

NEW MEXICO HIGHLANDS UNIVERSITY



COVID- 19 Exposure Safety Plan

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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

- To contain, mitigate, and/or eliminate potential spread and exposure to NMHU employees to include faculty, staff, graduate assistants, work-study employees, students, and/or residents that may have been exposed by a potential or confirmed positive COVID-19 individual.
- To identify protection measures for NMHU employees, to include faculty, staff, graduate assistants, work-study employees, students and/or residents who have tested positive for COVID-19.
- The procedures are specifically geared toward COVID-19 protection, prevention, mitigation and exposure measures, to include screening, surveillance, testing, self-quarantine and/or self-isolation.
- This plan will be updated as regulations and public health guidance change.

2.1 Procedure Guidelines

- Employees should continue to or be encouraged to work from home during this pandemic.
- Employees who are at higher risk for severe COVID-19 disease 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.
- It is essential that all NMHU employees follow the procedures outlined in this safety plan. COVID-19 is an extremely dangerous pandemic, which has killed hundreds of thousands of people. Employees should take these safety measures very seriously to mitigate the potential exposure and spread of this virus.
- Any employee that has been diagnosed with COVID-19 or has come in contact with a positive COVID-19 individual, should immediately report their situation to their supervisor. The supervisor will report the situation to the Emergency Operations Center/Incident Management Team at EOC@nmhu.edu

All personnel under the categories identified within this procedure’s manual shall be provided an electronic copy of this document.

3.0 Safety Plan/Procedures

- **COVID-19 Incident Action Plan:** utilized as the primary guiding document for emergency response activities. The incident action plan has been in place since March 13, 2020 and is updated daily.
- **COVID-19 Incident Management General Safety Message:** procedures have been in place since March 13, 2020 and are included in the incident action plan- updated daily.
- **ICS -206 Medical Plan for First Responders/Essential Personnel/Core Support Team:** The medical plan for first responders and essential staff/core support team was implemented on March 13, 2020 and is included in the incident action plan.
- **Facilities and Housing Disinfection Procedures:** procedures have been in place since March 13, 2020 and are included in the incident action plan- updated daily.
- **Food Services Preparation:** Sodexo has implemented food preparation, delivery and disinfection procedures using their company's standards. In place since March 13, 2020.
- **NMHU Communication Plan:** Information is updated on COVID-19 web page, utilizing social media, press releases and email notifications. Posters and safety handouts have been created and posted in every facility on campus. Communication plan is a component of incident action plan. <https://www.nmhu.edu/coronavirus-covid-19-information/>
- **Students Returning Textbooks:** Safety procedures developed for students returning textbooks. Event occurred on May 9, 2020.
- **Residents Returning to Retrieve Personal Items:** Implementation occurred the first two weeks of June 2020. The safety message was developed based on current safety concerns related to COVID-19 protection measures.
- **NMHU Travel Procedures:** NMHU travel has been suspended for all non-emergency travel. Procedures in place since March 13, 2020.
- **ICS 208 HM: Site Safety and Control Plan:** The hazardous material site and safety control plan for first responders and custodial staff was implemented on March 13, 2020 and is included in the Incident Action Plan.
- **COVID-19 Environmental Cleaning and Disinfection Recommendations:** These procedures were derived from the CDC and are utilized by custodial staff. The procedures are included in the incident action plan and are updated daily.
- **Contractors/Consultants/Visitors Safety Procedures:** Safety procedures for all contractors, consultants and/or regulatory entities working at properties owned or leased by NMHU. <https://its.nmhu.edu/IntranetUploads/006931-NMHUCOVID1-615202034654.pdf>
- **COVID-19 General Safety Message:** Safety message for all employees returning when the campus is reopened. Training will be provided via remote platforms. Reopening has not occurred but is planned in some form for the Fall 2020 semester. <https://its.nmhu.edu/IntranetUploads/006929-COVID19Saf-615202034235.pdf>
- **NMHU COVID-19 Cleaning and Disinfection Procedures:** This document is based on CDC and EPA cleaning and disinfection recommendations. This plan should be utilized by any individual engaged in cleaning/disinfection activities. <https://its.nmhu.edu/IntranetUploads/006930-NMHUCOVID1-615202034446.pdf>
- **Athletics COVID-19 Safety Plan:** The COVID-19 Athletics Plan has been developed and implemented by the NMHU Athletic Department.

- **Residential Hall/Apartment COVID-19 Safety Procedures:** Plan has been developed and is available on the NMHU COVID-19 webpage. <https://www.nmhu.edu/coronavirus-covid-19-information/>
- **COVID-19 Resurgence Plan/Matrix:** This plan will be implemented if a resurgence of COVID-19 occurs and NMHU has decided to take immediate action to protect life and reduce exposure. Other government direction, to include public health orders, will also trigger the implementation of this plan.

4.0 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. *(See Appendix I –EOC Organizational Chart and Appendix K- Emergency Management Definitions)*
- **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 Leader, Operations Section Leader, Deputy Operations Section Leader, Planning Section Leader, Deputy Planning Section Leader, Logistics Section Leader, Academics Section Leader, Deputy Academics Section Leader, Athletics Section Leader, Finance/Administration Section Leader, and Deputy Finance/Administration Section Leader. *(See Appendix I –EOC Organizational Chart and Appendix K- Emergency Management Definitions)*
- **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/Visitors/Regulatory Entities:** all NMHU contractors/consultants/visitor/regulatory entities should follow the procedures identified in this document to help protect from COVID-19 exposure and spread. In addition, contractors/consultants/visitors/regulatory entities must follow the guidelines in the NMHU Contractor/Consultant/Visitor Safety Plan.

5.0 Applicable Regulations/Standards/Codes

- Intended audience: NMHU faculty, staff, graduate assistants, work-study employees, students and residents.
- All NMHU faculty, staff, students, contractors, or visitors should follow and adhere to OSHA rules/regulations, 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/guidelines for prevention and protection. NMHU should always follow these recommendations/guidelines identified by the CDC, OSHA, NM governmental officials and/or NMHU procedures related to COVID-19.
- The *COVID-19 Exposure Safety Plan* is based on information available from the CDC, OSHA and the State of New Mexico at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials.

5.1 *Hierarchy of Governmental Directives/Recommendations*

NMHU will follow the hierarchy of governmental directives, rules or regulations as outlined below.

1. New Mexico Public Health Orders issued by the Governor of New Mexico
2. Federal Health Orders, Directives as issued by the President of the United States (if applicable).
3. New Mexico Environment Department – OSHA (OSHA)
4. New Mexico Highlands Board of Regents Decisions
5. Local or county governmental directives and/or orders
6. New Mexico Highlands University Policies, Procedures, Standard Operating Guidelines, Tactical Annexes, Presidential Directives and/or collective bargaining agreements.
7. Centers for Disease and Control Prevention (CDC) COVID-19 recommendations.
8. NCAA or Rocky Mountain Athletic Conference
9. New Mexico Higher Education Department Recommendation for Reopening

NMHU will intend to follow the most restrictive of the directives, laws, and/or recommendations if there is a contradiction between different orders, directives, etc.

6.0 Special Guidance for Vulnerable Individuals

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

<https://cv.nmhealth.org/covid-safe-practices/>

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, maintain social distancing
- 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.

7.0 Emergency Building Evacuation

During a normal emergency building evacuation, occupants are asked to leave the building through designated emergency exit routes as soon as possible and assemble in a pre-designated assembly/evacuation point. In the event of an emergency evacuation during the COVID-19 pandemic, occupants shall continue to leave the building as fast as possible, but **DO NOT** assemble in groups at the assembly/evacuation point. Occupants should remove themselves as far from the building as possible, do not congregate and wait until first responders give the "All Clear Order" to return to the building. Face covers must be worn.

8.0 NMHU Employee Accountability

Accountability is essential for security, safety and most importantly, exposure and contact tracing. All employees should ensure the procedures outlined below are followed daily.

Main Campus

- **Incident Response Phase:** Only individuals who have been approved essential (Core Support Team) by the Incident Management Team and/or the NMHU President.
 - Approved individuals will 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.
 - Approved individuals will participate in a *COVID-19 Screening Process* (see *Appendix H*) conducted by NMHU Police Dispatch, or other designated NMHU personnel, and/or other technologies developed by NMHU for screening.

- Approved individuals will provide facility location, anticipated hours on scene and other relevant information to NMHU Police Dispatch daily.
- Multiple buildings: The following groups of approved individuals are the only employees allowed to work in multiple buildings/facilities: Campus Police/Security, Safety Department, ITS, Housing, Facilities Services, Geology Laboratory, Animal Research Laboratories, and contractors/regulatory entities.
 - Campus Police/Security, Safety Department, ITS, Geology Laboratory, Animal Research Laboratories shall use traditional accountability standards through NMHU Police Dispatch (Communications).
 - Housing and Facilities Services will follow their established chain-of-command for reporting building locations and movements.
 - Contractors/regulatory entities will follow the procedures outlined in the Contractor/Consultant Safety Plan.

Multiple Buildings: If NMHU (approved) individuals are working in multiple buildings, they must report when they arrive at Building A and when they leave Building A. If they relocate to other buildings, they should call NMHU Dispatch when they enter Building B and when they leave Building B. This process will continue for all buildings visited on a daily basis. They shall also provide the number of personnel on scene, anticipated time in facility and other information requested by NMHU Police Dispatch.

- **Fall Semester:** Individuals do not have to contact Campus Police during the fall semester for accountability. **Faculty Teaching Remotely but Need Access to their Office:** Contact NMHU Police upon arrival and departure if on the main campus.
- **Resurgence Plan:** In the event of a COVID-19 resurgence, only Level 1 Core Support Team (formerly known as essential personnel) will be allowed on campus. All check-in/check-out procedures will occur through NMHU Police Dispatch.
- **Full Reopening:** Standards, if any, will be established once the campus is fully reopened.

Accountability- Campus Centers (note: The center managers for Farmington Center and HU Santa Fe will determine what process (landlord or NMHU) to utilize for their respective centers.

- **Incident Response Phase:** Only approved individuals who have been approved essential or core support team by the Incident Management Team or the NMHU President.
 - Approved individuals will call 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.
 - Approved individuals will participate in a *COVID-19 Screening Process* (see *Appendix H*) conducted by the appropriate center manager or other designated NMHU personnel, and/or other technologies developed by NMHU for screening.
 - Approved individuals will provide facility location, anticipated hours on scene and other relevant information to the appropriate center manager daily.
- **Fall Semester:** Individuals should follow the accountability procedures identified by their respective Center Manager. **Faculty Teaching Remotely but Need Access to their Office:** Campus Centers- follow the direction provided by the appropriate center manager.

- **Resurgence Plan:** In the event of a COVID-19 resurgence, only Level 1 Core Support Team (formerly known as essential personnel) will be allowed on campus. All check-in/check-out procedures will occur through the appropriate center manager.
- **Full Reopening:** Standards, if any, will be established one the campus if fully reopened.

9.0 Fall 2020 Semester Procedures

In addition to the protocols identified in the COVID-19 Exposure Safety Plan, the following protocols should be followed during the Fall 2020 semester. The protocols are based on the current public health order.

Max Flex Approach – President Minner wants to remind everyone of the “Max Flex” approach for the fall semester. Any offices catering to students’ needs must ensure their operations continue serving students-on campus if essential (such as food or custodial services) or remote if possible. If you are concerned with your safety due to being physically on campus please work with your supervisor to discuss your specific needs and situation.

Maximum Occupancy for Face-to-Face Instruction (classroom, labs, studios)- NMHU requested and received direction from the Higher Education Department for maximum occupancy for face-to-face instruction. According to the Higher Education Department, classroom activities do not fall under the mass gathering directive provided by the public health order. Instead, social and physical distancing will be the primary driving factor to determine safe occupancy levels for face-to-face instruction.

COVID-19 Classroom Safety Analysis- The academic safety unit has completed, or is in the process of completing, an individual safety analysis for each face-to-face classroom activity for the fall semester. The process was conducted in coordination with the associated faculty member and will be posted and available for student review.

Campus Centers- Center Managers have the authority to implement specific COVID-19 safety precautions, accountability, facility security and other measures to ensure the center operations are maintained and functional in the safest manner possible.

Locked facilities- During the fall semester, facilities exterior doors will remain locked. Locking of the facilities will help ensure that non-NMHU personnel are not entering facilities. For facilities hosting face-to-face instruction, the Safety and Police Department will be posting safety assistants at ingress routes to open doors prior to course/lab/studio start time. The safety assistants will also maintain a daily log of faculty/personnel/students in the facility to help with contact tracing, if needed.

Offices Providing Services to Students/Visitors- In person interaction with students/visitors at offices providing services to students/visitors should follow the procedures below. Offices will not be open to the general public and supervisors/managers should ensure exterior doors are locked and not propped open. Supervisors should post signs on exterior doors indicating the process below with associated contact numbers and email addresses.

1. Conduct as much interactions as possible using phone or email
2. Utilize Zoom to conduct virtual meetings
3. By Appointment Only – If departments/units elect to utilize this process, appointments should be arranged as soon as possible to ensure students/visitors are receiving immediate attention.

Office Safety Analysis- Supervisors/managers are required to complete the *COVID-19 Prevention in the Workplace Checklist* (located at <https://www.nmhu.edu/coronavirus-covid-19-information/>) and share with their employees. The checklist should also be posted in an area where all employees have visual access to it. Supervisors/managers can also contact the Emergency Operations Center at EOC@nmhu.edu to request an office safety analysis.

Working in Office Spaces- Personnel with offices should close their doors and hold remote meetings as much as possible to reduce potential exposure.

Facilities with Face-to-Face Instruction/Interaction- Ingress/egress routes will be identified and signs posted. Only one entrance to a facility will be allowed during the fall semester. In addition, an opposite (not the same ingress route) will also be identified to ensure physical and social distancing is maintained.

Faculty Teaching Remotely but Need Access to their Office: Contact NMHU Police upon arrival and departure if on the main campus. Campus Centers- follow the direction provided by the appropriate center manager.

Mass Gathering- The current New Mexico Public Health Order restricts mass gatherings to 5 or fewer people. This process will continue until changed by the most recent New Mexico Public Health Order. Meetings or gatherings should continue to be held remotely; however, if they must be in person, they cannot exceed 5 persons.

Office Space 25% Maximum Occupancy- The current New Mexico Public Health Order restricts business (non-classroom) occupancy to be restricted to 25% of the maximum occupancy designated by fire code. The Incident Management Team will evaluate offices to determine the 25% maximum occupancy.

Staggered Work Schedule/Shifts- It is encouraged and recommended that supervisors/managers developed a staggered work schedules to optimize social/physical distancing, maintain the 25% occupancy directive for office spaces and to reduce the potential for exposure.

Core Support Team Fall 2020 Request – in order to ensure we are not exceeding the 25% maximum occupancy for non-classroom activities, we are requiring that any individual physically working on campus or at the centers during the fall semester, complete the Core Support Team Fall 2020 form located at <https://www.nmhu.edu/coronavirus-covid-19-information/forms-for-employees/>. Not only will this process ensure we are not exceeding the 25% occupancy directive, but it will expedite our contact tracing efforts when we have a positive COVID-19 case on campus. The form should be submitted to the appropriate supervisor and executive, who will then forward to the Emergency Operations Center for approval and tracking.

10.0 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>

COVID-19 medical response, practices, and directions are constantly changing/evolving. Due to the rapid changes, NMHU will update the medical direction on the NMHU Coronavirus Webpage.

Refer to the webpage for the latest updated changes and/or directives.

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

10.1 If a Faculty/Employee/Student Exhibits COVID-19 Symptoms

At home, not at work:

- If faculty/employees/students exhibit COVID-19 symptoms, the individual **must remain at home or in their on campus housing unit/room, or other designated location**; until, he or she has been cleared by the Emergency Operations Center (EOC) to return to campus or class.
 - *For faculty/employees:* the faculty/employee shall contact their dean or supervisor immediately. The dean or supervisor will then contact the Emergency Operations Center to report the situation. EOC@nmhu.edu
 - *For students living in residential halls/apartments:* Contact, via remote means, their RA/RD or apartment manager immediately. The RA/RD or apartment manager will then contact the Emergency Operations Center to report the situation. EOC@nmhu.edu
 - *For students not living on campus:* Stay home, contact the Emergency Operations Center at EOC@nmhu.edu immediately for further instructions.
- NMHU will require the individual to receive COVID-19 testing as soon as possible. It is expected that the individual communicate with their supervisor regarding their test results. This action is necessary to provide for the safety of other individuals who may have come in contact with the individual.
- To the extent practical, individuals may be required to obtain a doctor's note clearing them to return to work.
- THE EOC will utilize the Medical Branch to determine when an individual is deemed recovered.
 - The employee/student must be 14 days without any signs of COVID-19 and follow the testing standards identified by the Medical Branch.
 - If testing is required by the Medical Branch, confirmation of a negative test should be provided to the EOC or other internal departments identified by the EOC. The EOC will determine when the employee/student can return to campus.
- Employee can coordinate with their supervisor for a telework agreement, utilize the Families First Cononavirus Response Act (through HR) or other systems for remote work.
- Students should contact their instructors to advise of the situation.

- Visitors or contractors will be asked to stay home or if on campus, will be asked to leave campus immediately.

On NMHU Property:

- If an individual begins to exhibit COVID-19 symptoms while on NMHU property, they should:
 - Immediately go home or to their on campus residence, or other designated location.
 - Maintain social distancing and ensure face covers are secured.
 - Once at home, seek medical guidance from the DOH or from their medical provider.
 - *For faculty/employees:* the faculty/employee shall contact their dean or supervisor immediately. The dean or supervisor will then contact the Emergency Operations Center to report the situation. EOC@nmhu.edu
 - *For students living in residential halls/apartments:* Contact, via remote means, their RA/ RD or apartment manager immediately. The RA/ RD or apartment manager will then contact the Emergency Operations Center to report the situation. EOC@nmhu.edu
 - *For students not living on campus:* Stay home, contact the Emergency Operations Center at EOC@nmhu.edu immediately for further instructions.
- NMHU will require the individual receive COVID-19 testing as soon as possible. It is expected that the individual communicate with their dean or supervisor regarding their test results. This action is necessary to provide for the safety of other individuals who may have come in contact with the individual.
- To the extent practical, individuals may be required to obtain a doctor's note clearing them to return to work.
- THE EOC will utilize the Medical Branch to determine when an individual is deemed recovered.
 - The individual must be 14 days without any signs of COVID-19 and follow the testing standards identified by the Medical Branch.
 - If testing is required by the Medical Branch, confirmation of a negative test should be provided to the EOC or other internal departments identified by the EOC. The EOC will determine when the individual can return to campus.
- Employee can coordinate with their supervisor for a telework agreement, utilize the Families First Cononavirus Response Act (through HR) or other systems for remote work.
- Students should contact their instructors to advise of the situation.
- Visitors or contractors will be asked to stay home or if on campus, leave immediately.

COVID-19 medical response, practices, and directions are constantly changing/evolving. Due to the rapid changes, NMHU will update the medical direction on the NMHU Coronavirus Webpage.

Refer to the webpage for the latest updated changes and/or directives.

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

10.2 Faculty/Employee/Student Tests Positive for COVID-19

- An employee/student who tests positive for COVID-19 will be directed to isolate away from work/campus.
- Quarantine/Isolation:

- If the employee/student does not have a residence away from campus, they will be instructed to utilize one of the isolation halls identified by the EOC, if available.
- If the quarantine/isolation halls reach capacity, employees/students will be directed to utilize the non-congregate shelter identified by the New Mexico Department of Health. This coordination will occur between the NMHU EOC and San Miguel EOC.
Note: NMDOH criteria has to be met in order for this to occur.
- In cases where faculty have been exposed on campus to someone tested positive for COVID-19 or are awaiting test results for a person suspected of having COVID-19, the University shall offer faculty who may not want to go home, space to quarantine in residence halls or provide an alternative shelter (e.g. hotel room) if residence halls are unavailable. who test positive for COVID-19 are provided shelter by the NMDOH to quarantine from their families.
- If the quarantine room availability is exceeded at NMHU's facilities, the EOC may request the implementation of the *COVID-19 Resurgence Plan*.
- A plan to deliver food, water, and other needs has been developed by the EOC and be the responsibility of the Operations Section to implement. All personnel delivering food/water or other needs should follow the protection standards identified in the Incident Action Plan.
- Employees 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 will require individuals to provide documentation clearing his or her return to work.
- The EOC will make the final decision on individuals returning to work who fall under these criteria.
- Visitors/contractors shall immediately leave the NMHU campus or centers.

COVID-19 medical response, practices, and directions are constantly changing/evolving. Due to the rapid changes, NMHU will update the medical direction on the NMHU Coronavirus Webpage. Refer to the webpage for the latest updated changes and/or directives.

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

10.3 Faculty/Employee/Student Has Close Contact with Positive COVID-19 Individual

- Faculty/employees/student 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 or the two options below:
 - Self-quarantine for 14 days and/or from the last date of close contact with that individual or,
 - Be tested for COVID-19 and follow the current requirements of the NM Health Department.
- The Emergency Operations Center will make the final decision on individuals returning to work who fall under these criteria.

COVID-19 medical response, practices, and directions are constantly changing/evolving. Due to the rapid changes, NMHU will update the medical direction on the NMHU Coronavirus Webpage. Refer to the webpage for the latest updated changes and/or directives.

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

10.4 *If NMHU Learns that an Faculty/Employee/Student has Tested Positive for COVID-19*

- NMHU (Operations Section/Medical Branch) will conduct an investigation (contact tracing) to determine co-workers or students who may have had close contact with the confirmed positive individual in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive individual to quarantine for 14 days from the last date of close contact with that individual.
- If applicable, NMHU will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive individual.
 - If an individual 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 manager or supervisor will maintain close (but remote) contact with the individual.
- The Emergency Operations Center (COVID-19 Incident Management Team) will make the final decision on individuals returning to work who fall under these criteria.

COVID-19 medical response, practices, and directions are constantly changing/evolving. Due to the rapid changes, NMHU will update the medical direction on the NMHU Coronavirus Webpage. Refer to the webpage for the latest updated changes and/or directives.

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

10.5 *Faculty/Employee/Student had COVID-19 and had Symptoms:*

You can be with others after

- At least 10 days since symptoms first appeared **and**
- At least 24 hours with no fever without fever-reducing medication **and**
- Symptoms have improved

If a faculty/employee/student had severe illness from COVID-19 (they were admitted to a hospital and needed oxygen), their healthcare provider may recommend that they stay in isolation for longer than 10 days after their symptoms first appeared (possibly up to 20 days) and they may need to finish their period of isolation at home or at an isolation room. If testing is available in their community, their healthcare provider may recommend that they undergo repeat testing for COVID-19 to end their isolation earlier than would be done according to the criteria above. If so, they can be around others after you receive two negative tests results in a row, from tests done at least 24 hours apart.

10.6 *Patient Recovery*

Patient recovery is defined as:

- Deemed **Recovered** by New Mexico Health Department or other qualified health provider.

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

11.0 Facility Closure

In the event of a positive case or an individual who shows signs of COVID-19, the facility where the individual was assigned, may be closed. All other occupants in that facility will be instructed to return home. The steps identified in *Section 9* shall be followed. Disinfection measures will not occur for at least 24 hours and follow the disinfection procedures provided by the CDC and outlined in this plan. If exposure occurs in multiple buildings, the action above may be required to protect those employees as well.

The Emergency Operations Center will determine when the facility will be reopened.

12.0 Information Dissemination related to Potential Exposure or Positive Case

The following message shall be delivered by University Relations (Information Officer) in the event of a potential exposure and positive case on campus. This will be completed through the identified platform utilized by University Relations.

Heading: **SAFETY/HEALTH ALERT**

Due to a potential COVID-19 positive case, name of building, has been closed until further notice. All occupants working in this facility over the last 14 days should immediately leave work and return home. All occupants who have been physically in the building (over the last 14 days) should email EOC@nmhu.edu for further information. Occupants, who have not been in the building, but who may have come in contact with the potential positive case, will be contacted by the EOC@nmhu.edu team with further instructions on testing or quarantine or isolation options.

Once a building has been disinfected and deemed safe, the following message to the campus community should occur.

Heading: **Building Reopening**

Name of building has been disinfected and deemed safe for occupants to return. This will occur at time on XX day.

13.0 COVID-19 Screening/Surveillance

All individuals physically on campus or a campus center must participate in daily screening. This can be done through one of the two (2) options below:

- Self-screening through the Rave Guardian app. Available for the entire NMHU community. Directions for opt in procedures are on the COVID-19 NMHU web page at <https://www.nmhu.edu/coronavirus-covid-19-information/> or,
- Contact NMHU Campus Police Dispatch (505-454-3278) for daily screening.

Some workplaces with unique considerations may implement health surveillance to identify early signs of infection, and separate workers who may present a risk to others.

- Depending on the work environment, daily or regular screenings may be needed to track symptoms and risks for contracting COVID-19.
- Workers who are at higher risk for severe COVID-19 disease outcomes should consult with their primary care provider.
- Symptoms of COVID-19

- | | | |
|---------------------------------------------------|--------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Fever | <input type="checkbox"/> Sore throat | <input type="checkbox"/> Chills |
| <input type="checkbox"/> Cough | <input type="checkbox"/> Headache | <input type="checkbox"/> Repeated shaking with chills |
| <input type="checkbox"/> Shortness of breath | <input type="checkbox"/> Muscle pain | <input type="checkbox"/> Loss of taste or smell |
| <input type="checkbox"/> Nausea | <input type="checkbox"/> Diarrhea | <input type="checkbox"/> Fatigue |
| <input type="checkbox"/> Congestion or runny nose | | |

COVID-19 medical response, practices, and directions are constantly changing/evolving. Due to the rapid changes, NMHU will update the medical direction on the NMHU Coronavirus Webpage. Refer to the webpage for the latest updated changes and/or directives.

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

14.0 COVID-19 Testing

The Medical Branch of the Operations Section (Emergency Operations Center) will determine and implement the procedures for testing faculty, employees or students, if applicable. These procedures, once developed, will be provided to the NMHU community.

COVID-19 medical response, practices, and directions are constantly changing/evolving. Due to the rapid changes, NMHU will update the medical direction on the NMHU Coronavirus Webpage. Refer to the webpage for the latest updated changes and/or directives.

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

15.0 COVID-19 Contact Tracing/Tracking

NMHU has developed contact tracing/tracking protocols and have multiple employees certified to conduct the activity. In order to initiate tracing/tracking immediately upon notification of a positive COVID-19 case, NMHU will immediately begin tracing/tracking efforts. The New Mexico Environment Department, OSHA Bureau and/or the New Mexico Health Department will deploy rapid response teams to also conduct contact tracing. The Medical Branch will work directly with the state for contact tracing and implement protective measures ordered by the state.

COVID-19 medical response, practices, and directions are constantly changing/evolving. Due to the rapid changes, NMHU will update the medical direction on the NMHU Coronavirus Webpage. Refer to the webpage for the latest updated changes and/or directives.

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

16.0 NMHU Faculty/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 may 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/student/faculty:** Employees/students/faculty are not allowed to work directly next to other employees/students/faculty 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/students/faculty to implement.
 - Face covers should be worn during this time and the supervisor should make all mitigation measures to protect their employees.
- **Practice good hygiene.**
- **Wear a face cover.**
- **Hand sanitizer stations:** Hand sanitizer stations have been installed in every building on campus in multiple locations.

17.0 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, the amount of personnel allowed in the meeting will be dependent on the latest Public Health Order issued by the Governor. For questions, please contact the Emergency Operations Center at EOC@nmhu.edu.
- Only one person per NMHU vehicle at a time except for groups participating in field activities. If this occurs, no more than two (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.

Organize the work area

- Require one-at-a-time access at designated drop-off/pick-up points
- Use drop boxes or bins to collect items.
- Follow NMHU Post Office safety measures.

Create a schedule

- Minimize the number of people in a work area at the same time.
- Small, narrow offices/facilities on the order of 100-150 square feet can likely accommodate only one person at a time.
- Square or rectangle work areas larger than 200 square feet can likely accommodate more people, but keep the number to a minimum, not to exceed the current standards identified by the governor.

17.1 Elevator Use during COVID-19

During the COVID-19 pandemic, NMHU is restricting elevator use to one (1) person per elevator at one time. This will help ensure social and physical distancing is occurring. Signs restricting use to one person have been posted on every elevator on campus. If someone tries to enter an elevator with you, please remind him or her of the one (1) person rule.

17.2 Restroom Use during COVID-19

During the COVID-19 pandemic, NMHU is restricting restroom use to one (1) person per restroom at one time. This will help ensure social and physical distancing is occurring. Signs restricting use to one person have been posted on every restroom on campus. If someone tries to enter a restroom with you, please remind him or her of the one (1) person rule.

18.0 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 a research 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 manufacture.
- **Vehicles:** For NMHU personnel, to include work-study employees, that must use a NMHU vehicle for their job duties, the following procedures shall take place: One person, driver only, are allowed in the same vehicle. For individuals working in the field, no more than 2 personnel are allowed in the same vehicle. The interior of vehicles and the outside door handles shall be cleaned with a disinfectant after each shift and/or daily.
 - Students using personal vehicles for field/lab work: If students utilize their personal vehicle to participate in field/lab work, they should be advised that NMHU is not liable nor will assume any liability for to and from actions of transportation (negligent acts/omission, behavior) on behalf of students.

19.0 Clean and Disinfect Surfaces

See NMHU *COVID-19 Cleaning and Disinfection Procedures* for detailed information. Available on the NMHU coronavirus webpage. <https://www.nmhu.edu/coronavirus-covid-19-information/>

NMHU has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used office equipment, common touch areas, tools, laboratory/studio equipment, machines, and other elements of the work environment, where possible. It is important to clean and disinfect work areas regularly, as well as to clean high touch areas daily, between uses, or when unclean, to help prevent the spread of coronavirus. It is recommended that employees should regularly do the same in their assigned work areas.

- Employees, whose primary job duties include cleaning services, will be issued proper personal protective equipment (“PPE”), such as nitrile, latex, or vinyl gloves as recommended by the CDC.
- Any trash collected from NMHU must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- NMHU will ensure that hand sanitizer dispensers are always filled. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Vehicles, laboratory/studio materials, and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- Clean and disinfect frequently touched surfaces (e.g., doorknobs, tables, computer keyboards, handrails, pens/pencils) regularly to maintain a visibly clean state (no obvious soiling, smearing, or streaks).
- Follow the manufacturer’s instructions for use of all cleaning and disinfecting products, and use personal protective equipment as required.
- NMHU will make cleaning supplies available for workers to do spot cleaning when necessary.
- If an employee/faculty member/student brings personal cleaning products (those purchased by the employee/faculty/student) to campus they cannot share with anyone else and must ensure they meet EPA requirements for use.
- Wipe down shared equipment after each use.
- NMHU will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant.
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (if appropriate for the surface).

- NMHU will maintain Safety Data Sheets of all disinfectants used on site.

It is also recommended that all departments purchase and/or request through Facilities Services, single use disinfectant wipes for touch points within their workspaces. Please avoid putting disinfectant gels or liquids on electronics and other equipment, including elevator buttons, unless they have been indicated as safe to use on those devices.

20.0 Use of Alternative Strategies (Engineering Controls)

The following alternative engineered strategies can be utilized by departments to provide further protection for employees. Some workplaces may encounter challenges with basic prevention elements so one or more of the following alternatives may be used to provide protection for workers.

- Install barriers that block direct pathways between individuals' faces.
- Close common areas where personnel/students are likely to congregate wherever possible or modify them to minimize contact.
- Create layouts that prevent air pathways of less than 6 feet.
- Place nonporous covers on frequently touched surfaces that cannot be easily cleaned, such as fabric or foam. The covers should be a surface that can be cleaned easily or something that can be changed between users.
- Classroom design will be available for the fall semester.

21.0 Ventilation Strategies (Engineering Controls)

There is a lot of discussion taking place regarding the safety of HVAC systems with regard to COVID-19. Some publications indicate that COVID-19 is transmitted through airborne particles that, on average, travel 3 meters before dropping onto surfaces. This does not take into account longer distances the virus can travel when people sing, exercise, and sneeze, etc. The American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) has provided some guidance, but they have not provided a definitive answer on whether/and to the degree COVID-19 is spread through HVAC systems. This is probably due to the fact that there are a multitude of HVAC designs and situations where no single response can satisfy every situation.

With respect to using UV light, UV light is not recommended by the university's HVAC contractor, since UV exposure may damage the HVAC coils and other parts of the system.

As with most campuses, many of NMHU's buildings have different HVAC systems and designs. Here are some protective steps NMHU is taking:

1. Working to acquire higher rated filters to increase filtration if HVAC designs allow for it;
2. Replace HVAC filters twice as often as the norm during the pandemic period;
3. Notify students to open windows, during times the weather is conducive, to increase air circulation;
4. Students living on campus should ensure visitors use face coverings and distancing 100% of the time when entering their apartments.

If additional research emerges that confirms HVAC systems are spreading COVID-19 in significant ways, NMHU will respond according to guidelines provided by ASHRAE and the CDC.

All statements provided herein are the opinion of the NMHU Facilities & Planning Director and are for general informational purposes only. The Facilities & Planning Director's statements do not constitute legal, health and safety, or personal advice, and are not intended to provide guarantees of any kind, express or implied. NMHU strongly recommends that the reader perform his/her own independent research and/or speak with a qualified professional before making any personal decisions regarding the safety of all HVAC systems at NMHU.

22.0 Personal Protective Equipment

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

- **Face covers:** Employees 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. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently.
 - If an employee cannot wear a face cover due to a medical concern, they should coordinate with their supervisor to develop a telework agreement.
 - Face covers will only be required depending on directives from the state, local or other regulatory entities.
 - 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 and faculty teaching face to face classes in close contact with students will be the only personnel utilizing face shields when interfacing with COVID-19 positive individuals.
- **Disposable gloves:** Employees conducting cleaning and disinfection duties shall wear disposable gloves while performing those duties.
- **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 may have been exposed to the virus. Some of these guidelines are identified in the Incident Action Plan.

23.0 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 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.

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 22.

24.0 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 continually 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 leemartinez@nmhu.edu

25.0 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.

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

26.0 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 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.

Managers/supervisors are also expected to complete a **Checklist for COVID-19 Prevention in the Workplace** located in *Appendix I* of this document. The checklist shall be provided to their employees (electronic means only) and discussed with their employees utilizing remote platforms. The checklist shall be updated when conditions change within their office space to include additional personal assigned to their locations.

27.0 Responsibilities NMHU Faculty/Employees/Students (Safe Work Practices)

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 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Employees, faculty, or students who are at higher risk for severe COVID-19 disease outcomes should consult with their primary care provider. In addition, they should also work with their supervisor/dean 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, faculty, or students 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.

28.0 Job Site Protective Measures (Safe Work Practices)

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

- **General Safety Policies and Rules**

- Any employees, faculty, or students showing symptoms of COVID-19 will be asked to leave NMHU properties and return home. Residents will be asked to return and remain in their room until further direction from the Emergency Operations Center.
 - Participate in COVID-19 screening through NMHU Police Dispatch or NMHU designated official, and/or other technologies developed by NMHU.
 - Employees, faculty, or students who are at higher risk for severe COVID-19 disease 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.
 - Close common areas where personnel/students are likely to congregate wherever possible or modify them to minimize contact.
 - Safety meetings will be by remote means if possible. If safety meetings are conducted in-person, attendance will be collected verbally, and the supervisor 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.
 - Employees, faculty, or students must avoid physical contact with others and shall direct others to increase personal space to at least six (6) feet, where possible.
 - All in-person meetings will be limited. To the extent possible, meetings will be conducted by telephone or other remote means.
 - Employees, faculty, or students 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.
 - Employees, faculty, or students should limit the use of co-worker's office supplies, music instruments, studio equipment, laboratory supplies, tools and equipment. To the extent the above items must be shared, the employee/student shall clean the items with alcohol-based wipes before and after use. When cleaning tools and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
 - While in vehicles, employees, faculty, or students must ensure adequate ventilation.
 - If practicable, each employees, faculty, or students should use/drive the same vehicle or piece of equipment every shift and disinfect after each shift.
 - In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.
- ***Employees/Students in Occupied Buildings***
 - Occupied buildings and those business activities being conducted 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.
 - Close common areas where personnel/students are likely to congregate wherever possible or modify them to minimize contact.
 - Employees, faculty, or students 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.

- **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 (COVID-19 Contractor/Consultant Safety Procedures) to include accountability (check-in/check-out and COVID-19 screening).
<https://its.nmhu.edu/IntranetUploads/006931-NMHUCOVID1-615202034654.pdf>

29.0 Record Keeping

If a confirmed case of COVID-19 is reported, NMHU 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 an employee 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 an employee has a confirmed case of COVID-19, NMHU 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 an employee develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related, and thus not recordable.
- NMHU's 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 an employee has a confirmed case of COVID-19 that is considered work-related, NMHU 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.

30.0 Training

- NMHU will provide training, using remote means, for managers and supervisors.
- NMHU will be responsible for training their faculty, staff, administrators and/or students on COVID-19 guidelines. Training should be distance.

- NMHU will require training (either through verification of the company's COVID-19 training program or successful completion of NMHU's contractor/visitor training located at [https://rise.articulate.com/share/dNpQ872OZs4DiiVp7Jw4gyGaeB1iy7EJ#/\) before arriving on campus.](https://rise.articulate.com/share/dNpQ872OZs4DiiVp7Jw4gyGaeB1iy7EJ#/)
- NMHU will provide PPE training for their employees and for contractors who request the training. All training will be conducted remotely.

31.0 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 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, faculty, or students that an unnamed co-worker has been diagnosed with COVID-19 if the other employees, faculty, or 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 sub-contractors, vendors/suppliers or visitors that an unnamed employees, faculty, or students 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.

32.0 Bloodborne Pathogen Protection Program

For information related to NMHU's Bloodborne Pathogen Protection Program, please see the Environmental Health and Safety Standard Operating Guidelines, starting on page 56.
<https://its.nmhu.edu/IntranetUploads/006739-NMHU-EHS-Sta-218202040713.pdf>

Appendix A: COVID-19 Checklist for Employers and Employees, Faculty & Students

Know the Symptoms of COVID-19

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, sore throat, headache, diarrhea, loss of taste or smell, nausea/vomiting, congestion/runny nose and diarrhea.
- 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 using Zoom (or other remote systems) if possible. If not, instruct employees to maintain 6-feet between each other.
- No visitors will be allowed on NMHU property without approval through the Emergency Operations Center.
- Employees, faculty, students, contractors, and consultants will be asked to leave the campus and return home if they are showing COVID-19 symptoms or are 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, Faculty, Student 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 office supplies, music instruments, studio equipment, laboratory equipment, tools and other equipment on a regular basis. Employees should regularly do the same in their assigned work areas.
- Facilities Services trained personnel shall wipe shared spaces (with an EPA approved disinfectant) such as utilized restrooms and break/lunchrooms at least three times per work day.
- Facilities Services trained personnel shall disinfect shared surfaces (door handles, machinery controls, etc.) at least three times per work day using an EPA approved disinfectant.
- Facilities Services trained personnel shall wipe classroom chairs and tables with an EPA approved disinfectant after each face-to-face class, provided there is sufficient time between face-to-face classes.
- 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 appropriate PPE, provided by NMHU.

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.
- Individuals 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.
- Individuals who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—DO NOT GO TO WORK.
- Sick individuals should follow CDC or New Mexico Department of Health recommended steps.
- Individuals 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 (or other protective measures) to protect employees from contact with customers, students, etc.
- Avoid using other individuals' 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.
 - Individuals should regularly do the same in their assigned work areas.
- Facilities Services will clean shared spaces such as break/lunchrooms at least once per day.
- Facilities Services will disinfect shared surfaces (door handles, machinery controls, etc.) on a regular basis.
- Avoid sharing tools with others 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.

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 germs floating around.
- 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's face with a red 'no' symbol over their hand.
- When in public, wear a cloth face covering over your nose and mouth.** Illustration shows a person wearing a white 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 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

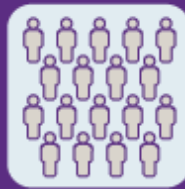
» SOCIAL DISTANCING

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 Emergency Contact Phone Numbers

<i>Internal (NMHU) Resources</i>	
NMHU Police/Security Dispatch	505-454-3278
Emergency Operations Center	EOC@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 F: COVID 19 Environmental Cleaning and Disinfection Recommendations

Taken from 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 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.
- Employers must comply with OSHA's standards on Bloodborne Pathogens including proper disposal of regulated waste, and PPE.

Appendix G: 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>



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>



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/>

COVID-19 Screening Question Checklist

Who must participate in the screening process?	Any NMHU faculty, employee, student, or contractor who is performing work in an office, laboratory, classroom, or field setting. Any employee/student who has been deemed “essential or a member of the Level 1: Core Support Team.”
Why do we have to screen employees?	Mandatory and/or recommended by OSHA, CDC, and the State of New Mexico
When does the screening have to be completed?	Every day when working on campus and/or in a field setting. At the beginning of the employee’s shift.
Who completes the screening?	Personnel designated by the Emergency Operations Center (EOC). Primary responsibility will be the supervisor, manager, Campus Police Communications, and/or other technologies identified by the EOC.
How should screening be conducted?	By phone, online platforms, remote means (such as Zoom) or in a manner that social distancing is maintained, and the screener is protected from potential exposure.
What happens if someone is showing symptoms of COVID-19 or has been in close contact with a COVID-19 positive case?	They are not allowed on campus or come to work for 14 days without showing any symptoms.
If I am conducting a COVID-19 screening and the individual appears to be sick, what do I do?	Send the employee home. Contact the Medical Branch of the Incident Management Team at EOC@nmhu.edu or Campus Police Dispatch (505-454-3278) for further assistance.
If I am designated as a screener, how long should I keep the screening checklist, can they be electronic or who can I send them to?	<ul style="list-style-type: none"> • Hard copy checklists should be kept in a folder by the individual screener or can be sent electronically to the Assistant Safety Officer, Lee Martinez, for record keeping purposes. If you elect to send the forms electronically, you can shred the hard copy forms. All forms are considered confidential and should not be shared with anyone except the Emergency Operations Team. • Hard copies may be easier for screeners to complete. Only the screener shall touch or handle the forms. • Assistant Safety Officer Lee Martinez: leemartinez@nmhu.edu

COVID-19 Incident Management Team
COVID-19 Exposure Safety Plan



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"/> <u>Any of the following:</u> 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 -quarantines for 14 days. 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 rooms on campus. Person conducting screening should contact the EOC @ EOC@nmhu.edu to report the situation. 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- 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 quarantines for 14 days. 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 procedures. Employees/students must check-in per the established protocols.	<ul style="list-style-type: none"> Same actions as Question # 2

Appendix H: Checklist for COVID-19 Prevention in the Workplace

NMHU supervisors/managers are required to document their workplace COVID-19 prevention measures and review them with their employees.

Date:	Completed By:
Department/Unit Name:	Building/Worksite Location(s):
Department/Unit COVID-19 Prevention Plan Location:	Electronic copy available on NMHU's coronavirus webpage

<i>Social and Physical Distancing</i>	<i>Check all that apply</i>	<i>Other Measures taken (describe)</i>
1. Describe how you are implementing the social distancing requirements (maintaining 6+ feet spacing between people, minimizing interpersonal contact).	<input type="checkbox"/> Telework options offered <input type="checkbox"/> Shifts/breaks times/start times staggered <input type="checkbox"/> Maximum space capacity determined based on room size <input type="checkbox"/> In-person meetings (conference call, virtual) limited <input type="checkbox"/> Non-critical in person meetings postponed <input type="checkbox"/> Spread out work areas/physically separate workstations <input type="checkbox"/> Allowing only infrequent/intermittent passing within 6 feet in between personnel <input type="checkbox"/> Minimizing the number of people in a work area <input type="checkbox"/> Designated drop-off/pick-up areas for shared tools and equipment	

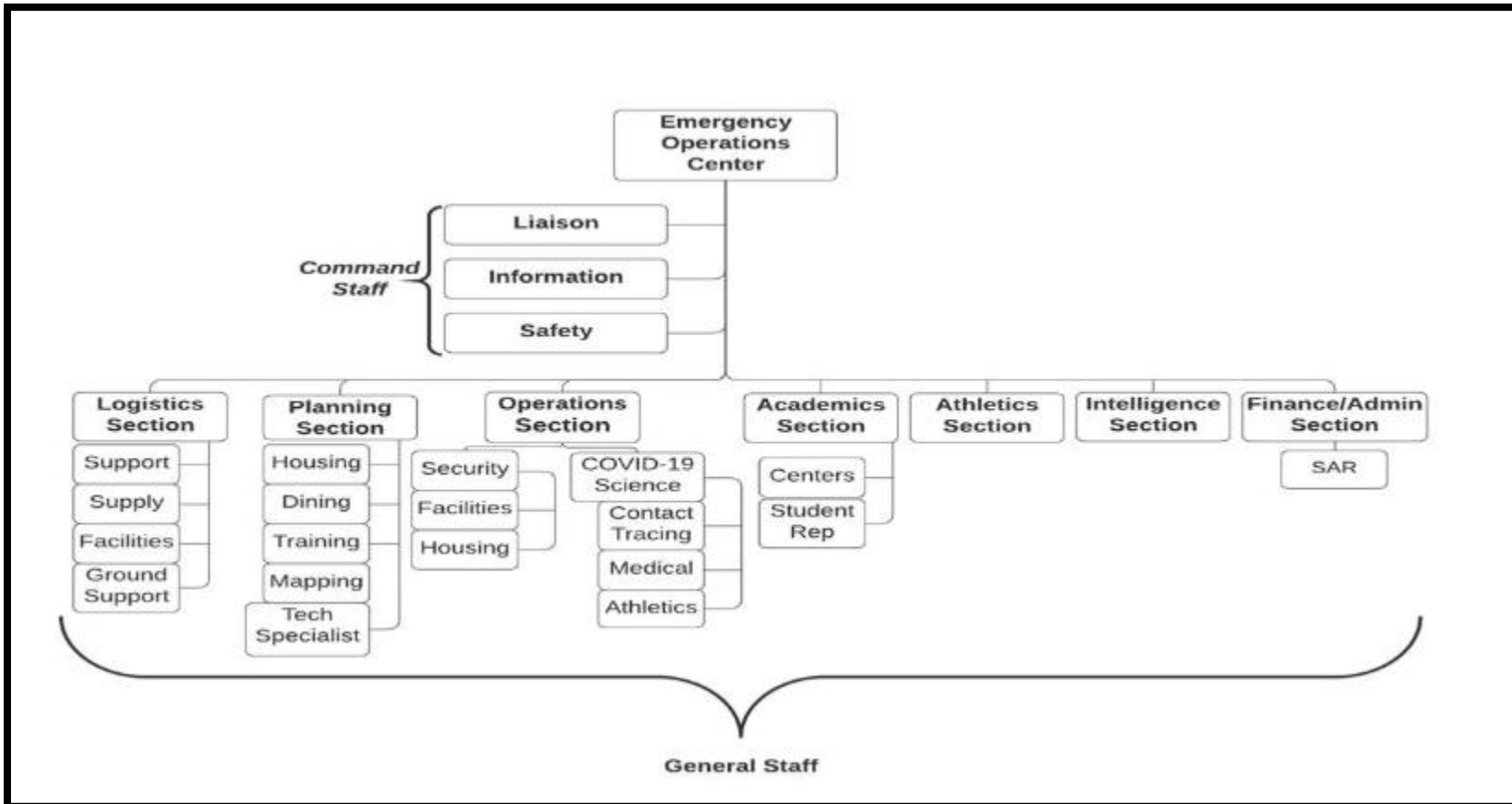
<p>2. Describe how you are communicating social distancing requirements to workers, customers and visitors.</p>	<p><input type="checkbox"/> Posters/signage/floor markings installed or posted</p> <p><input type="checkbox"/> Communicated during virtual staff meetings</p> <p><input type="checkbox"/> Email communication</p> <p><input type="checkbox"/> Review of COVID-19 Exposure Safety Plan</p> <p><input type="checkbox"/> If applicable, provided COVID-19 Contractor/Consultant Safety Procedures electronically to contractors/consultants</p>	
<p><i>Responding to Illness</i></p>	<p><i>Check all that apply</i></p>	<p><i>Other Measures taken (describe)</i></p>
<p>3. Describe how you are preventing people with symptoms from coming to the site and/or working while sick.</p>	<p><input type="checkbox"/> Following NMHU policies for sick leave and/or COVID-19 administrative leave.</p> <p><input type="checkbox"/> Process in place for symptom monitoring and screening.</p> <p><input type="checkbox"/> Requiring personnel who may be ill or symptomatic to stay (or go) home</p>	
<p>4. Describe practices for responding to suspected or confirmed COVID-19 cases.</p>	<p><input type="checkbox"/> Asking personnel with COVID-19 symptoms to stay home and contact their healthcare provider</p> <p><input type="checkbox"/> Notification to the Emergency Operations Center</p> <p><input type="checkbox"/> Performing enhanced cleaning and disinfection</p>	
<p>5. Describe the reporting procedures followed when personnel tests positive for COVID-19.</p>	<p><input type="checkbox"/> Notifying the Emergency Operations Center</p>	

Cleaning and Disinfecting	Check all that apply	Other Measures taken (describe)
<p>6. Describe the procedures used to clean and disinfect general areas and high-touch surfaces.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Following a cleaning schedule <input type="checkbox"/> Facilities Services is cleaning your area each day. <input type="checkbox"/> Cleaning supplies are available for spot cleaning <input type="checkbox"/> Cleaning and disinfecting high touch surfaces daily, between uses or when unclean <input type="checkbox"/> Wiping down shared equipment/objects after each use (e.g., door/refrigerator/microwave handles) <input type="checkbox"/> Following COVID-19 Cleaning and Disinfection Protocols outlined in this plan. 	
<p>7. List the product(s) used to clean and disinfect.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Alcohol solution with at least 70% alcohol <input type="checkbox"/> 10% bleach/water solution <input type="checkbox"/> EPA-registered disinfectant for use against SARS-CoV-2: <ul style="list-style-type: none"> a. Manufacturer: _____ b. Name: _____ c. EPA Registration #: _____ 	
<p>8. Describe the safety precautions that are taken when using disinfectant(s).</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Reviewing safety data sheet (SDS) for each product <input type="checkbox"/> Following manufacturer’s instructions for products use <input type="checkbox"/> Using personal protective equipment 	

Encouraging Good Hygiene	Check all that apply	Other Measures taken (describe)
9. Describe methods used to encourage good hygiene practices.	<input type="checkbox"/> Providing soap and running water, hand sanitizer and/or wipes/towelettes <input type="checkbox"/> Asking personnel to avoid hand shaking and hugging <input type="checkbox"/> Using reminders to wash hands correctly at key moments, avoid touching face with unwashed hands, cover mouth when coughing or sneezing	
Using Alternative Strategies (Optional)	Check all that apply	Other Measures taken (describe)
10. Use engineering controls.	<input type="checkbox"/> Barriers to block direct pathways between individuals are installed <input type="checkbox"/> Layouts to prevent air pathways less than 6 feet have been created <input type="checkbox"/> Impervious covers over fabric and other porous surfaces have been installed <input type="checkbox"/> Ensuring good ventilation in work areas <input type="checkbox"/> Installing plexiglass or curtain barriers to protect employees from contact with customers, students, etc.	
11. Administrative control	<input type="checkbox"/> Tasks have been rescheduled <input type="checkbox"/> Work tasks have been modified <input type="checkbox"/> Organized work tasks to facilitate social distancing <input type="checkbox"/> Provide alternative work schedules to include remote or telework agreements.	

<p>12. Conduct health surveillance/symptom screening.</p>	<p><input type="checkbox"/> Performing daily symptom screening to ensure ill personnel do not come to work on-site at a NMHU Facility.</p> <p><input type="checkbox"/> Consulting with Medical Branch of the Incident Management Team</p> <p><input type="checkbox"/> Discussing accommodations for personnel at higher risk of severe illness with your HR Consultant</p>	
<p>13. Provide personal protective equipment (PPE) and guidance on how to use it.</p>	<p><input type="checkbox"/> Face shields and/or eye protection is worn (field personnel and first responders)</p> <p><input type="checkbox"/> Face coverings are worn</p> <p><input type="checkbox"/> Providing instructions on the use, care, cleaning, maintenance, disposal of PPE</p>	
<p>Communicating Safety and Hazards</p>	<p>Check all that apply</p>	<p>Other Measures taken (describe)</p>
<p>14. Communicate safe practices.</p>	<p><input type="checkbox"/> Posters/signage are installed and/or posted</p> <p><input type="checkbox"/> Email communications have been sent</p> <p><input type="checkbox"/> Information is covered in staff meetings</p> <p><input type="checkbox"/> Sharing information from the NMHU coronavirus & COVID-19: facts and resources webpage.</p>	
<p>15. Communicate hazards and safeguards to protect personnel.</p>	<p><input type="checkbox"/> Providing information about working safely with disinfectants</p> <p><input type="checkbox"/> Communicating the hazards and safeguards required to protect individuals from exposure</p>	

Appendix I: EOC Organizational Chart



Appendix K: Emergency Management Definitions

- **Business Continuity:** The process for ensuring the long-term survival and economic success of an organization after a disaster. It is often used interchangeably with the terms “business resumption” and “continuity of operations.”
- **Business Recovery:** The final phase of disaster management and measures taken to return the institution to a successful and acceptable level of operation.
- **Continuity of Operations (COOP):** The process undertaken to develop a plan for ensuring the ability to resume supplying critical functions/services during a crisis as well as ensuring the long-term survival of an organization after a disaster.
- **Critical:** A term often used to describe something as being essential or very important. The use of the terms implies that loss of whatever is being described (e.g., a critical infrastructure) will result in the inability to carry out essential functions and/or the inability to achieve its mission.
- **Emergency:** A situation that poses an immediate risk to health, life, property, or the environment.
- **Emergency Management:** The practice of preparing for, preventing, responding to, and recovering from an emergency and/or planned event.
- **Emergency Manager:** The NMHU employee or outside designated official/consultant responsible for maintaining the Emergency Operations Plan, coordinating exercises, and emergency preparedness and planning.
- **Emergency Planning Team (EPT):** Individuals identified as key in coordinating a response to an emergency. Those on the emergency management team are frequently the people in charge of critical units within the organization (and essential support functions), and they might have specific training and practice in handling emergencies.
- **Emergency Operation Center (EOC):** The physical, or remote location for COVID-19, location where the emergency planning team monitors a situation, makes decisions, and tasks resources. Generally, the Emergency Operations Center will have basic essentials such as telephones, computers, televisions, and work space.
- **Emergency Operations Center Director** The individual responsible for the management, direction and coordination of the Emergency Operations Center. This individual will be appointed by the President in consultation with the Emergency Planning Team.
- **Emergency Operations Plan (EOP):** The EOP assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency or planned event that exceeds the capability or routine responsibility of any one agency. The plan also sets forth lines of authority and organizational relationships and shows how all actions will be coordinated.
- **Emergency Procurement:** The immediate purchase of materials, resources and/or services that cannot be met through normal procurement methods due to an emergency incident that seriously threatens public health/safety and assists in the preservation and/or the functioning of property.
- **Exposure:** The result of introducing something of value (a person or property) to a hazard (such as falling debris).
- **First Responder:** Resources (usually police, fire, and emergency services) immediately deployed in response to an adverse incident. First responders will generally be equipped to address routinely encountered incidents, but generally have limited resources to be able to handle larger, more

complex incidents. In such incidents, specialized resources (such as a hazardous materials team, an urban search and rescue team, or a special response team) may be requested to support the incident.

- **Hazard:** An event (such as a winter storm) that has the potential to adversely impact people or property. A primary hazard is generally the main event (e.g., a high wind event), while a secondary hazard (such as falling trees or branches) is something that results from the primary hazard.
- **Hazardous Materials:** Substances or materials which, because of their chemical, physical, or biological nature, pose a potential risk to life, health, or property if they are released. Explosive substances, flammable or combustible substances, poison, and radioactive materials are all classified as hazardous materials.
- **Incident Commander (IC):** The on-scene individual responsible for all aspects of an emergency response or planned event; including quickly developing incident objectives, managing all incident operations, applications of resources as well as responsibility for all persons involved.
- **Incident Command System (ICS):** A management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is normally structured in five major functional activities: command, operations, planning, logistics and finance/administration.
- **Incident Safety Officer** – works as a support officer for the Incident Commander at an emergency scene. The Safety Officer can perform the following functions: prepare a site-specific Safety and Health Plan, identify and cause correction of occupational safety and health hazards, continuously monitor workers for exposure to safety or health hazardous conditions, and alter, suspend, evacuate or terminate activities that pose imminent safety or health danger to the workers.
- **Infrastructure:** The underlying resources or facilities that must be present to allow functions and processes to be carried out. Common critical infrastructures include electricity, transportation systems, pipelines, telecommunications, etc. The National Response Plan identifies a list of critical infrastructures for the nation.
- **Local Emergency:** The existence of conditions of disaster or of extreme peril to the safety of persons or property, which conditions are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of the organization and which requires the collaborative efforts of other entities.
- **Long-Term Recovery** – the process through which a community or region that experiences a major disaster or emergency returns to its pre-disaster condition or better.
- **Major Disaster:** Any natural catastrophe, such as fire, flood, explosion, that in the determination of the President of the United States causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts of state and local governments and disaster relief organizations in alleviating damage, loss, and hardship.
- **Mirrored:** The practice of making exact and real-time copies of data, usually on a computer hard drive or server. The purpose of the mirrored data is to provide redundancy in the event the primary data storage equipment is damaged or lost.
- **Mission-Critical Function:** A key function central to an organization's ability to meet its primary goals. Thus, if a mission-critical function cannot be performed, the organization cannot fulfill its mission.

- **Mission-Critical Process:** A key process central to an organization's ability to achieve its primary function/mission. Thus, if a mission-critical process cannot be completed, the organization cannot fulfill its mission.
- **Mitigation:** A measure or measures taken to reduce exposure to or consequences from a risk that is not event specific. For example, elevating a building above flood stage reduces exposure to all potential floods and is a permanent, long-term approach. This is one of the four phases of emergency management.
- **National Incident Management System (NIMS):** A comprehensive incident response system developed by the Department of Homeland Security. NIMS provides a consistent nationwide approach for federal, state, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
- **National Response Framework (NRF):** The guiding template that establishes the roles, responsibilities, and relationships between federal, state, and local resources during a disaster.
- **Planned Event:** A preplanned, non-emergency event. Examples include: concerts, sporting events, fiestas, ceremonies, graduation, etc.
- **Preparedness:** Measures taken to get ready to respond to and recover from an adverse event (e.g., a disaster). This includes obtaining equipment, developing plans, conducting exercises, training personnel, etc.
- **Prevention:** The event-specific measure(s) taken to reduce the impact from a risk. Generally, prevention is a short-term approach to risk reduction.
- **Policy Group:** This group is designated by the NMHU President and is responsible for policy-level direction and decisions. Membership may include: Provost, Vice-Presidents, Director of Athletics, Director of University Relations, and/or Dean of Students. Other members to this group may be appointed by the president at any time.
- **Recovery:** The returning of processes (or a community) to a state of normalcy following a disaster. This may take hours, days, months, or years depending on the damage done by the event.
- **Response:** The efforts to minimize the risks created in an emergency by protecting the people, the environment, and property, and the efforts to return the scene to normal pre-emergency conditions.
- **Risk:** The potential adverse impact when people and/or property are exposed to a primary or secondary hazard. Risk is a function of hazard, exposure, vulnerability, and capability.
- **Risk Analysis:** The process of identifying risks to a business or organization (such as loss of power). Organizations will vary in their susceptibility to a given risk based on reliance upon the impacted infrastructure/resource and the availability of alternatives (to include redundancy and alternate routes/paths).
- **Risk Assessment:** This is a final product of a risk analysis and a business impact analysis, showing how each risk relates to organizational continuity.
- **Risk Management:** This term generally refers to the identification of risks and a means of reducing exposure to the risk.
- **Severe Weather Statement:** Used to report severe weather, to cancel all or part of a warning and to provide follow-up information on a warning in effect.

- **Shelter-in-Place:** The term related to protection measures which means selecting an interior room or rooms within your facility, or ones with no or few windows, and taking refuge there. In many cases, local authorities will issue advice to shelter-in-place via TV or radio.
- **Situational Awareness:** An ongoing process of gathering information by observation and by communication with others. This information is integrated to create an individual's perception of a given situation.
- **Special Weather Statement:** Used to pass along information on non-severe weather events and the status of watches. It may also include information on urban flooding and winter weather events, and to clear areas of severe weather watches.
- **Watch:** Severe weather or flash flood watch means that conditions are such that a storm or flood of significant magnitude is likely to occur. Persons within the area alerted should take precautionary steps.
- **Warning:** Announcement that threatening conditions (thunderstorm, high winds, tornado, flooding, dam or levee failure) are occurring or are imminent; and are expected to have a harmful effect upon the area alerted. Persons within the area must take immediate steps to protect themselves.
- **Uninterruptible Power Supply (UPS):** A battery-powered system that constantly monitors the electrical power provided by the main grid and takes over to provide power to downstream resources (such as lighting and computers) should the grid-provided power be of unacceptable quality (or in case it is lost all together).
- **University Safety Officer:** The designated Environmental Health and Safety official who functions as the lead safety officer for New Mexico Highlands University. This individual must maintain a nationally recognized certification as a safety officer in the fields of: fire suppression, hazardous materials and/or emergency management.