

NEW MEXICO HIGHLANDS UNIVERSITY



COVID- 19 Cleaning and Disinfecting Procedures

May 28, 2020

Table of Contents

1.0	COVID- 19 NMHU Presidential Incident Objectives.....	4
2.0	Procedure Purpose.....	4
3.0	NMHU Roles and Responsibilities.....	4
4.0	Applicable Regulations/Standards/Codes.....	5
5.0	Special Guidance for Vulnerable Individuals.....	6
6.0	Cleaning and Disinfecting Plan.....	6
6.1	<i>Develop the Plan</i>	6
6.2	<i>Implement</i>	7
6.3	<i>Maintain and Revise</i>	7
7.0	Guidance for Cleaning and Disinfecting.....	7
7.1	<i>Clean</i>	7
7.2	<i>Disinfect</i>	7
7.3	<i>Soft Surfaces</i>	8
7.4	<i>Electronics</i>	8
7.5	<i>Laundry</i>	9
8.0	Cleaning and Disinfecting NMHU Buildings if Someone is Sick	9
9.0	Cleaning and Disinfecting Outdoor Areas.....	10
10.0	Act of Cleaning	10
11.0	Residential Hall and Apartment Cleaning/Disinfecting Considerations	10
12.0	Residential Hall and Apartment Cleaning/Disinfecting Considerations for a Suspected/Confirmed COVID-19.....	11
12.1	<i>How to Clean and Disinfect</i>	11
12.2	<i>Soft (Porous) Surfaces</i>	12
12.3	<i>Electronics</i>	13
12.4	<i>Linens, Clothing, and the Other Items That Go in the Laundry</i>	13
13.0	Vehicle Cleaning.....	13
14.0	Personal Protective Equipment	14
14.1	<i>Taking off (Doffing) PPE</i>	15
15.0	NMHU Employee/Student Safety, Prevention, Mitigation and Protection	15
16.0	Maintain Social and Physical Distancing	15
17.0	Prevention/Protection Measures	16

18.0	Communicate Safety Information.....	17
19.0	Safety Data Sheets (SDS) Custodian.....	18
20.0	Security	18
21.0	Responsibilities of NMHU Managers and Supervisors.....	18
22.0	Responsibilities NMHU Employees/Students	18
23.0	Training	19
24.0	Confidentiality/Privacy.....	19
	Appendix A: COVID-19 Checklist for Employers and Employees	20
	Appendix B: COVID-19 Prevention and Work Practice Controls.....	22
	Appendix C: Stop the Spread of Germs.....	23
	Appendix D: Social Distancing.....	24
	Appendix E: NMHU Contact Phone Numbers.....	25
	Appendix F: Resources	26

1.0 COVID- 19 NMHU Presidential Incident Objectives

1. Ensure the safety of our students, staff, faculty, administrators, contractors, and visitors.
2. Ensure for the continuity of our core mission of teaching our students. Instruction is at the very center of our mission at NMHU.
3. Ensure we do not harm, to the maximum degree possible, our students, staff, faculty, contractors, administrators, and visitors.

2.0 Procedure Purpose

- To contain, mitigate and/or eliminate potential spread and exposure to NMHU employees (faculty, staff, graduate assistants, work-study employees), students permitted to be on campus, and residents who might have been exposed by a potential or confirmed positive COVID-19 individual.
- To identify protection measures for NMHU employees (faculty, staff, graduate assistants, work-study employees), students permitted to be on campus, and residents who have tested positive for COVID-19.
- The *NMHU COVID-19 Cleaning and Disinfecting Procedures* are designed to ensure that individuals engaged in cleaning and disinfecting are afforded a safe work environment and are following OSHA, CDC and EPA standards.
- This plan will be updated as regulations and public health guidance change.
- Employees who are at higher risk for severe COVID-19 outcomes should consult with their primary care provider. In addition, they should also work with their supervisor to develop an alternative work schedule or telework agreement.
- Any employee who has been diagnosed with COVID-19 or has come in contact with a positive COVID-19 individual should immediately report their situation to his or her supervisor. The supervisor will report the situation to the Emergency Operations Center/Incident Management Team.
- All personnel under the categories identified within this procedure's manual shall be provided an electronic copy of this document.

3.0 NMHU Roles and Responsibilities

This section outlines the responsibilities and roles of specific employees or teams for the COVID-19 Incident.

- **NMHU President:** provides incident management objectives, directs orders and is responsible for the strategy and goals of the university and those specific to the COVID-19 incident management.
- **Executive Management Team:** provides guidance, consultation and coordination of activities and events related to the operations and activities of the university. Reports directly to the NMHU president.
- **Emergency Operations Center Director:** delegated the authority by the president to make life and safety decisions. Executes the orders of the NMHU president. Manages the Emergency Operations Center and the Incident Management Team. Also known as the COVID-19 Incident Commander.

- **Emergency Operations Center:** composed of members of the core emergency planning team. The Emergency Operations Center (EOC) is typically a fixed location, but in the case of the COVID-19 emergency, it is remote and virtual. The EOC recommends decisions to the NMHU president and is delegated the authority to make life and safety decisions for NMHU. The EOC consists of: Emergency Operation Center Director, Deputy Emergency Operation Center Director, Safety Officer, Information Officer, Liaison Officer, Intelligence Section Chief, Operations Section Chief, Deputy Operations Section Chief, Planning Section Chief, Deputy Planning Section Chief, Logistics Section Chief, Academics Section Chief, Deputy Academics Section Chief, Athletics Section Chief, Finance/Administration Section Chief and Deputy Finance/Administration Section Chief.
- **COVID-19 Incident Management Team:** this team consists of members of the NMHU community who have volunteered and have been trained to provide specialized or specific roles during emergencies. The roles are identified by utilizing the Federal Incident Command System (ICS) structure. The Emergency Operations Center Director has the authority to adjust the current ICS structure and the Incident Management Team to meet the needs of this dynamic and complex emergency.
- **NMHU Managers/Supervisors:** all NMHU managers and supervisors must be familiar with the procedures identified in this document and be ready to answer questions from employees or students. Managers and supervisors must always set a good example by following these procedures. This involves practicing good personal hygiene and safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.
- **NMHU Employees:** all NMHU employees must follow the procedures identified in this document to help protect from COVID-19 exposure and spread.
- **NMHU Students:** all NMHU students should follow the procedures identified in this document to help protect from COVID-19 exposure and spread.
- **Contractor/Consultants/Regulatory Entities:** all NMHU contractors/consultants/regulatory entities should follow the procedures identified in this document to help protect from COVID-19 exposure and spread. In addition, contractors/consultants/regulatory entities must follow the guidelines in the NMHU Contractor/Consultant Safety Plan.
- **Visitors:** Currently, visitors are not allowed on NMHU properties. Once visitors are allowed, all visitors must follow the Visitor Safety Plan (in development). All visitors should follow the procedures in the Visitor Safety Plan to help protect from COVID-19 exposure and spread. Note: It is feasible that the State of New Mexico may reopen all activities without any restrictions/requirements. If and when this occurs, there will be no need for a Visitor Safety Plan.

4.0 Applicable Regulations/Standards/Codes

- Intended audience: All NMHU employees and students who provide cleaning services as part of their normal job duties or individuals who are cleaning their individual workspaces, labs, classrooms, offices and residential rooms.
- All NMHU employees, students, contractors, or visitors must follow and adhere to OSHA rules/regulations, recognized industry safety standards and COVID-19 prevention/protection measures provided by the CDC and EPA, State of New Mexico, and other governmental regulatory entities.

- Note: COVID-19 protection/prevention measures are fluid, dynamic and constantly changing. NMHU will utilize the most recent recommendations/guidelines for prevention/protection for employees. NMHU employees should always follow these recommendations/guidelines identified by the CDC, OSHA, EPA, NM governmental officials and/or NMHU procedures related to COVID-19.
- The *COVID-19 Cleaning and Disinfection Procedures* are based on information available from the CDC and OSHA at the time of its development and are subject to change based on new information provided by the CDC, OSHA, and other public officials.

5.0 Special Guidance for Vulnerable Individuals

Information provided by: COVID-Safe Practices for All New Mexicans

COVID-19 is a serious illness for anyone who tests positive and can be particularly dangerous for vulnerable individuals such as older adults, individuals who live in a nursing home or long-term care facility, and individuals of any age with serious underlying medical conditions.

Vulnerable individuals should follow these guidelines:

- Stay at home as much as possible
- Work with your supervisor to develop a remote work schedule by utilizing the COVID-19 telework agreement
- Make sure you have access to several weeks of medications, groceries and supplies in case you need to stay home for prolonged periods of time
- When you go out in public, keep away from others who are sick, wear a mask, limit close contact and wash your hands often
- Avoid crowds
- If you are sick, contact the Department of Health by dialing the coronavirus hotline at 1-855-600-3453.

NMHU employees who care for a vulnerable family member may follow the steps above and work with their direct supervisor to address their needs and concerns.

6.0 Cleaning and Disinfecting Plan

The following procedures should be used for the direction and guidance for developing a plan for cleaning and disinfecting.

6.1 *Develop the Plan*

- **DETERMINE WHAT NEEDS TO BE CLEANED.**
Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.
- **DETERMINE HOW AREAS WILL BE DISINFECTED.**
Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.
- **CONSIDER THE RESOURCES AND EQUIPMENT NEEDED.**
Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

6.2 *Implement*

- CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to disinfection.
- USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT. Use an EPA-approved disinfectant against COVID-19 and read the label to make sure it meets your needs.
- ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

6.3 *Maintain and Revise*

- CONTINUE ROUTINE CLEANING AND DISINFECTION. NMHU will continue or revise this plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.
- MAINTAIN SAFE PRACTICES such as frequent handwashing, using cloth face coverings, and staying home if you are sick.
- CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE. Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

7.0 Guidance for Cleaning and Disinfecting

The procedures outlined below are provided by the CDC and EPA. The NMHU community should follow these procedures while conducting cleaning or disinfecting activities.

7.1 *Clean*

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

7.2 *Disinfect*

- Utilize one of the EPA-approved disinfectants for use against SARS-CoV-2.
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
Follow the instructions on the label to ensure safe and effective use of the product.
Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

Never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.

- Diluted household bleach solutions may also be used if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted.
 - Follow manufacturer’s instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute.
 - To make a bleach solution, mix:
 - 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water
 - OR
 - 4 teaspoons bleach per quart of room temperature water
 - Bleach solutions will be effective for disinfection up to 24 hours.
 - Alcohol solutions with at least 70% alcohol may also be used.

7.3 *Soft Surfaces*

The following procedures should be used for cleaning/disinfecting soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
- Disinfect with an EPA-registered household disinfectant. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Vacuum as usual.

7.4 *Electronics*

The following procedures should be used for cleaning/disinfecting electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines.

- Consider putting a wipeable cover on electronics.
 - Follow manufacturer’s instruction for cleaning and disinfecting.
 - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

7.5 **Laundry**

The following procedures should be used when cleaning laundry.

- Launder items according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people’s items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

8.0 **Cleaning and Disinfecting NMHU Buildings if Someone is Sick**

The following procedures should be used when cleaning a facility or room that has had a sick employee.

- Close off areas used by the person who is sick.
 - NMHU may close the impacted facility and/or area a sick individual had been.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
 - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

9.0 Cleaning and Disinfecting Outdoor Areas

The following procedures should be used when cleaning and disinfecting outdoor areas.

- Outdoor areas, like playgrounds at Gregg House and parks (Melody, Central) generally require normal routine cleaning, but do not require disinfection.
 - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High-touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- Sidewalks and roads should not be disinfected.
 - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

10.0 Act of Cleaning

The following procedures should be followed by NMHU employees or students who are cleaning or disinfecting.

- Regular cleaning staff can clean and disinfect community spaces.
- Wear disposable gloves for all tasks in the cleaning process, including handling trash.
- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Always read and follow the directions on the label to ensure safe and effective use.
- Keep hand sanitizers away from fire or flame
- Always store hand sanitizer out of reach of children and pets
- Additional key times to wash hands include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).

11.0 Residential Hall and Apartment Cleaning/Disinfecting Considerations

The cleaning and disinfection procedures for residential halls, apartments, residential hall community restrooms, laundry areas, shared spaces and individual rooms should follow the steps and guidelines identified in the above sections.

12.0 Residential Hall and Apartment Cleaning/Disinfecting Considerations for a Suspected/Confirmed COVID-19

The following procedures should be used when cleaning areas in a residential hall, individual room or apartment that has a suspected or confirmed COVID-19 individual.

Transmission of coronavirus occurs much more commonly through respiratory droplets than through objects and surfaces, like doorknobs, countertops, keyboards, toys, etc. Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings

It is unknown how long the air inside a room occupied by someone with confirmed COVID-19 remains potentially infectious. NMHU will consider factors such as the size of the room and the ventilation system design (including flowrate [air changes per hour] and location of supply and exhaust vents) when deciding how long to close off rooms or areas used by ill persons before beginning disinfection. Taking measures to improve ventilation in an area or room where someone was ill or suspected to be ill with COVID-19 will help shorten the time it takes respiratory droplets to be removed from the air.

- If a resident has suspected or confirmed COVID-19, the Emergency Operations Center will follow the guidelines outlined in the *Incident Action Plan* and the *COVID-19 Exposure Safety Plan*.
- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- In areas where ill persons are being housed in isolation, follow *Interim Guidance for Environmental Cleaning and Disinfection for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019*. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>.
- This includes focusing on cleaning and disinfecting common areas where staff/others providing services may come into contact with ill persons but reducing cleaning and disinfection of bedrooms/bathrooms used by ill persons to as needed.
- In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

12.1 *How to Clean and Disinfect*

- **Hard (Non-porous) Surfaces**
 - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
 - For disinfection, most common EPA-approved household disinfectants should be effective.
 - A list of products that are EPA approved for use against the virus that causes COVID-19. Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.

- **Always read and follow the directions on the label** to ensure safe and effective use.
 - Wear skin protection and consider eye protection for potential splash hazards
 - Ensure adequate ventilation
 - Use no more than the amount recommended on the label
 - Use water at room temperature for dilution (unless stated otherwise on the label)
 - Avoid mixing chemical products
 - Label diluted cleaning solutions
 - Store and use chemicals out of the reach of children and pets
- Never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm.
- Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite, or concentration of 5%–6%.) can be used if appropriate for the surface. Follow manufacturer’s instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.
 - Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3 cup) bleach per gallon of room temperature water or
 - 4 teaspoons bleach per quart of room temperature water
- **Cleaning staff and others should clean hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
 - Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
- Additional key times to clean hands include:
 - After blowing one’s nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance such as a child.

12.2 *Soft (Porous) Surfaces*

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

After cleaning:

- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces

12.3 *Electronics*

For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.

- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider use of wipeable covers for electronics.
 - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

12.4 *Linens, Clothing, and the Other Items That Go in the Laundry*

In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.

- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

13.0 Vehicle Cleaning

The following are general guidelines for cleaning and disinfecting NMHU vehicles.

- At a minimum, clean and disinfect commonly touched surfaces in the vehicle at the beginning and end of each shift.
- Ensure that cleaning and disinfection procedures are followed consistently and correctly, including the provision of adequate ventilation when chemicals are in use.
- Doors and windows should remain open when cleaning the vehicle.
- When cleaning and disinfecting, individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer's instructions.
- For hard nonporous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application. For disinfection of hard, non-porous surfaces, appropriate disinfectants include:
 - Disinfect with an EPA-approved household disinfectant.
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
 - Diluted household bleach solutions prepared according to the manufacturer's label for disinfection, if appropriate for the surface. Follow manufacturer's instructions

- for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Alcohol solutions with at least 70% alcohol.
- For soft or porous surfaces such as fabric seats, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces.
- For frequently touched electronic surfaces, such as tablets or touch screens used in the vehicle, remove visible dirt, then disinfect following the manufacturer's instructions for all cleaning and disinfection products. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect.
- Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning;
 - Wash hands immediately after removal of gloves and PPE with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
 - Work uniforms/clothes worn during cleaning and disinfecting should be laundered afterwards using the warmest appropriate water setting and dry items completely.
 - Wash hands after handling laundry.

14.0 Personal Protective Equipment

Personal protective equipment (PPE) may be helpful to prevent transmission of the disease. PPE has limitations and increases burden on the worker. Other controls should be considered first, but in certain situations there may be no better option.

- **Face covers:** Employees should wear cloth or other face covers in public areas pursuant to the Governor of New Mexico and the City of Las Vegas's directive. Face covers should be cleaned or decontaminated daily. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently.
 - Note: **Cloth face coverings should not** be placed on:
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cover without assistance
- **Face shields** can prevent direct exposure to expelled droplets and provide splash/spray protection from disinfectants. First responders will be the primary resources utilizing face shields when interfacing with COVID-19 positive individuals.
- **Surgical/medical mask** use is prioritized for healthcare providers; and also used by NMHU personnel doing work to support critical operations that require them to be on site but may not be able to maintain a distance of at least six feet between themselves and others at all times.
- **Disposable gloves:** Disposable gloves should be worn during cleaning activities or when emptying trash cans- per CDC.
- **First responder PPE:** Campus Police/Security and Fire Safety shall follow industry standards for required PPE when interfacing with COVID-19 positive individuals or individuals who might have been exposed to the virus. Some of these guidelines are identified in the Incident Action Plan.

- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), the contractor will also provide:
 - **Gloves:** Gloves should always be worn while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves.
 - **Eye protection:** Eye protection should always be worn while on-site while working on NMHU owned or leased property.

14.1 *Taking off (Doffing) PPE*

More than one doffing method may be acceptable. Below is one example of doffing.

- **Remove gloves.** Ensure glove removal does not cause additional contamination of hands. Gloves can be removed using more than one technique (e.g., glove-in-glove or bird beak). Dispose of gloves in a trash can.
- **Remove face cover/mask.** Carefully remove face cover/mask by grabbing the straps and pulling upwards and away from head. Do not touch the front of face mask/cover. Wash the face mask/cover based on the manufacture's recommendation.
- **Perform hand washing.**

15.0 NMHU Employee/Student Safety, Prevention, Mitigation and Protection

- **Sick/ill or not feeling yourself:** Do not 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.
- **Maintain social distancing:** Maintain a minimum of 6 feet between yourself and others. People might not show any COVID-19 symptoms or know they have the virus but might potentially spread the virus to you.
- **Separate yourself from others:** Avoid common areas where people gather.
- **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. This might be difficult to implement if a specific action requires multiple employees to implement. Face covers should be worn during this time and the contractor should make all mitigation measures to protect their employees.
- **Practice good hygiene.**
- **Wear a mask.**
- **Hand sanitizer stations:** Hand sanitizer stations have been installed in every building on campus in multiple locations. Use on a regular basis.

16.0 Maintain Social and Physical Distancing

Prevent close contact between workers and others. These important workplace COVID-19 prevention elements are developed to help ensure the health and safety of personnel by reducing the potential for COVID-19 transmission.

- Maintain at least 6 feet between people with or without the use of facemasks.
- Separate workstations by at least 6 feet or use physical barriers (e.g., curtains, shields).

- Keep your office door closed when in your office.
- Do not use other people's pens, pencils, etc.
- Allow only infrequent and intermittent passing within 6 feet.
- Limit the number of people riding in elevators to one person at a time.
- Social/physical distancing during breaks and at shift start and end times must be maintained.
- Stagger break times.
- Try to conduct all meetings via remote means and/or telephones. If an in-person meeting has to occur, limit to fewer than 5 people and maintain 6-foot spacing.
- Only one person per NMHU vehicle at a time except for groups participating in field activities. If this occurs, no more than 2 people will be allowed in the vehicle.
- Organize work to break up tasks in a manner that facilitates social distancing or other protective measures.
- Avoid hugging, handshakes and high-fives.

17.0 Prevention/Protection Measures

- 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.
 - Key times to wash hands
 - Before, during, and after preparing food
 - Before eating food
 - Before and after caring for someone at home who is sick
 - Before and after treating a cut or wound
 - Before exiting the laboratory
 - After using the toilet
 - After contact with high touch surfaces (e.g., elevators, lobby areas, reception desks, etc.)
 - After blowing your nose, coughing, or sneezing
 - After removing gloves or other personal protective equipment.
 - After touching an animal or animal waste
 - After touching garbage
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Social distancing: Ensure social distancing is occurring.
- 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 manufacturer.
- Vehicles: For NMHU personnel, including work study students, who must use a NMHU vehicle for their job duties, the following procedures shall take place: One person, driver only, is allowed per 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.

18.0 Communicate Safety Information

Education is an important aspect in helping to slow the spread of the coronavirus. Informing personnel of guidance, such as social distancing, proper hygiene and methods to keep work areas clean that can help prevent the spread of COVID-19.

Communicate Safe Practices

To keep the NMHU community informed about COVID-19, all NMHU units and departments are required to communicate to personnel about ways to prevent the spread of COVID-19 including reviewing their unit and worksite-specific procedures for COVID-19 prevention.

The Incident Management Team has posters and graphics in various formats for you to post and communicate in your work area. You can contact the Emergency Operations Center for electronic copies of the posters. The team has already posted prevention and social distancing posters throughout campus and center managers have been provided the posters as well. Some of the posters are included in the appendices of this plan.

NMHU has also created a coronavirus webpage. Facts and resources provide information about COVID-19 for the campus community and is updated regularly. Encourage personnel to read guidance from the Frequently Asked Questions, including:

Hazard Communication

If personnel work with chemical disinfectants it is important to communicate the potential hazards. Chemical disinfectant exposure may cause health issues if used improperly, so it is important that health and safety considerations are accounted for prior to product use. The Safety function of the Incident Management Team has provided information about working safely with disinfectants as well as guidance and program documents related to PPE and how to properly use it.

To assure individual health and safety, and meet regulatory requirements, NMHU developed the Chemical Hazard Communication Program to communicate the hazards and safeguards required to protect individuals from exposure to those hazards. For additional information about how to protect personnel from chemical hazards please contact the NMHU's SDS custodian. -See Section 19.

19.0 Safety Data Sheets (SDS) Custodian

The COVID-19 Assistant Safety Officer will be the SDS custodian for the COVID-19 incident. Any person, purchasing disinfectants, shall coordinate with the Assistant Safety Officer to ensure SDS forms are available for each product. The SDS coordinator will ensure the chemicals being used by NMHU employees are safe and approved by the Environmental Protection Agency and/or CDC. Chemicals used in scientific research and/or laboratories will continued to be managed by the Chemical Stockroom Manager or other Laboratory Managers.

COVID-19 Assistant Safety Officer- Lee Martinez, Assistant Safety Officer:

Office: 505-426-2151 NMHU Cell: 505-429-2342

20.0 Security

- **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.
- **Identification badges or vests:** During phased reopening- not intended when campus is fully reopened. The employees must wear an NMHU-issued COVID-19 badge around their neck or a safety vest at all times on campus. This procedure will allow Campus Police to immediately identify authorized personnel. Badges can be picked up from Campus Police at Hewitt Hall.

21.0 Responsibilities of NMHU Managers and Supervisors

All NMHU managers and supervisors must be familiar with the procedures identified in this document and be ready to answer questions from employees or contractors. Managers and supervisors must always set a good example by following these procedures. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

22.0 Responsibilities NMHU Employees/Students

OSHA and the CDC have provided the following control and preventative guidance for all employees and students, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Employees who are at higher risk for severe COVID-19 outcomes should consult with their primary care provider. In addition, they should also work with their supervisor to develop an alternative work schedule or telework agreement.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.
- In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:
 - Coughing
 - Fever
 - Shortness of breath, difficulty breathing

- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.
- If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT GO TO WORK and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

23.0 Training

- NMHU will be responsible for training their faculty, staff, administrators and/or students on COVID-19 guidelines. Training should be remote.
- NMHU will provide PPE training for their employees/students who request the training. All training will be conducted remotely.

24.0 Confidentiality/Privacy

- Except for circumstances in which NMHU is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances.
- When it is required, the number of persons who will be informed that an unnamed employee/student has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others.
- NMHU reserves the right to inform other employees that an unidentified coworker/student has been diagnosed with COVID-19 if the other employees/students might have been exposed to the disease so the employees may take measures to protect their own health.
- NMHU also reserves the right to inform contractors, subcontractors, vendors/suppliers or visitors that an unnamed employee/student has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

Appendix A: COVID-19 Checklist for Employers and Employees

Know the Symptoms of COVID-19

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.
- If you develop a fever and symptoms of respiratory illness, **DO NOT GO TO WORK** and call your supervisor and health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

Employer Responsibilities

- Develop a COVID-19 Exposure Action Plan and/or COVID-19 Safety Plan.
- Conduct safety meetings by phone or using Zoom (or other remote systems) if possible. If not, instruct employees to maintain 6-feet between each other. The foreman/supervisor will track attendance verbally rather than having employees sign an attendance sheet.
- Access to the job site and work trailer will be limited to only those necessary for the work.
- No visitors will be allowed on NMHU property (during Phase 1, Phase 2 and Phase 3 of the reopening plan) without approval through the Emergency Operations Center.
- Employees, contractors, and consultants will be asked to leave the jobsite and return home if they are showing COVID-19 symptoms or is ill.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.

Employee Responsibilities

- Become familiar with the COVID-19 Exposure Action Plan and/or the COVID -19 Safety Plan and follow all elements of the plan.
- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your face, eyes, food, etc. with unwashed hands.

Cleaning/Disinfecting Job Sites and Other Protective Measures

- Clean and disinfect frequently used tools and equipment on a regular basis. Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as restrooms and break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools/supplies with co-workers. If not, disinfect before and after each use.
- Trash collected from the jobsite must be changed frequently by someone wearing gloves.

Personal Protective Equipment and Alternate Work Practice Controls

- Provide and wear the proper PPE.

What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults. Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath. According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, like influenza and other respiratory pathogens. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus. Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures. There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

Appendix B: COVID-19 Prevention and Work Practice Controls

Worker Responsibilities

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Employees who are at high risk from the virus, should notify their supervisor and develop an alternative work schedule and/or utilize the COVID-19 telework agreement to perform duties from home.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick employees should follow CDC or New Mexico Department of Health recommended steps.
- Employees should not return to work until the criteria to discontinue home isolation or quarantine are met, in consultation with healthcare providers and state and local health departments.

General Job Site / Office Practices

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
- Installing plexiglass or curtain barriers to protect employees from contact with customers, students, etc.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean and disinfect frequently used tools and equipment on a regular basis.
 - This includes other elements of the jobsite where possible.
 - Employees should regularly do the same in their assigned work areas.
- Clean shared spaces such as break/lunchrooms at least once per day.
- Disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with co-workers if it can be avoided. If not, disinfect before and after each use.
- Any trash collected from the jobsite must be changed frequently by someone wearing gloves.
- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), employers will also provide:
 - Gloves: Gloves should always be worn while on-site. The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Gloves should not be shared if possible.
 - Eye protection: Eye protection should always be worn while on-site.

Appendix C: Stop the Spread of Germs

Stop the Spread of Germs

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

- Avoid close contact with people who are sick.** Illustration shows two people shaking hands and a person coughing with virus particles.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.** Illustration shows a person sneezing into a tissue.
- Avoid touching your eyes, nose, and mouth.** Illustration shows a person touching their face with a red prohibition sign over it.
- When in public, wear a cloth face covering over your nose and mouth.** Illustration shows a person wearing a face mask.
- Clean and disinfect frequently touched objects and surfaces.** Illustration shows hands being cleaned by a spray nozzle.
- Stay home when you are sick, except to get medical care.** Illustration shows a house with a bed icon inside.
- Wash your hands often with soap and water for at least 20 seconds.** Illustration shows hands being washed under a faucet with soap bubbles.

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

316351-4 April 7, 2020 9:58 AM

Appendix D: Social Distancing

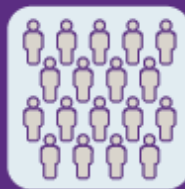
» SOCIAL DISTANCING

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

Appendix E: NMHU Contact Phone Numbers

<i>Internal (NMHU) Resources</i>	
NMHU Police/Security Dispatch	505-454-3278
NMHU Environmental Health and Safety Department	505-426-2059
Facilities Services	505-454-3260
Public Information Officer /University Relations	505-454-3387
Vice President of Finance and Administration	505-454-3272
Information Technology Services	505-454-3496
Dean of Students	505-454-3020
Office of the President	505-454-3269
Rio Rancho Center- Joseph Moreno (Center Manager)	505-980-6988
Albuquerque Center -Joseph Moreno (Center Manager)	505-980-6988
Farmington Center- Gilbert “Buddy” Rivera	505-429-2820
HU Santa Fe – Robert Anaya	505-470-8993
<i>External Resources</i>	
New Mexico State Police	505-425-6771
NM State Police Hazardous Materials Bureau	505-476-9620
Las Vegas City Police	505-425-7504
Las Vegas Fire Department	505-425-6321
Las Vegas/San Miguel County Emergency Management	505-425-6190
Alta Vista Regional Hospital	505-426-3500
New Mexico Poison Control	1-800-222-1222
CHEMTREC (Emergency Chemical Response Information)	1-800-424-9300

