards.
8. **Campus movement:** Employees are restricted to their assigned campus facility/building and should not move between facilities to reduce exposure and spread. (Only Campus Police, Facilities, ITS and the Safety Department and/or contractors are allowed to work in multiple buildings).
9. **Multiple Campus Locations:** If an employee works from multiple campus locations, they should select one and not move between multiple locations to reduce the potential for exposure and virus spread.
10. **Face masks/covers:** Employees should wear cloth or other face masks/covers in public areas pursuant to the Governor of New Mexico and the City of Las Vegas's directive. Masks should be cleaned or decontaminated on a daily basis.
11. **Hand sanitizer stations:** Hand sanitizer stations have been installed in every building on campus in multiple locations. Please use on a regular basis.
12. **Staggered shifts:** Staggered, flex or alternative work schedules are strongly recommended for employees in the same office to reduce potential spread or exposure.
13. **Check-in/check-out:** Ensure you are checking in/checking out with your supervisor and assigned Building Coordinator each day you are on campus.

- 14. Exterior doors:** Exterior doors must be secured and not propped open. There have been numerous cases on campus where non-NMHU personnel have tried to enter buildings. We strongly recommend you secure your keys and other valuables to reduce potential theft.
- 15. Suspicious or unauthorized personnel:** If you notice a suspicious or unauthorized person on campus or in buildings, immediately call Campus Police at 505-454-3278.
- 16. Identification badges or vests:** Employees returning to campus during the pandemic should wear an NMHU-issued COVID-19 badge around their neck or a NMHU vest at all times on campus. NMHU official IDs may also be used for this purpose. This procedure will allow Campus Police to immediately identify you as authorized personnel. Badges can be picked up from Campus Police at Hewitt Hall. Facilities Services or Campus Police will also have vests available for you. It is recommended that supervisors pick up badges or vests for their assigned employees.
- 17. Deep cleaning:** Facilities will provide a deep cleaning of your office area after and/or before your shift. If you are constantly touching the same surfaces (such as copy machines, printers, etc.), please leave a note for facilities to disinfect those areas and wash your hands each time after touching hot spots. Remember to avoid touching your face and ears with unwashed hands.
- 18. Vehicles:** For NMHU personnel, to include work study students, that must use a NMHU vehicle for their job duties, the following procedures shall take place: One person, driver only, are allowed in the same vehicle. For individuals working in the field, no more than 2 personnel are allowed in the same vehicle. The interior of vehicles and the outside door handles, shall be cleaned with a disinfectant after each shift and/or daily.

Personal Protection from COVID-19

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.
- **Cover your coughs and sneezes** with a tissue or use the inside of your elbow. Throw used tissues in the trash and immediately wash your hands with soap and water for 20 seconds.
- **Clean and disinfect:** Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs/handles, light switches, countertops, desks, phones, etc.
- **Electronic Devices:** Clean your electronic devices with an approved cleaner recommend by the manufacture.

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



When in public, wear a cloth face covering over your nose and mouth.

Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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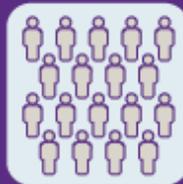
» SOCIAL DISTANCING

Social distancing means keeping space between yourself and other people outside of your home. Social distancing helps reduce the spread of illness by separating you from people who are ill.



Keep at least 6 feet away from others

even when you wear a face covering.



Stay out of crowded places

and avoid gatherings in private places and public spaces.



Cover your mouth and nose

with a cloth face cover when around others, including when you have to go out in public.



Don't shake hands



Work from home

and attend meetings virtually when possible.



Stay at home

when you are ill.



www.nmhu.edu/c19