

NEW MEXICO HIGHLANDS UNIVERSITY



**COVID- 19 Contractor, Consultant, and Visitors
Safety Procedures**

June 2, 2020

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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

- The contractor/consultant/visitor safety procedures are designed to ensure contractors, consultants, and visitors working on or visiting campus and at campus centers are afforded a safe working environment while performing work or visiting NMHU properties during the COVID-19 emergency.
- The procedures are specifically geared toward COVID-19 protection, prevention, and mitigation measures.
- In addition, the procedures outlined below should always be adhered to by contractors, consultants, visitors, or regulatory entities working for or entering NMHU facilities.
- Regulatory entities, to include, but not limited to: New Mexico State Fire Marshal, New Mexico Public School Insurance Authority, New Mexico Environment Department (OSHA, Solid Waste, Radiation Safety Bureau, Pool Program) and/or other entities shall utilize the standards identified in this plan.
- This plan will be updated as regulations and public health orders change.
- These procedures will be in place until the pandemic is no longer considered a major health issue. This will be declared by the governor.
- All personnel under the categories identified within this procedure’s manual shall be provided a copy of this document.

3.0 Applicable Regulations/Standards/Codes

- Intended audience: Contractors, consultants, visitors, and/or regulatory entities, to include code enforcement agencies and our insurance providers agents or employees.
- Contractors, consultants, and visitors working for NMHU should follow and adhere to OSHA rules/regulations, recognized industry safety standards and COVID-19 prevention/protection measures provided by the CDC, State of New Mexico, and/or other governmental regulatory entities.
- Note: COVID-19 protection/prevention measures are fluid, dynamic and constantly changing. NMHU will utilize the most recent recommendations for prevention/protection for employees. Contractors, consultants, and visitors should always follow these recommendations.
- This procedures manual is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials.

4.0 Contactor, Consultant, and Visitor Procedures- Working on Campus/Campus Centers

Accountability- Main Campus

- Contractors, consultants, and visitors shall call NMHU Police Dispatch daily. This will occur when they arrive on scene (to begin work) and when they leave (end work) for each day on campus. NMHU Police Dispatch: 505-454-3278.
- Contractors, consultants, and visitors (for each and every employee, each day) shall participate in a *COVID-19 Screening Process (see Appendix E)* conducted by NMHU Police Dispatch, or other designated NMHU personnel, and/or other technologies developed by NMHU for screening.
- Contractors, consultants, and visitors shall provide facility location, anticipated hours on scene, number of personnel on scene, NMHU project manager's or superintendent's name and other relevant information to NMHU Police Dispatch daily.
- Multiple buildings: If a contractor, consultant, or visitor is working in multiple buildings, they must report when they arrive at building A, participate in COVID-19 screening process, then report when they leave building A. They are to call NMHU Dispatch when they enter Building B and when they leave Building B. They shall provide the number of personnel on scene, anticipated time in facility and other information requested by NMHU Police. Only one COVID-19 screening is needed per day.
- Contractors, consultants, and visitors given access to building(s) shall lock the building doors each time they depart the building.

Accountability- Campus Centers

- Contractors, consultants, and visitors will contact the appropriate center manager daily. This will occur when they arrive on scene (to begin work) and when they leave (end work) for each day on campus. Contact phone numbers for center managers are located in *Appendix F*.
- Contractors, consultants, and visitors (for each and every employee, each day) will participate in a *COVID-19 Screening Process (see Appendix C)* conducted by the center manager, or other designated NMHU personnel, and/or other technologies developed by NMHU for screening.
- Contractors, consultants, and visitors will provide anticipated hours on scene, number of personnel on scene, NMHU project manager's name and other relevant information to the designated NMHU personnel daily.
- Multiple buildings: Campus Centers do not have multiple buildings.

5.0 Contractors, Consultants, and Visitors Safety

- **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 may not show any COVID-19 symptoms or know they have the virus but might potentially spread the virus to you.
- **Working next to another employee:** Contractors, consultants, and visitors 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 may 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.

- **Hand sanitizer stations:** Hand sanitizer stations have been installed in every building on campus in multiple locations. Use on a regular basis.

6.0 Personal Protective Equipment

- **Face covers:** Contractors, consultants, and visitors shall 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 by the owner of the face mask.
- Individuals should be frequently reminded not to touch the face covers and to wash their hands frequently.
 - Note: **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
- Disposable gloves: When possible, contractors should wear disposable gloves when they are performing cleaning duties or dumping trash.
- In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), the contractor, consultant, and visitor will also provide:
 - Gloves: Gloves should always be worn while on-site. The type of glove worn should be appropriate to the task. Employees should avoid sharing gloves.
 - Eye protection: Eye protection should always be worn while on-site while working on NMHU owned or leased property.

7.0 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 75% 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.
- **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 manufacture.

8.0 Security

- **Exterior doors:** Exterior doors must be secured and not propped open.
- **Identification badges or vests:** All contractors, consultants, and visitors shall 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. Safety vests can be provided by the contractors and consultant for their employees.

- **Regulatory Entities:** Must wear an agency uniform or other agency identification. If a uniform is not worn by the entity, this must wear a safety vest or NMHU COVID-19 identification badge.

9.0 Responsibilities of Contractors, Consultants, and Visitors Managers and Supervisors

All contractors, consultants, and visitors managers and supervisors must be familiar with the procedures identified in this document and be ready to answer questions from their employees or other contractors. Contractors, consultants, and visitor 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. Contractors, consultants, and visitors managers and supervisors must encourage this same behavior from all its employees.

10.0 Responsibilities of Contractors, Consultants, and Visitors

OSHA and the CDC have provided the following control and preventative guidance for all workers, 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 75% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- 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.

12.0 Job Site Protective Measures

NMHU has instituted the following protective measures at all properties owned or leased by NMHU.

- **General Safety Policies and Rules**
 - Any contractor, consultant, and visitor showing symptoms of COVID-19 will be asked to leave the jobsite and return home.
 - Participate in COVID-19 screening through NMHU Police Dispatch or NMHU designated official, and/or other systems developed by NMHU.
 - Safety meetings will be by Zoom or telephone. If safety meetings are conducted in-person, attendance will be collected verbally, and the foreman/superintendent will sign-in each attendee. Attendance will not be tracked through passed-around sign-

- in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 5 people and participants must remain at least six (6) feet apart.
- Contractors, consultants, and visitors must avoid physical contact with others and shall direct others to increase personal space to at least six (6) feet, where possible. Where work trailers are used, only necessary employees should enter the trailers and all contractors, consultants, and visitors should maintain social distancing while inside the trailers.
 - All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone, zoom, or other remote means.
 - Contractors, consultants, and visitors will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than five (5) people.
 - NMHU understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, NMHU will provide, if available, alcohol-based hand sanitizers and/or wipes.
 - Contractors, consultants, and visitors should limit the use of co-worker's tools and equipment. To the extent tools must be shared, the Contractor, consultant, and visitor will provide alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
 - Contractors, consultants, and visitors are encouraged to limit the need for N95 respirator use, by using engineering and work practice controls to minimize dust. Such controls include the use of water delivery and dust collection systems, as well as limiting exposure time.
 - While in vehicles, contractors, consultants, and visitors must ensure adequate ventilation.
 - If practicable, each contractors, consultants, and visitors should use/drive the same vehicle or piece of equipment every shift.
 - In lieu of using a common source of drinking water, such as a cooler, all persons should use individual water bottles.
- ***Workers entering Occupied Buildings***
 - Construction and maintenance activities within occupied buildings, and other establishments, present unique hazards with regards to COVID-19 exposures. Everyone working within such establishments should evaluate the specific hazards when determining best practices related to COVID-19.
 - During this work, contractors, consultants, and visitors must clean their work areas upon arrival, throughout the workday, and immediately before departure. If disinfectant spray is needed, the contractor and/or NMHU will provide the disinfectant spray, if requested, for this purpose.
 - Contractors, consultants, and visitors should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.

- **Job Site Visitors/Regulatory Inspections/Code Inspections**
 - In the event of a required code, regulatory or other inspection, the inspecting entity should follow the procedures identified in the procedures manual to include accountability (check-in/check-out and COVID-19 screening).

13.0 Job Site Cleaning and Disinfecting

NMHU has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Contractors and consultants should regularly do the same in their assigned work areas.

- Jobsite trailers and break/lunchroom areas will be cleaned at least once per day.
- Contractors, consultants, and visitors performing cleaning will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves as recommended by the CDC.
- Any trash collected from the jobsite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Any portable jobsite toilets should be cleaned by the leasing company at least twice per week and disinfected on the inside.
- NMHU will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently. However, the potential for infection is still possible.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- **OSHA has indicated that if an employee has tested positive for COVID-19, this does not necessitate an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids.**
 - Notwithstanding this, NMHU will sanitize those areas of the jobsite that a confirmed-positive individual may have contacted, and it will do so before employees can access that workspace again. The cleaning will occur no sooner than 24 hours from potential exposure.
- NMHU will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant.
 - Alcohol solution with at least 75% alcohol; or
 - Diluted household bleach solutions (if appropriate for the surface).
 - NMHU will maintain Safety Data Sheets of all disinfectants used on site.

14.0 COVID-19 Exposure Situations

Quarantine and Isolation Definitions

Isolation and quarantine help protect the public by preventing exposure to people who have or may have a contagious disease.

- **Isolation** separates sick people with a contagious disease from people who are not sick.
- **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Source: <https://www.cdc.gov/quarantine/index.html>

If a contractor, consultant, and visitor exhibits COVID-19 Symptoms

- If a contractor, consultant, and visitor exhibits COVID-19 symptoms, the contractor, consultant, and visitor must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).
- NMHU will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days).
- To the extent practical, contractors, consultants, and visitors may be required to obtain a doctor's note clearing them to return to work.

Employee Tests Positive for COVID-19

- A contractor, consultant, and visitor who tests positive for COVID-19 will be directed to self-isolate away from work.
- Contractors, consultants, and visitors who test positive and are directed to care for themselves at home may return to work when:
 - Deemed *Recovered* for the New Mexico Health Department or other qualified health provider.
- NMHU may require a contractor, consultant, and visitor to provide documentation clearing his or her return to work.
- The Emergency Operations Center (COVID-19 Incident Management Team) will make the final decision on employees returning to work who fall under these criteria.

Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19

- Contractors, consultants, and visitors who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to do either or both of the two options below:
 - Self-isolate for 14 days and/or from the last date of close contact with that individual.
 - Be tested for COVID-19
 - Close contact is defined as six (6) feet for a prolonged period.
- The Emergency Operations Center (COVID-19 Incident Management Team) will make the final decision on contractor/consultant employees returning to work who fall under these criteria.

If NMHU and/or a contractor, consultant, or visitor learns that an employee has tested positive, the following should occur:

- NMHU or the contractor, consultant, and visitor will conduct an investigation (contact tracing) to determine co-workers who may have had close contact with the confirmed positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee.
- If applicable, NMHU or the contractor, consultant, and visitor will also notify any sub-contractors, vendors/suppliers or others who may have had close contact with the confirmed-positive employee.
 - If a contractor, consultant, and visitor learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert their supervisor immediately.
 - The contractor, consultant, and visitor will maintain close (but remote) contact and self-quarantine for 14 days from the last date of close contact with that individual.
- The Emergency Operations Center (COVID-19 Incident Management Team) will make the final decision on contractors, consultants, and visitors returning to work who fall under these criteria.

Patient Recovery is defined as:

- Resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath).
- Deemed Recovered by New Mexico Health Department or other qualified health provider.

15.0 Record Keeping

If a confirmed case of COVID-19 is reported, NMHU and/or the contractor, consultant, and visitor will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries.

- For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that
 - (1) results in a fatality, or
 - (2) results in the in-patient hospitalization of one or more employee.
 - "In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.
- OSHA has made a determination that COVID-19 should not be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an "illness." However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if a contractor, consultant, and visitor simply comes to work with symptoms consistent with COVID-19 but is not a confirmed diagnosis, the recordability analysis is not necessarily triggered at that time.
- If a contractor, consultant, and visitor has a confirmed case of COVID-19, NMHU and/or the contractor, consultant, and visitor will conduct an assessment of any workplace exposures to determine if the case is work-related.

- Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment. Thus, if a contractor, consultant, and visitor develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related, and thus not recordable.
- The head contractor, consultant, and/or visitor assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if a contractor, consultant, and visitor has a confirmed case of COVID-19 that is considered work-related, the head contractor, consultant, and/or visitor will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

16.0 Training

- Contractors and consultants are required to provide training to their employees over the elements of this plan.
- NMHU may provide training, using remote means, for contractor and consultant upon request.
- NMHU will be responsible for training their faculty, staff, administrators and/or students on COVID-19 guidelines. Training should be remote.
- NMHU may provide training to visitors once visitors can return to campus upon request.
- NMHU will provide PPE training for their employees and for contractors and consultants who request the training. All training will be conducted remotely.

17.0 Confidentiality/Privacy

- Except for circumstances in which NMHU or the contractor, consultant, and visitor 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 contractors, consultants, and visitors 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 unnamed contractors, consultants, and visitors have been diagnosed with COVID-19 if the other employees 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 sub-contractors, vendors/suppliers or visitors that an unnamed employee 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 Contractors, Consultant, and Visitors

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.

Contractor/Consultant and/or NMHU Employer Responsibilities (Refer to page 6)

- 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, consultants, and visitors 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.

Contractor/Consultant 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 75% 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. 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 restrooms and 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 not, disinfect before and after each use.
- Arrange for any portable job site toilets be cleaned by the leasing company at least twice per week and disinfected on the inside.
- 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.
- Keep the dust down by using engineering and work practice controls, specifically through the use of water delivery and dust collection systems. 12 COV

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

Contractor, Consultant, and Visitors 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 75% 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.
- 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 people should follow CDC or New Mexico Department of Health recommended steps.
- Contractors and consultants 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.
- 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 trailers and 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.
- Arrange for any portable job site toilets to be cleaned by the leasing company at least twice per week and disinfected on the inside.
- 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. 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 with a spray nozzle.
- Stay home when you are sick, except to get medical care.** Illustration shows a house with a bed icon and a person in bed.
- 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)

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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: COVID – 19 Screening Questions NMHU Dispatch Use

Date:		Person conducting screening:	
Employee/Student Name:		Building/Office/Worksite Location(s):	
Question	Screening Questions	Check all that apply	If Yes, Action(s) to Take
1.	Are you experiencing any of the following COVID-19 symptoms?	<input type="checkbox"/> Fever (100.4° or greater) <input type="checkbox"/> Any of the following: Sore throat Chills Cough Headache Repeated shaking with chills Shortness of breath Muscle pain Loss of taste or smell Diarrhea <input type="checkbox"/> No Symptoms- go to Question 2.	<ul style="list-style-type: none"> Employee returns home. Employee self-quarantines for 14 days or participates in a COVID-19 medical test. Employees can work remotely and stay in daily contact with their supervisor for a health check. On campus residents: Return immediately to their assigned room. Measures will be taken to temporarily assign/move to quarantine/isolation room on campus or COVID-19 motel. Person conducting screening should contact NMHU Dispatch (505-454-3278) to report the situation. Dispatch will contact the Emergency Operations Center. Emergency Operations Center will contact the employee with further instructions.
2.	Have you traveled to or from any of the locations identified below in the last 14 days? <ul style="list-style-type: none"> Out-of-State-by Air Out-of-Country High COVID-19 positive case area 	<input type="checkbox"/> Yes <input type="checkbox"/> No – If no, go to Question 3	<ul style="list-style-type: none"> Employee/student returns home. Employee/student self-quarantines for 14 days or participates in a COVID-19 medical test. Employee/student monitors health conditions and contacts the NM Department of Health or medical provider for further direction.
3.	To your knowledge, have you come in close contact or live with anyone that has tested positive for COVID-19?	<input type="checkbox"/> Yes <input type="checkbox"/> No – If no, employee/student can participate in daily work activities. Employee/student must follow all NMHU COVID-19 requirements, plans and	<ul style="list-style-type: none"> Same actions as Question # 2

		procedures. Employees/students must check-in per the established protocols.	
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Appendix F: NMHU Contact Phone Numbers

<i>Internal (NMHU) Resources</i>	
NMHU Police/Security Dispatch	505-454-3278
EMERGENCY OPERATIONS CENTER	EmergencyOpsCenter@nmhu.edu
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

Appendix G: COVID 19

Environmental Cleaning and Disinfection Recommendations

Information provided by the CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Purpose

This guidance provides recommendations on the cleaning and disinfection of rooms or areas of those with suspected or with confirmed COVID-19 have visited. It is aimed at limiting the survival of novel coronavirus in key environments. These recommendations will be updated if additional information becomes available.

These guidelines are focused on community, non-healthcare facilities (e.g., schools, institutions of higher education, offices, daycare centers, businesses, community centers) that do and do not house persons overnight. These guidelines are not meant for cleaning staff in healthcare facilities or repatriation sites, households, or for others for whom specific guidance already exists.

Definitions

- *Community facilities* (e.g., schools, daycares centers, businesses) comprise most non-healthcare settings that are visited by the general public outside of a household.
- *Cleaning* refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- *Disinfecting* works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the

Facility

Timing and location of cleaning and disinfection of surfaces

- At a school, daycare center, office, or other facility that does not house people overnight:
 - It is recommended to **close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection** to minimize potential for exposure to respiratory droplets. **Open outside doors and windows to increase air circulation in the area.** If possible, wait up to 24 hours before beginning cleaning and disinfection.

- **Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons**, focusing especially on frequently touched surfaces.
- At a facility that does house people overnight:
 - Follow Interim Guidance for US Institutions of Higher Education on working with state and local health officials to isolate ill persons and provide temporary housing as needed.
 - It is recommended to **close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection** to minimize potential for exposure to respiratory droplets. **Open outside doors and windows to increase air circulation in the area.** If possible, wait up to 24 hours 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. 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.

How to Clean and Disinfect

Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
 - Diluted household bleach solutions can be used 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. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
 - Products with EPA-approved emerging viral pathogens claims external icon are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 - 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 with the EPA-approved emerging viral pathogens claims that are suitable for porous surfaces

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

- Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
- 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.

Personal Protective Equipment (PPE) and Hand Hygiene:

- **Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Gloves and gowns should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean hands** after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- **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 60%-95% 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 (e.g., a child)

Additional Considerations for Contractor/Consultant Employees and Employers:

- Employers should work with their local and state health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19.
- Employers should educate staff and workers performing cleaning, laundry, and trash pick-up activities to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor and the local health department if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken. When working with your local health department check their available hours.
- Employers should develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Employers must ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200external icon](#)).
- Employers must comply with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030external icon](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132external icon](#)).

Appendix H: Resources



Centers for Disease Control and Prevention
COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>



United States Environmental Protection
Agency -COVID-19

<https://www.epa.gov/coronavirus>



New Mexico Department of Health- COVID-19

<https://cvprovider.nmhealth.org/public-dashboard.html>



United States Department of Labor- OSHA-
COVID -19

<https://www.osha.gov/SLTC/covid-19/>



New Mexico Environment Department-
Occupational Health & Safety Bureau

https://www.env.nm.gov/occupational_health_safety/



New Mexico Highlands University – COVID-19

<https://www.nmhu.edu/coronavirus-covid-19-information/>



New Mexico Highlands University –
Environmental Health and Safety Office

<https://www.nmhu.edu/environmental-health-safety-office/>