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1.0 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.
- 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.
- 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.

2.0 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.

3.0 Cleaning and Disinfecting Plan

The following procedures should be used for the direction and guidance for developing a plan for cleaning and disinfecting. Information provided by CDC, Colleges & Universities, Cleaning and Disinfecting Your Facility. https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

3.1 Develop the Plan

- Determine What Needs to Be Cleaned
  Consider the type of surface and how often the surface is touched. Generally, the more people who touch a surface, the higher the risk. Prioritize cleaning high-touch surfaces.
- Determine How Often To Clean
  - High-touch surfaces should be cleaned at least once a day.
More frequent cleaning might be needed when the space is occupied by young children and others who may not consistently wear masks, wash hands, or cover coughs and sneezes.

If the space is a high traffic area, or if certain conditions apply, you may choose to clean more frequently.

- **Determine If Regular Disinfection Is Needed**
  In most situations, regular cleaning (at least once a day) is enough to sufficiently remove virus that may be on 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.

### 3.2 Implement

- **Clean High-Touch Surfaces**
  Clean high-touch surfaces at least once a day or as often as determined is necessary. Examples of high-touch surfaces include: pens, counters, shopping carts, tables, doorknobs, light switches, handles, stair rails, elevator buttons, desks, keyboards, phones, toilets, faucets, and sinks.

- **Protect Yourself and Other Cleaning Staff**
  - Ensure cleaning staff are trained on proper use of cleaning (and disinfecting, if applicable) products.
  - Wear gloves for all tasks in the cleaning process.
  - Wash your hands with soap and water for 20 seconds after cleaning. Be sure to wash your hands immediately after removing gloves.
  - If hands are visibly dirty, always wash hands with soap and water.
  - If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.
  - Special considerations should be made for people with asthma. Some cleaning and disinfection products can trigger asthma.

- **Disinfect Safely When Needed**: If you determine that regular disinfection may be needed
  - If your disinfectant product label does not specify that it can be used for both cleaning and disinfection, clean visibly dirty surfaces with soap or detergent before disinfection.
  - Use a disinfectant product from the EPA List that is effective against COVID-19. Check that the EPA Registration on the product matches the registration number in the List N search tool.
  - If products on EPA List: Disinfectants for Coronavirus (COVID-19) are not available, bleach solutions can be used if appropriate for the surface.

- **Always follow the directions on the label** to ensure safe and effective use of the product. The label will include safety information and application instructions. Keep disinfectants out of the reach of children. Many products recommend keeping the surface wet with a disinfectant for a certain period.

- **Always take necessary safety precautions**.
  - Ensure adequate ventilation while using the product.
COVID-19 Cleaning and Disinfection Procedures

- Wear gloves. Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Additional PPE, such as glasses or goggles, might be required depending on the cleaning/disinfectant products being used and whether there is a risk of splash.

- **Use chemical disinfectants safely!**
  - Always read and follow the directions on the label of cleaning and disinfection products to ensure safe and effective use.
  - Wear gloves and consider glasses or goggles for potential splash hazards to eyes.
  - Ensure adequate ventilation (for example, open windows).
  - Use only the amount recommended on the label.
  - If diluting with water is indicated for use, use water at room temperature (unless stated otherwise on the label).
  - Label diluted cleaning or disinfectant solutions.
  - Store and use chemicals out of the reach of children and pets.
  - Do not mix products or chemicals.
  - Do not eat, drink, breathe, or inject cleaning and disinfection products into your body or apply directly to your skin. They can cause serious harm.
  - Do not wipe or bathe people or pets with any surface cleaning and disinfection products.

### 3.3 Maintain and Revise

- **Continue Routine Cleaning and Disinfection:** NMHU will continue or revise this plan based upon appropriate disinfectant and PPE availability.
- **Maintain Safe Practices:** such as frequent handwashing, using 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.

### 4.0 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.

### 4.1 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](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)
- Vacuum as usual.
COVID-19 Cleaning and Disinfection Procedures

4.2 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.

4.3 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.

4.4 Outdoor Areas
The following procedures should be used when cleaning outdoor areas.

- Spraying cleaning products or disinfectants in outdoor areas – such as on sidewalks, roads, or groundcover – is not necessary, effective, or recommended.
- High-touch surfaces made of plastic or metal, such as grab bars, play structures, and railings, should be cleaned regularly.
- Cleaning and disinfection of wooden surfaces (such as wood play structures, benches, tables) or groundcovers (such as mulch and sand) is not recommended.
- Outdoor areas, like playgrounds at Gregg House and parks (Melody, Central) generally require normal routine cleaning, but do not require disinfection.
- Sidewalks and roads should not be disinfected.
  - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

5.0 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.
COVID-19 Cleaning and Disinfection Procedures

- Vacuum the space if needed. Use vacuum equipped with high-efficiency particular 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 routing cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

6.0 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).

7.0 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.


8.0 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.
- 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.

8.1 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.

8.2 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:
**COVID-19 Cleaning and Disinfection Procedures**

- 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.

### 8.3 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.

### 8.4 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.

### 9.0 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](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.
1.0 COVID-19 Cleaning and Disinfection Procedures

- 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.

10.0 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 most recent New Mexico Public Health Order. 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.

- **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.
10.1 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 manufacturer’s recommendation.
- **Perform hand washing.**

11.0 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 contactor 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.

12.0 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.
- Organize work to break up tasks in a manner that facilitates social distancing or other protective measures.
COVID-19 Cleaning and Disinfection Procedures

- Avoid hugging, handshakes and high-fives.

13.0 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.
14.0 Safety Data Sheets (SDS) Custodian
The COVID-19 Safety Officer will be the SDS custodian for the COVID-19 incident. Any person, purchasing disinfectants, shall coordinate with the 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.


15.0 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.

16.0 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.

17.0 Training
- NMHU will be responsible for training their faculty, staff, administrators and/or students on COVID-19 guidelines.
- NMHU will provide PPE training for their employees/students who request the training. All training will be conducted remotely.
## Appendix A: NMHU Contact Phone Numbers

### Internal (NMHU) Resources

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>NMHU Police/Security Dispatch</td>
<td>505-454-3278</td>
</tr>
<tr>
<td>NMHU Environmental Health and Safety Department</td>
<td>505-426-2059</td>
</tr>
<tr>
<td>Facilities Services</td>
<td>505-454-3260</td>
</tr>
<tr>
<td>Public Information Officer /University Relations</td>
<td>505-454-3387</td>
</tr>
<tr>
<td>Vice President of Finance and Administration</td>
<td>505-454-3272</td>
</tr>
<tr>
<td>Information Technology Services</td>
<td>505-454-3496</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>505-454-3020</td>
</tr>
<tr>
<td>Office of the President</td>
<td>505-454-3269</td>
</tr>
<tr>
<td>Rio Rancho Center- Joseph Moreno (Center Manager)</td>
<td>505-980-6988</td>
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<tr>
<td>Albuquerque Center -Joseph Moreno (Center Manager)</td>
<td>505-980-6988</td>
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<tr>
<td>Farmington Center- Gilbert “Buddy” Rivera</td>
<td>505-429-2820</td>
</tr>
<tr>
<td>HU Santa Fe – Robert Anaya</td>
<td>505-470-8993</td>
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### External Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>New Mexico State Police</td>
<td>505-425-6771</td>
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<tr>
<td>NM State Police Hazardous Materials Bureau</td>
<td>505-476-9620</td>
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<tr>
<td>Las Vegas City Police</td>
<td>505-425-7504</td>
</tr>
<tr>
<td>Las Vegas Fire Department</td>
<td>505-425-6321</td>
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<tr>
<td>Las Vegas/San Miguel County Emergency Management</td>
<td>505-425-6190</td>
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<tr>
<td>Alta Vista Regional Hospital</td>
<td>505-426-3500</td>
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<tr>
<td>New Mexico Poison Control</td>
<td>1-800-222-1222</td>
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<tr>
<td>CHEMTREC (Emergency Chemical Response Information)</td>
<td>1-800-424-9300</td>
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</tbody>
</table>

Appendix B: Resources


United States Environmental Protection Agency -COVID-19  https://www.epa.gov/coronavirus


State of New Mexico- All Together New Mexico: COVID-Safe Practices for Individuals and Employers  https://indd.adobe.com/view/f8c729a4-3094-4157-af47-b13eddea33f2


