

NEW MEXICO HIGHLANDS UNIVERSITY



COVID-19 Fall 2020 Reopening Plan

Prepared for HED

The purpose of this document is to summarize the key strategies and protocols that New Mexico Highlands University (Highlands) is taking to reopen the campus in a manner that puts safety first while meeting the needs of its students.

Information about COVID-19 and campus is posted on the university's website on the Coronavirus (COVID-19) information webpage: <https://www.nmhu.edu/coronavirus-covid-19-information/> This webpage provides access to the trainings, safety plans and procedures, fall semester plans, cleaning and disinfecting procedures, COVID-related forms, information from the NM Department of Health (NMDOH) and the Centers for Disease Control (CDC), and President Minner's priorities and announcements. This webpage is continuously updated and older information is archived.

All decisions of the campus reopening will be made using the president's priorities. As safety is the top priority, at any time there is an increase in risk the campus will move back to a more restrictive phase.

President Minner's Priorities

1. The safety of our students, faculty, staff, and campus visitors;
2. The continuation of our core mission: teaching our students;
3. Strive towards the least impact for our students and employees, including regular, on-time payroll.



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1 Strategy for limiting in-person staffing to essential in-person functions

Essential employees are designated by the members of the Emergency Operation Committee's Incident Management Team (IMT) in conjunction with criteria established by the team. This is for both campus and center requests (hereafter shown as campus for simplification). Each person physically working on campus must submit the Fall 2020 Core Support Team Request (<https://www.nmhu.edu/coronavirus-covid-19-information/forms-for-employees/>) to the IMT for review. Basically, that criteria is: Does the employee perform a duty that is essential to the day-to-day operations of the University? Does the employee physically need to be on campus to perform their duties? Can accommodations be made safely for this employee's on-campus presence while operating under COVID-19 health restrictions? The committee discusses each request made for on-campus employees, and then votes as a body for placement on campus or at a center.

1.1 Strategy for limiting occupancy to a maximum of 25%

- Each day, all employees designated essential to be on campus need to check-in with campus police or the IMT.
- During check-in, the employee is asked the established COVID-19 Screening questions. Currently those questions are: Do you have a temperature? Have you been out of the state or country within the last 14-days? Have you been in contact with anyone who has tested positive for COVID-14? (see *COVID-19 Screening Checklist* below).
- The number of persons in an office is limited to 25% per the posted fire occupancy rating.
- Staff will be working staggered work hours and spreading out in different locations, i.e. making use of empty offices, conference rooms, and unoccupied rooms in different building in order to maintain social distancing and occupancy limits while fulfilling essential in-person functions.
- Occupancy limits will be documented and tracked for trends and compliance.

1.2 Strategy for managing foot traffic flow and ensuring social distancing of at least six feet

- The university offices and facilities will follow all CDC, OSHA, NMDOH, and any additional Highland's requirements regarding both foot traffic and social distancing. These include complying with modified room occupancy and physical space requirements.
- All facilities will have exterior doors locked at all times. Academic buildings will have safety assistants who will be responsible for opening doors for students and maintaining a daily log of occupants to expedite contact tracing efforts.
- Training on COVID safe practices will be required for all on campus personnel.
- Signage will be posted in all traffic areas, on walls, doors, windows, and floor regarding face coverings, social distancing, and pathways.
- **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 will 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.
- **COVID-19 Classroom Safety Analysis-** The academic safety unit has completed an individual safety analysis for each face-to-face classroom activity for the fall semester. The process was

conducted in coordination with the appropriate faculty member and will be posted and available for student review. See sections 8 and 9 of the report for more on classroom and labs.

1.3 Required face coverings and other safety measures

- All employees must comply with CDC, OSHA, and NMDOH requirements, including social distancing, facial covers, and washing their hands frequently.
- As required by CDC, NMDOH, and additional Highland's requirements, any positive COVID test by any student, staff or faculty members on campus is required to report this to the IMT. The IMT will follow protocols which include tracking when notified.
- If a class is deemed pedagogically necessary to be conducted face-to-face, then the faculty and all students must wear face coverings, and a maintain social distancing and/or be conducted behind a physical barrier.
- The IMT has established a Medical Branch to develop and implement health surveillance protocols based on NMDOH standards.
- Training will be conducted via BrightSpace (the online teaching platform used by all students, staff and faculty) regarding various COVID-19 aspects including: the Residential Hall Safety Plan; Cleaning & Disinfection; Safety Training for Supervisors/Managers; and COVID-19 General Safety Training. These trainings include quizzes and a final exam to test understanding.

2 Strategy for rapid response testing

2.1 Partnership with medical provider

- New Mexico Highlands University has a contract with El Centro Family Health Center to provide medical care for enrolled students, faculty, staff, and their dependents.
- Testing for students, faculty, staff, and employees will be available through El Centro Family Health Center through the existing contract. If capacity limits are exceeded, then testing can be conducted through Alta Vista Regional Hospital or per requests from San Miguel County Emergency Management with the NM Department of Health.
- The university cannot legally require students to participate in COVID-19 testing except for student-athletes, but this service will be available to them.
- Student-athletes will be tested per the direction of the Head Athletic Trainer in consultation with El Centro Family Health Center.

3 Strategy for contact tracing

3.1 On-campus point of contact for New Mexico Department of Health

- Brian Henington, New Mexico Highlands University's Environmental Health and Safety Manager and the campus's Emergency Operation Center Director, is the primary on-campus point of contact for the New Mexico Department of Health. brianhenington@nmhu.edu (505-426-2059)
- Kimberly Blea, New Mexico Highlands University's Dean of Students and the campus's Emergency Operation Center Deputy Director, is the second on-campus point of contact for the New Mexico Department of Health. kjvaldez@nmhu.edu (505-454-3566)

3.2 Contact Tracers Support

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.

NMHU Point of Contact for Contract Tracing/Tracking

- Emergency Operations Center EOC@nmhu.edu (505-454-3278)
- Medical Branch of the Incident Management Team: EOCMedical@nmhu.edu (505-454-3278)
- Athletics, to include student athletes, coaches, athletic trainers - Yvette Pomponi – Head Athletic Trainer – ypomponi@nmhu.edu (505-454-3355)

4 Strategy for screening students, faculty, and staff

NMHU has implemented two (2) processes for conducting COVID-19 screening.

1. The first process is utilizing NMHU Police Dispatch to conduct daily screenings. Before entering campus, individuals call campus dispatch and are asked COVID-19 screening questions. Those who answers yes to the screening questions are advised not to come onto campus.
2. The second process is utilizing the RAVE Guardian app that will allow all individuals who are physically on campus to conduct self-screening for COVID-19 symptoms. The screening will be tied directly to the Emergency Operations Center for anyone that responds “Yes to any of the three” questions asked.

The screening questions ask respondents about travel, symptoms, and contact with anyone that has tested positive for COVID-19. The screening questions are updated as needed with guidance from information from the New Mexico Department of Health and the Centers for Disease Control.

Below is the screening form current as of July 31, 2020.

Date:		Person conducting screening:	
Employee/Student Name:		Building/Office/Worksite Location(s):	
Question	Screening Questions	Check all that apply	If Yes, Action(s) to Take
1.	Are you experiencing any of the following COVID-19 symptoms?	<input type="checkbox"/> Fever (100.4° or greater) <input type="checkbox"/> Any of the following: Sore throat Chills Cough Headache Repeated shaking with chills Shortness of breath	<ul style="list-style-type: none"> • Employee returns home. • Employee self-quarantines for 14 days and participates in a COVID-19 medical test. • Employees can work remotely and stay in daily contact with their supervisor for a health check. • On campus residents: Return immediately to their assigned room. Measures will be taken to temporarily

		<p>Muscle pain Loss of taste or smell Diarrhea</p> <p><input type="checkbox"/> No Symptoms- go to Question 2.</p>	<p>assign/move to quarantine room. .</p> <ul style="list-style-type: none"> • Person conducting screening should contact the EOC at EOC@nmhu.edu to report the situation. • Emergency Operations Center will contact the employee with further instructions.
2.	<p>Have you traveled to or from any of the locations identified below in the last 14 days?</p> <ul style="list-style-type: none"> • Out-of-State • Out-of-Country • High COVID-19 positive case area 	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – If no, go to Question 3</p>	<ul style="list-style-type: none"> • Employee/student returns home. • Employee/student self-quarantines for 14 days and participates in a COVID-19 medical test. • Employee/student monitors health conditions and contacts the NM Department of Health or medical provider for further direction.
3.	<p>To your knowledge, have you come in close contact or live with anyone that has tested positive for COVID-19?</p>	<p><input type="checkbox"/> Yes</p> <p><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.</p>	<ul style="list-style-type: none"> • Same actions as Question # 2

5 Strategy for limiting campus visitors

New Mexico Highlands University will limit the number of visitors on campus both in buildings and on grounds by prioritizing remote services and providing in-person service from offices by appointment only. Only contractors, consultants, and visitors who have essential business on the campus that cannot be addressed by email, telephone, or videoconference will be allowed onto the campus. These strategies will allow the university to provide good customer service while limiting in-person contact.

All visitors and contractors coming on campus or to the centers must complete the COVID-19 safety procedures course online in order to be permitted access. The *COVID-19 Contractor and Visitors Training* is on the university's Coronavirus (COVID-19) information webpage:

<https://www.nmhu.edu/coronavirus-covid-19-information/> and can be accessed directly:
<https://rise.articulate.com/share/dNpQ872Ozs4DiiVp7Jw4gyGaeB1iy7EJ#/>

5.1 Established protocols for managing indoor/outdoor traffic flow

- **Locked facilities-** During the fall semester, facilities exterior doors will remain locked. Locking of the facilities will help ensure that non-NMHU personnel/students are not entering facilities. For facilities hosting face-to-face instruction, the Safety 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 personnel/students in the facility to help with contact tracing. See sections 8 and 9 for more information about classroom and lab safety protocols.
- **Offices Providing Services to Students/Visitors-** In-person interaction with students/visitors at offices providing services to students/visitors will 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 will post signs on exterior doors indicating the process below with associated contact numbers and email addresses. Employees are directed to follow the below steps when providing service.
 - Conduct as much interactions as possible using phone or email
 - Utilize Zoom to conduct virtual meetings
 - 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.
- **Mass Gathering-** The current New Mexico Public Health Order restricts mass gatherings to 5 or less people. This process will continue until changed by the most recent New Mexico Public Health Order. Campus meetings or gatherings will continue to be held remotely; however, if they must be in-person, they will not exceed 5 persons. There will be no in-person events for visitors on campus under the current health order which will limit the number of visitors on campus.

6 Strategy for screening campus visitors

Visitors, including contractors and consultants, who must be on campus and cannot work or receive service remotely will be screened before coming into campus buildings.

- Contractors, consultants, and visitors (for each and every individual, each day) shall participate in a COVID-19 Screening Process conducted by NMHU Police Dispatch, or other designated NMHU personnel, and/or other technologies developed by NMHU for screening. This will occur before or when they first arrive on campus. The screening questions will be updated as needed with guidance from the New Mexico Department of Health and the Centers for Disease Control.
- Contractors, consultants, and visitors shall provide facility location, anticipated hours on scene, number of personnel on scene, NMHU project manager's or superintendent's name and other relevant information to NMHU Police Dispatch daily.
- Multiple buildings: If a contractor, consultant, or visitor is working in multiple buildings, they must report when they arrive at building A, participate in COVID-19 screening process, then report when they leave building A. They are to call NMHU Dispatch when they enter Building A

and when they leave Building B. They shall provide the number of personnel on scene, anticipated time in facility and other information requested by NMHU Police.

- Only one COVID-19 screening is needed per day.

The *Contractor and Visitors Safety Procedures* is posted on the university's Coronavirus (COVID-19) information webpage: <https://www.nmhu.edu/coronavirus-covid-19-information/> and can be accessed directly: <https://its.nmhu.edu/IntranetUploads/006931-NMHUCOVID1-615202034654.pdf>

7 Protocols for cleaning and disinfecting

7.1 Established protocols for daily/regular cleaning of public and shared spaces

The COVID-19 Cleaning and Disinfecting Procedures is posted on the university's Coronavirus (COVID-19) information webpage: <https://www.nmhu.edu/coronavirus-covid-19-information/> and can be accessed directly: <https://its.nmhu.edu/IntranetUploads/006930-NMHUCOVID1-615202034446.pdf>

8 Protocols for minimizing exposure in classrooms

Only courses that require face-to-face instruction for pedagogical reasons (e.g. laboratories, field projects, music, or studio courses) will be held in physical classrooms. The default mode of instruction for all fall courses will be distance delivery. All office hours shall be conducted on Zoom. These steps minimize the number of students and faculty in classrooms and the number of in-person classes held on campus. Currently (August 10, 2020) 36 face-to-face classes, labs, and studio arts courses are scheduled to be held in the Fall 2020 semester, less than 10% of the regular scheduled face-to-face classes, to minimize exposure and traffic in the academic buildings.

The *COVID-19 Classroom Safety Overview* document (see appendix for this form) will be completed for each location used as a classroom. The completed form will also be posted in each classroom where all students and instructors have visual access to it. This document serves as an overview of preventative measures and procedures for in-person classes.

8.1 Managing occupancy and foot traffic flow

- Trained campus employees will let students into and out of buildings for classes and the buildings will otherwise be locked.
- Occupancy caps have been placed on all locations that will be used for in-person classes.
- Buildings with in-person classes will have restricted access to maintain low occupancy levels.

8.2 Ensuring social distancing of at least six feet and classroom adjustments.

- In-person classes will only be held in spaces that are large enough to allow for more than six feet of distance between students and faculty.
- Classroom furniture has been reconfigured to support distancing of more than six feet.
- Spread out work areas or physically separate workstations have been set up as needed.
- Plastic, portable barriers will be provided for all faculty teaching in face-to-face classes.
- Medical-grade filters are being provided in classrooms with higher risk components.
- Classrooms shall be sanitized by trained, PPE outfitted personnel after every in-person class concludes.

- Signage about COVID safe practices, including social distancing, will be posted in every classroom and throughout all campus buildings.
- Information about safety measures will be posted at the entrance to each class site.

8.3 Required face coverings

- All students and faculty will be required to wear face coverings in the classroom and elsewhere on campus.

9 Protocols for minimizing exposure in labs

When labs are in use for in-person classes, all of the safety protocols outlined in section 8: Protocols for minimizing exposure in classrooms will be followed.

When labs are used outside of class time by researchers and other lab personnel, the Emergency Operations Center office have evaluated the labs working with lab supervisors to determine that the 25% maximum occupancy is not exceeded and the social distancing can be maintained within the space.

10 Protocols for minimizing exposure in other campus facilities

During the fall semester, facilities exterior doors will remain locked. Locking of the facilities will help control who enters and exits the buildings and allow for contact tracing if an exposure does occur. Prioritizing remote services will also limit the number of individuals in campus facilities.

Offices providing services to students or visitors will 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 will post signs on exterior doors indicating the process below with associated contact numbers and email addresses. Services will be provided remotely if possible and if this is not possible by in-person appointments. Supervisors will direct their employees to follow the procedure below.

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.

Computer labs have been identified. Safety measures for each lab have been implemented. The same structure as face-to-face safety protocols as in section 8.

Telework and staggered scheduling of staff will limit the amount of people on campus and the number of face-to-face interactions while allowing the university to provide responsive service to students and others.

10.1 Managing occupancy and foot traffic flow

- The Emergency Operations Center office will evaluate offices to determine the 25% maximum occupancy.
- 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 will 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.

10.2 Ensuring social distancing of at least six feet and campus facilitates adjustments

- Signage about COVID safe practices, including social distancing, will be posted in all campus buildings.
- Facilities furniture has been reconfigured to support distancing of more than six feet.
- Spread out work areas or physically separate workstations have been set up as needed.
- HVAC systems are being outfitted with higher rated filters than currently being used if the design allows for it. Filters are being changed twice as often during the pandemic.

10.3 Required face coverings

- All students, faculty, staff, contractors, and visitors are required to wear face coverings in the campus facilities and elsewhere on campus.

11 Protocols for minimizing exposure in residence halls

Highlands University Housing and Student Conduct Office has modified campus housing facilities and procedures to protect residents. The *COVID-19 Residential Hall/Apartment Reopening Safety Plan* included at <https://www.nmhu.edu/coronavirus-covid-19-information/> provides greater detail on the protocols.

11.1 No double occupancy

- All rooms in the residence halls have been designated single occupancy.
- All campus apartments will adhere to the standard occupancy identified by the Housing Office. Apartments are allowed a maximum of two occupants, each having a separate room, unless the apartments are designed for family housing.

11.2 Cleaning protocols

- Section 2.3: Cleaning and Disinfecting Surfaces and Equipment of the *COVID-19 Residential Hall/Apartment Reopening Safety Plan* advises residents on the cleaning and disinfecting protocols and on how they should develop their own increased cleaning routines.
- Section 4.5: Cleaning and Disinfecting Restrooms of the *COVID-19 Residential Hall/Apartment Reopening Safety Plan* informs residents of the extra steps that will be taken to clean restrooms.
- The *COVID-19 Cleaning and Disinfecting Procedures* is posted on the university's Coronavirus (COVID-19) information webpage: <https://www.nmhu.edu/coronavirus-covid-19-information/> and can be accessed directly: <https://its.nmhu.edu/IntranetUploads/006930-NMHUCOVID1-615202034446.pdf>

11.3 Identified isolation space

- Highlands University Housing, working with the campus's Emergency Operation Center, has identified rooms within residential halls as isolation rooms and set up protocols for their use.

- 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.
- Section 4.3 Isolation and Quarantine of the *COVID-19 Residential Hall/Apartment Reopening Safety Plan* explains isolation and quarantine protocols to residents.
- Section 10.0 COVID-19 Exposure Situations of the *COVID-19 Exposure Safety Plan* provides additional information about isolation protocols for Faculty/Employee/Student who exhibit symptoms, test positive, or have had close contact with a positive case.
<https://its.nmhu.edu/IntranetUploads/006974-NMHU-COVID-1-87202084415.pdf>

11.4 Ensuring social distancing of at least six feet

- Signage throughout the residence halls reinforces the need for social distancing.
- Communal spaces have been reconfigured or temporary closed to encourage social distancing of a least six feet.
- During activities such as moving-in that require in-person interaction, floor markings indicate where to stand in order to maintain social distancing.

The *COVID-19 Residential Hall/Apartment Reopening Safety Plan* gives the requirements for social distancing during move in, move out, building evacuations, and other situations that occur in residence halls. For more information, please see *COVID-19 Residential Hall/Apartment Reopening Safety Plan* <https://its.nmhu.edu/IntranetUploads/006975-NMHU-COVID-1-8102020112858.pdf>

11.5 Required face coverings

- Section 4.4 Face Coverings of the *COVID-19 Residential Hall/Apartment Reopening Safety Plan* states that face covering are required by New Mexico Public Health Order and this applies to residents when they are outside of their own bedroom.
- Other sections of the *COVID-19 Residential Hall/Apartment Reopening Safety Plan* give the requirements for face covering use in other situations and spaces such as communal areas, during move in, and building evacuations.

The expectations of wearing face coverings, maintaining social distancing, and following other safety protocols are reinforced through signage throughout the residence halls and around campus. For more information, please see *COVID-19 Residential Hall/Apartment Reopening Safety Plan* <https://its.nmhu.edu/IntranetUploads/006975-NMHU-COVID-1-8102020112858.pdf>

12 Protocols for safely opening campus dining

Sodexo Food Service will provide food service to the residents of campus housing upon reopening with increased safety measures that require social distancing and extra cleaning. There will be no self-service in any venue serving food. Beverages, salads, desserts, dressings, and condiments will be served by a Sodexo team member.

12.1 Protocols for safely opening campus dining: dining hall safety measures

Sections 5.3 and 5.4 of the COVID-19 Residential Hall/Apartment Reopening Safety Plan (<https://its.nmhu.edu/IntranetUploads/006975-NMHU-COVID-1-8102020112858.pdf>) cover the safety protocols. Campus dining will follow the health orders for restaurants. While indoor dining is not permitted by the health order, all food service will be grab and go with no indoor seating. If the health order changes to permit indoor dining, the dining hall will allow for socially distanced indoor seating. Below is a summary of the key points of opening campus dining safely.

Social Distancing

- Six feet of social distancing will be maintained through the modified floor plan, signage, and directions.
- A one-way system for customers entering and exiting using 6 foot spacing has been established.
- Signage, floor markings, and stanchions are used to facilitate traffic flow and reinforce social distancing, particularly in the most crowded areas, such as serving counters and cash registers.
- Dining hall hours will be set to accommodate social distancing protocol.

Enhanced Cleaning

- Staff will clean and sanitize serving tables every 30 minutes, before starting, and at the end of distributions.
- Staff will disinfect, rinse, and sanitize serving tables if touched with hands or exposed to respiratory droplets.

Face Covering

- All staff will wear face coverings and appropriate personal protective equipment.
- All customers are required to wear face coverings when entering the venue and while interacting with staff.

For more information, please see COVID-19 Residential Hall/Apartment Reopening Safety Plan
<https://its.nmhu.edu/IntranetUploads/006975-NMHU-COVID-1-8102020112858.pdf>

13 Appendix: Classroom Safety Documents

13.1 COVID-19 Classroom Safety Overview

This document serves as an overview for the documentation of preventative measures and procedures for in-person classes.

Date:		Instructor:	
Building/Location:		Course#:	
Max Capacity:		Meeting Days:	
<i>Social and Physical Distancing</i>	<i>Check all that apply</i>	<i>Other Measures taken (describe)</i>	
Social and physical distancing implementation requirements for this class:	<ul style="list-style-type: none"> ✓ Maximum space capacity determined based on room size (required) ✓ Spread out work areas/physically separate workstations (required) ✓ The use of masks/face-shields will always be utilized (required) <input type="checkbox"/> Designated drop-off/pick-up areas for shared tools and equipment (recommended) <input type="checkbox"/> Separate tools and equipment for each student (recommended) <input type="checkbox"/> Physical barriers installed (recommended) 		
Information dissemination for this class:	<ul style="list-style-type: none"> <input type="checkbox"/> Information is posted in syllabus (recommended) ✓ Information is posted at class site (required) <input type="checkbox"/> Email communication will be regularly submitted to all students and faculty (recommended) <input type="checkbox"/> Review of COVID-19 Exposure Safety Plan will be done in class (recommended) 		
<i>Responding to Illness</i>	<i>Check all that apply</i>	<i>Other Measures taken (describe)</i>	
Rules regarding the prevention, responding, and reporting people with symptoms from coming to the site and/or class while sick.	<ul style="list-style-type: none"> ✓ Process in place for symptom monitoring and screening will be made available to all students (required) ✓ Students who may be ill or symptomatic will be required to stay (or go) home and contact their healthcare provider (required) ✓ Symptomatic cases will be notified to the Emergency Operations Center (required) ✓ Enhanced cleaning and disinfection performed by qualified staff will be performed in the event of such notification (required) 		

Cleaning and Disinfecting	Check all that apply	Other Measures taken (describe)
Describe the procedures used to clean and disinfect general areas and high-touch surfaces.	<input type="checkbox"/> Facilities Services is cleaning your area each day <input type="checkbox"/> Instructor will supervise cleaning 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 <input type="checkbox"/> Students will receive training on cleaning procedures	
List the product(s) used to clean and disinfect.	<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: a. Manufacturer: _____ b. Name: _____ c. EPA Registration #: _____	
Classroom/Lab/Studio Specific Safety Instructions: <div data-bbox="685 909 933 1192" style="text-align: center;">  </div>		

13.2 Fall 2020 Face-to-Face Class Accommodations

NMHU

FACE-2-FACE CLASSES

FALL 2020

<u>Course</u>	<u>Bldg.</u>	<u>Room #</u>	<u>Professor</u>	<u>Special Protective Accommodations</u>	<u>Technology Needs</u>	<u>Special Cleaning/Disinfection Protocols</u>	<u>Classroom Occupancy Cap</u>
Quantitative Analysis	HSCI	271A (740 sf)	Arcadius V Krivoshein	 <p>Facilities will provide a 4'x8' white board on wheels and a narrow, portable shield for the professor. Facilities will remove excess chairs to promote distancing (to be stored in an adjacent room). Facilities shall provide face coverings and one face shield to students and the professor. Facilities will provide a large bottle of hand sanitizer.</p>	Needed	The custodian will disinfect tables, chairs, light switches, and professor's portable shield after every classroom. Enhanced disinfection of the classroom will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	9

Advanced Analytical Chemistry Lecture	HSCI	271A (740 sf)	Arcadius V Krivoshein	Facilities will provide a 4'x8' white board on wheels and a narrow, portable shield for the professor. Special signage will be provided in room. Facilities shall provide face coverings and one face shield to students and the professor.	Needed	The custodian will disinfect tables, chairs, and professor's portable shield after every class. Enhanced disinfection of the lab will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	9
Quantitative Analysis Lab	HSCI	269 (620 sf) 266 (920 sf)	Arcadius V Krivoshein	 NMHU shall provide face coverings and one face shield to every student and faculty in this class. Facilities Services shall provide a narrow, portable shield for the professor. Facilities Services will add an "X" on floor where students are to stand and work. COVID signage will be provided in room. Facilities Services will provide a 3-sided plexi shield for each student.		Per the instructor, the professor shall disinfect spectrophotometers with 70% ethanol after every use. The custodians will disinfect chairs and tables after every classroom. Enhanced disinfection of the class will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	5

Biology Senior Project	HSCI	358 (650 sf)	Justine Garcia Eric Griffin	Facilities Services shall provide: one face shield and face covers to all students and the professor, post COVID signage in room, provide one narrow, portable shield for professor, install 3-sided plexi shields for each student. Facilities will provide a large bottle of hand sanitizer.	Not Needed	Per the professor, professors shall disinfect specialized equipment with 70% ethanol after every class. The custodians shall disinfect chairs, light switches, door knobs, and tables after every class. Enhanced disinfection of the lab will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	5
Despositional Env. Geology	HSCI	345 (1,220 sf)	Mike Petronis	 Facilities Services shall provide: face shield and face covers to all students and professor, post COVID signage in room, provide one narrow, portable shield for professor. Facilities will provide a large bottle of hand sanitizer.	Zoom needed in office	Per professor professor or lab technicians shall disinfect specialized equipment and rock samples after each class. The custodian shall disinfect tables, chairs, light switches, door knobs, and professor's shield after every class. Enhanced disinfection of the lab will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	

Genesis and Env Impact - Geology	HSCI	345 (1,220 sf)	Mike Petronis	Facilities Services shall provide: one face shield and face covers to all students and professor, post COVID signage in room, provide one narrow, portable shield for professor. Facilities will provide a large bottle of hand sanitizer.	Zoom needed in office	Per professor, professor or lab technicians shall disinfect specialized equipment and rock samples after each class. The custodian shall disinfect tables, chairs, light switches, door knobs, and professor's shield after every class. Enhanced disinfection of the lab will be performed by qualified	
Clay Mineralogy	LMS	166-168	Jennifer Lindline	 Facilities Services shall provide: One face shield and face covers to all students and professor, post COVID signage in room, provide one narrow, portable shield for professor, install plastic curtains along long lab table in Room 166 between students. Facilities Services will mark an "X" on floor where students are to work/stand. Facilities will provide a large bottle of hand sanitizer.	Not Needed	Per professor, professor shall disinfect specialized equipment after each class. The custodian shall disinfect tables, chairs, door knobs, light switches, and professor's shield after every class. Enhanced disinfection of the lab will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	

Geology	LMS	166-168	Jennifer Lindline	<p>Facilities Services shall provide: One face shield and face covers to all students and professor, post COVID signage in room, provide one narrow, portable shield for professor, install plastic curtains along long lab table in Room 166 between students. Facilities Services will mark an "X" on floor where students are to work. Facilities will provide a large bottle of hand sanitizer.</p>	Not Needed	<p>Per professor, professor shall disinfect specialized equipment after each class. The custodian shall disinfect tables, light switches, door knobs, chairs and professor's shield after every class. Enhanced disinfection of the lab will be performed by qualified staff if and after a notification of exposure to COVID has occurred.</p>	



General Chemistry	Burris Hall	129 (1,900 sf)	Sammeth	<p>Facilities shall:</p> <p>1) Post ADA, COVID-19 appropriate signage inside classroom.</p> <p>2) Provide 1 <u>wide</u> portable shield for professor teaching in Room 129.</p> <p>3) Provide students and instructor with 3 washable face coverings. One face shield will be provided to professor and students.</p> <p>4). Professor shall ensure face masks are worn through the entire class time and social distancing (no less than 8 feet) is occurring during class.</p> <p>5). Dr. Sammeth will prop window slightly open before class and close/lock it after each class.</p> <p>6) Facilities shall tape off seats for distancing.</p> <p>7) Facilities will provide a large bottle of hand sanitizer.</p>	Zoom Needed	<p>1) Custodian shall wipe down, with a cloth and FDA approved disinfectant, all classroom chairs and tables, light switches, door knobs, and the portable faculty shields after every class. 2) Enhanced disinfection of the classroom will be performed by qualified staff if and after a notification of exposure to COVID has occurred.</p>	15
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General Chemistry Lab	HSCI	245 (1,200 sf)	Shepherd	Facilities Services shall provide: one face shield and face covers to all students and professor, post COVID signage in room, provide one narrow, portable shield for professor, install 3-sided plexi shield for each student. Tools will be assigned to each student (no sharing). Facilities will provide a large bottle of hand sanitizer.	Not Needed	1) Custodian shall wipe down, with a cloth and FDA approved disinfectant, all classroom chairs and tables, door, light switches, knobs, and the portable faculty shield after every class. 2) Enhanced disinfection of the lab will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	9 Will require a second section.
General Chemistry Lab	HSCI	245 (1,200 sf)	Timofeeva	Facilities Services shall provide: one face shield and face covers to all students and professor, post COVID signage in room, provide one narrow, portable shield for professor, install 3-sided plexi shield for each student. Tools will be assigned to each student (no sharing). Facilities will provide a large bottle of hand sanitizer.		1) Custodian shall wipe down, with a cloth and FDA approved disinfectant, all classroom chairs and tables, door, light switches, knobs, and the portable faculty shield after every class. 2) Enhanced disinfection of the lab will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	9

Gen Chemistr y II Lab	HSCI	245 (1,200 sf)	T.B.D.	Facilities Services shall provide: one face shield and face covers to all students and professor, post COVID signage in room, provide one narrow, portable shield for professor, install 3-sided plexi shield for each student. Tools will be assigned to each student (no sharing). Facilities will provide a large bottle of hand sanitizer.		1) Custodian shall wipe down, with a cloth and FDA approved disinfectant, all classroom chairs and tables, door, light switches, knobs, and the portable faculty shield after every class. 2) Enhanced disinfection of the lab will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	9
Organic Chem Lab I	HSCI	264 (922sf)	Shipra, Gupta	 <p>Facilities Services shall provide: one face shield and face covers to all students and professor, post COVID signage in room, provide one, narrow portable shield for professor, place an X in front of chemical hoods where students will stand and work. Facilities will provide a large bottle of hand sanitizer.</p>	Not Needed	1) Custodian shall wipe down, with a cloth and FDA approved disinfectant, all lab chairs and tables, light switches, door knobs, and the portable faculty shield after every class. 2) Students shall clean and maintain items inside their hoods. 3) Enhanced disinfection of the lab will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	10 (because of hoods)

Organic Chem Lab II	HSCI	264 (922sf)	Shipra, Gupta	Facilities Services shall provide: one face shield and face covers to all students and professor, post COVID signage in room, provide one narrow, portable shield for professor, place an X in front of chemical hood where students will stand and work. Facilities will provide a large bottle of hand sanitizer.	Not Needed	1) Custodian shall wipe down, with a cloth and FDA approved disinfectant, all lab chairs and tables, light switches, door knobs, and the portable faculty shield after every class. 2) Students shall clean and maintain items inside their hoods. 3) Enhanced disinfection of the lab will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	10 (because of hoods)
Biochemistry	Burris 129	129 (1,900 sf)	Singh	Facilities Services shall provide: one face shield and face covers to all students and professor, post COVID signage in room, and provide one narrow, portable shield for professor, mark off lecture hall seating to promote distancing.	Available	1) Custodian shall wipe down, with a cloth and FDA approved disinfectant, all classroom chairs and tables, door, light switches, knobs, and the portable faculty shield after every class. 2) Enhanced disinfection of the class will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	15

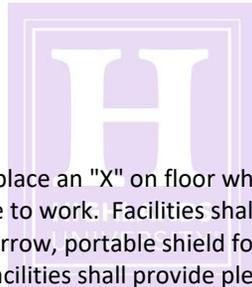
Biochemistry	Burris 129	129 (1,900 sf)	Singh	Facilities Services shall provide: one face shield and face covers to all students and professor, post COVID signage in room, and provide one narrow, portable shield for professor, tape off lecture hall seating to promote distancing.	Available	1) Custodian shall wipe down, with a cloth and FDA approved disinfectant, all classroom chairs and tables, door, light switches, knobs, and the portable faculty shield after every class. 2) Enhanced disinfection of the class will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	15
<u>Course</u>	<u>Bldg.</u>	<u>Room #</u>	<u>Professor</u>	<u>Special Protective Accommodations</u>	<u>Technology Needs</u>	<u>Special Cleaning/Disinfection Protocols</u>	<u>Classroom Occupancy Cap</u>

Music Theory II	Music	10 (Band Room) (1,373 sf)	Ed. Harrington	Facilities Servics will space computers in Band Room. Facilities Servies will place a plastic curtain between each computer station in the Band Room. Facilities shall post COVID signage in room. Facilities to provide one face shield and face coverings to professor and students. Facilities will provide 1 filter system to be used at f2f classrooms in the building. Facilities will provide a large bottle of hand sanitizer.	Not Needed	<ol style="list-style-type: none"> 1) Custodian shall wipe down, with a cloth and FDA approved disinfectant, all classroom chairs and tables, door knobs, light switches, and the portable faculty shield after every class. 2) Enhanced disinfection of the class will be performed by qualified staff if and after a notification of exposure to COVID has ocurred. 	10
Sound & Music Tech	Music	10 (Band Room) (1,373 sf)	Ed. Harrington	 Facilities Servics will space computers in Band Room. Facilities Servies will place a plastic curtain between each computer station in the Band Room. Facilities shall post COVID signage in room. Facilities to provide one face shield and face coverings to professor and students. Facilities will provide 1 filter system to be used at f2f classrooms in the building. Facilities will provide a large bottle of hand sanitizer.	ITS to move computers to Band Room.	<ol style="list-style-type: none"> 1) Custodian shall wipe down, with a cloth and FDA approved disinfectant, all classroom chairs and tables, door knobs, light switches, and the portable faculty shield after every class. 2) Enhanced disinfection of the class will be performed by qualified staff if and after a notification of exposure to COVID has ocurred. 	10

Pro Tools Production	Music	10 (Band Room) (1,373 sf)	Ed. Harrington	Facilities will provide one wide, portable, plastic shield in room and provide one face shield and face coverings to professor and students. Facilities will post COVID signage in room. Facilities will provide 1 filter system to be used at f2f classrooms in building when not in use. Facilities will provide a large bottle of hand sanitizer.		1) Custodian shall wipe down, with a cloth and FDA approved disinfectant, all classroom chairs, light switches, and tables, door knobs, and the portable faculty shield after every class. 2) Enhanced disinfection of the class will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	10
Ensemble: Jazz	Ilfeld Auditorium	Ilfeld Auditorium	Ed. Harrington	 Facilities will provide one, wide portable shield for the professor and one face shield and face coverings to students and professor. Facilities will provide a large bottle of hand sanitizer.	None requested.	1) Custodian shall spray, with an FDA approved disinfectant, all chairs, door knobs, light switches, and the portable faculty shield after every class. 2) Enhanced disinfection of the class will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	20

Violin Lessons	Music	8 (725 sf)	Goodrich, Thomas	Facilities will provide a wide, portable, plastic shield in room. Facilities will provide 1 medical grade filter system to be used at other f2f classrooms in building when not in use.	Custodian to wipe all tables, chairs, and portable shields with FDA approved disinfectant after every class.	1 on 1
Applied Lessons	Music	10 (Band Room) (1,373 sf)	Ed. Harrington	Facilities will provide one wide, portable, plastic shield in room and provide one face shield and face coverings to professor and students. Facilities will post COVID signage in room. Facilities will provide 1 filter system to be used at f2f classrooms in building when not in use. Facilities will provide a large bottle of hand sanitizer.	<p>1) Custodian shall wipe down, with a cloth and FDA approved disinfectant, all classroom chairs, light switches, and tables, door knobs, and the portable faculty shield after every class.</p> <p>2) Enhanced disinfection of the class will be performed by qualified staff if and after a notification of exposure to COVID has occurred.</p>	10

Voice lessons	Music	9 (1,290 sf)	Garcia-Nuthmann	Facilities will provide one wide, portable, plastic shield for professor. Facilities will provide 1 filter system to be used at f2f classrooms in building when not in use. Facilities will provide 1 face shield and face coverings to students and professor. Professor will hold 1 on 1s in room. Facilities will provide a large bottle of hand sanitizer.		1). Per professor, professor shall wipe/disinfect stands and keyboards. 2). Custodian shall wipe all chairs, light switches, door knobs, and portable shield with FDA approved disinfectant after every class. 3) Enhanced disinfection of the room will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	1 on 1
Prescribed Fire Practices	Lora Shields	Field only	Blanca Cespedes	One required field trip to Rio Mora			
Forestry Field Practices	Field Only	Field Only	James Biggs	Optional Field Trips. No special accommodations needed.	None requested.		
<u>Course</u>	<u>Bldg.</u>	<u>Room #</u>	<u>Professor</u>	<u>Special Protective Accommodations</u>	<u>Technology Needs</u>	<u>Special Cleaning/Disinfection Protocols</u>	<u>Classroom Occupancy Cap</u>

Biology 4910	Ivan Hilton	358 (650 sf)	Justine Garcia - jrgarcia@nmhu.edu	Facilities shall place an "X" on floor where students are to work. Facilities shall provide a narrow, portable shield for Professor. Facilities shall provide plexi glass between tables. Facilities shall provide students and professors with one plastic face shield and face coverings. Facilities will provide a large bottle of hand sanitizer.	Not needed	Custodian to wipe all tables, chairs, light switches, door knobs, and portable shields with FDA approved disinfectant after every class. Enhanced disinfection of the lab will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	5
Biology 4980	Ivan Hilton	358 (650 sf)	Eric Griffin - ericgriffin@nmhu.edu	 Facilities shall place an "X" on floor where students are to work. Facilities shall provide a narrow, portable shield for Professor. Facilities shall provide plexi glass between tables. Facilities shall provide students and professors with one plastic face shield and face coverings.	Not needed	Custodian to wipe all tables, chairs, door knobs, light switches, and portable shield with FDA approved disinfectant after every class. Enhanced disinfection of the lab will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	5

Biology 5980	Ivan Hilton	358 (650 sf)	Eric Griffin - ericgriffin@nmhu .edu	Facilities shall place an "X" on floor where students are to work. Facilities shall provide a narrow, portable shield for Professor. Facilities shall provide plexi glass between tables. Facilities shall provide students and professors with one plastic face shield and face coverings.	Not needed	Custodian to wipe all tables, chairs, door knobs, light switches, and portable shields with FDA approved disinfectant after every class. Enhanced disinfection of the lab will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	5
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Jewelry	Burris	101 + 102 (1,718 sf)	Grossman, Gary	<p>Facilities shall:</p> <ol style="list-style-type: none"> 1) Post ADA, COVID-19 appropriate signage inside classrooms. 2) Install plastic curtains between tables in Room 101. 3) Provide 1 narrow, portable shield for faculty teaching in Room 101. 4) Provide students and instructor with 3 washable face coverings and one face shield to be cleaned and maintained by students and faculty. 5) Install a hand soap dispenser and provide soap, paper towels, and lined trash can near sink in Room 101. 6). Faculty shall ensure face masks are worn through the entire class time and social distancing (no less than 8 feet) is occurring during class. 7) Facilities will provide a large bottle of hand sanitizer. 	Not needed	<ol style="list-style-type: none"> 1) Dr. Grossman shall wipe special tools and equipment down with appropriate cleansers after every class. 2). Custodian shall wipe down, with a cloth and FDA approved disinfectant, all classroom chairs, light switch, tables, door knobs, and the portable faculty shield after every class. 3). All materials shall be removed from the tables after every class so the custodian can wipe down tables and chairs. 	5
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Printmaking	Burris	112 + 111 (1,662 sf)	Christensen, Todd	<p>Facilities shall:</p> <ol style="list-style-type: none"> 1) Post ADA, COVID-19 appropriate signage inside classroom. 2) Install plastic curtains between tables in Rooms 110 and 112. 3) Provide 1 narrow, portable shield for faculty teaching in rooms 110 and 112. 4). Faculty shall ensure face masks are worn through the entire class time and social distancing (no less than 8 feet) is occurring during class. 5). Provide one face shield and face coverings to students and professor. 6) Facilities will provide a large bottle of hand sanitizer. 	Not needed	Custodian to wipe all tables, chairs, light switches, door knobs, and portable shields with FDA approved disinfectant after every class. Enhanced disinfection of the room will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	10
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Painting	Burris	110 (1,426 sf)	Christensen, Todd	<p>Facilities shall:</p> <p>1) Post ADA, COVID-19 appropriate signage inside classroom.</p> <p>2) Provide 1 narrow, portable shield for faculty teaching in rooms 110 and 112.</p> <p>3). Professor shall ensure face masks are worn through the entire class time and social distancing (no less than 8 feet) is occurring during class.</p> <p>4). Provide one face shield and face coverings to students and professor.</p> <p>5) Facilities will provide a large bottle of hand sanitizer.</p>	Not needed	<p>Custodian to wipe all tables, chairs, light switches, door knobs, and portable shields with FDA approved disinfectant after every class. Enhanced disinfection of the room will be performed by qualified staff if and after a notification of exposure to COVID has occurred.</p>	10
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Life Drawing	Burris	15 or 110 (1,426 sf)	Christensen, Todd	<p>Facilities shall:</p> <ol style="list-style-type: none"> 1) Post ADA, COVID-19 appropriate signage inside classroom. 2) Provide 1 narrow, portable shield for professor. 3). Professor shall ensure face masks are worn through the entire class time and social distancing (no less than 8 feet) is occurring during class. 4). Provide one face shield and face coverings to students and professor. 5). Facilities will provide a large bottle of hand sanitizer. 	Not needed	Custodian to wipe all tables, chairs, light switches, door knobs, and portable shields with FDA approved disinfectant after every class. Enhanced disinfection of the room will be performed by qualified staff if and after a notification of exposure to COVID has occurred.	10
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Drawing	Burris	15 or 110 (1,426 sf)	Lobdell, David	<p>Facilities shall:</p> <ol style="list-style-type: none"> 1) Post ADA, COVID-19 appropriate signage inside classroom. 2) Provide 1 narrow, portable shield for professor. 3). Professor shall ensure face masks are worn through the entire class time and social distancing (no less than 8 feet) is occurring during class. 4). Provide one face shield and face coverings to students and professor. 5) Facilities will provide a large bottle of hand sanitizer. 	Not needed	<p>Custodian to wipe all tables, chairs, light switches, door knobs, and portable shields with FDA approved disinfectant after every class. Enhanced disinfection of the room will be performed by qualified staff if and after a notification of exposure to COVID has occurred.</p>	10
Design	Burris	15 or 110 (1,426 sf)	Lobdell, David	<p>Facilities shall:</p> <ol style="list-style-type: none"> 1) Post ADA, COVID-19 appropriate signage inside classroom. 2) Provide 1 narrow, portable shield for faculty. 3). Provide face coverings and one face shield for students and professor. 4). Provide plexi-glass or plastic curtains between students. 5). Facilities will provide a large bottle of hand sanitizer. 	Not needed	<p>Custodian shall wipe all tables, chairs, light switches, door knobs, and portable shields with FDA approved disinfectant after every class.</p>	10

Sculpture	Foundry	Foundry 03 (1,940 sf)	Lobdell, David	<p>Facilities shall:</p> <ol style="list-style-type: none"> 1) Post ADA, COVID-19 appropriate signage inside classroom. 2) Provide 1 narrow, portable shield for faculty. 3). Provide face coverings and one face shield for students and professor. 4). Place an "X" on table where students can work. 5). Provide plexi-glass or plastic curtains between students. 6) Facilities will provide a large bottle of hand sanitizer. 	Not needed	Custodian to wipe all tables, chairs, light switches, door knobs, and portable shields with FDA approved disinfectant after every class.	10
Foundry	Foundry	Foundry 03 (1,940 sf)	Lobdell, David	 <p>Facilities shall:</p> <ol style="list-style-type: none"> 1) Post ADA, COVID-19 appropriate signage inside classroom. 2) Provide 1 small, portable shield for faculty. 3). Provide face coverings and one face shield for students and professor. 4). Facilities custodian shall maintain/clean restroom at Foundry every day. 5) Facilities will provide a large bottle of hand sanitizer. 	Not needed	1). Facilities custodian shall maintain/clean light switches, door knobs, and restroom at Foundry every day.	10