



2020

# Return to Campus Plan



Revised 7/23/2020

## Table of Contents

<b>Disclaimer</b> .....	1
<b>Key Expectations</b> .....	1
<b>Personal Responsibility &amp; COVID-19 Safety Commitment*</b> .....	3
<b>Personal Responsibility</b> .....	3
<b>Eastern New Mexico University - Roswell COVID-19 Safety Commitment</b> .....	3
<b>Phased Approach for Eastern New Mexico University-Roswell COVID-19 Return to Campus</b> .....	4
<b>Phase COVID-19 Emergency: Campus Closed</b> .....	6
<b>Operations</b> .....	6
Signage & Communication.....	6
<b>Employees</b> .....	6
<b>Academics</b> .....	6
General Courses .....	6
Specialty Courses .....	7
<b>Student Services</b> .....	7
<b>Visitors</b> .....	7
<b>Phase One (1)</b> .....	8
<b>Operations</b> .....	8
Signage & Communication.....	8
<b>Employees</b> .....	8
<b>Academics</b> .....	9
General Courses .....	9
Specialty Courses .....	9
<b>Student Services</b> .....	9
<b>Visitors</b> .....	9
<b>Phase Two (2)</b> .....	11
<b>Operations</b> .....	11
Cleaning After Positive COVID-19 Notification.....	11
<b>Employees</b> .....	11
Reporting COVID-19 .....	11
<b>Academics</b> .....	12
General Courses Status .....	12
Specialty Courses Status.....	12
Reporting COVID-19 .....	12
<b>Student Services</b> .....	12
Adult Education (AE) .....	13

Testing Services .....	13
<b>Visitors</b> .....	13
<b>Sierra Vista Village</b> .....	14
Phase Three (3) .....	15
<b>Operations</b> .....	15
Cleaning After Positive COVID-19 Notification.....	15
<b>Employees</b> .....	15
Reporting COVID-19 .....	15
Travel .....	16
<b>Academics</b> .....	16
Reporting COVID-19 .....	16
General Courses .....	16
Early College High School (ECHS) .....	17
Dual Credit Students .....	17
New Mexico Youth ChalleNGe Academy .....	17
Special Services .....	17
<b>Student Services</b> .....	17
Adult Education (AE) .....	17
<b>Visitors</b> .....	18
<b>Sierra Vista Village</b> .....	18
Cleaning and Sanitation of Community Common areas .....	18
Living Arrangement Considerations.....	18
Housing Move-In Requirements.....	18
<b>Containment Strategy</b> .....	20
<b>Office Outbreak</b> .....	20
<b>Building/Facility Outbreak</b> .....	20
<b>Trigger Points</b> .....	21
<b>Removal of Property or Campus Visits During Closures</b> .....	21
<b>Executive Oversight</b> .....	21
<b>Building Entry Designations</b> .....	22
<b>Testing Sites</b> .....	22
<b>Contact Tracing</b> .....	23
Contact Tracing Requires: .....	23
ENMU-Roswell Contact Tracing Coordinators .....	23
<b>Data Collection</b> .....	24
<b>Academic Calendar</b> .....	25

<b>ENMU-Roswell Resources</b> .....	26
<b>Public Relations</b> .....	26
<b>Student Affairs Services &amp; Contact Information</b> .....	26
Admissions & Records .....	26
Advising .....	26
Financial Aid .....	26
High School Dual Credit .....	27
New Student Relations .....	27
Recruiting .....	27
Adult Education (AE) .....	27
Testing Services .....	27
Educational Opportunity Center (EOC) .....	28
Educational Talent Search .....	28
Upward Bound .....	28
Student Support Services (SSS) .....	28
<b>Human Resources</b> .....	28
<b>Mental Health Resources</b> .....	28
Behavioral Intervention Team .....	28
La Casa Family Health Center - Roswell .....	28
<b>Additional Information &amp; Resources</b> .....	29
Symptoms .....	29
Application of Face Mask/Covering .....	29
Removal of Face Mask/Covering .....	29
Storage or Disposal of Face Masks .....	29
Care, Storage and Laundering of Cloth Face Coverings .....	29
<b>Handwashing/Safety Practices/COVID-Safe Practices</b> .....	30
Wash your hands often .....	30
Avoid close contact .....	30
Cover your mouth and nose with a cloth face cover when around others .....	30
Cover coughs and sneezes .....	30
Clean and disinfect .....	31
Monitor Your Health Daily .....	31
<b>References</b> .....	32
<b>State of New Mexico</b> .....	32
<b>New Mexico Higher Education Department</b> .....	32
<b>New Mexico Department of Health</b> .....	32

Center for Disease Control and Prevention (CDC).....	32
COVID-19 Statewide Response Referral Numbers .....	32

## Disclaimer

This plan is a living document and subject to changing guidelines from the **U.S. Centers for Disease Control and Prevention (“CDC”)**, **New Mexico Department of Health (“NMDOH”)**, and guidance by the Governor of the State of New Mexico.

In this return to campus plan, ENMU-Roswell’s goal is to provide and sustain a safe and positive environment for students, faculty, and staff. We know the coming academic year will present unique challenges for our students, employees, and community. Our class instruction and campus interactions will be different from what has occurred in the past. As we move into the 2020 academic year, we will continue to address the challenges that arise with the goal of fulfilling our mission to empower a diverse community with academic and technical skills.

Shawn Powell, Ph.D.  
President, ENMU-Roswell

The campus will remain restricted to the general public until the State of New Mexico moves to Phase Three (3) of the New Mexico Higher Education On-Campus Classes, Activities and Events plan.

The campus' approach to welcoming students back to class this fall will be centered on five (5) factors:

- Increasing physical distancing
- Reducing potential spread
- Promoting healthy habits and good hygiene
- Leveraging technology
- Preparing for potential illness

In the case of a new coronavirus surge or outbreak, and based on epidemiological data and public health directives from the Governor and New Mexico Department of Health, ENMU-Roswell will be prepared to immediately return to a closed or partially closed campus and completely online learning environment.

Local or statewide developments in the course of the COVID-19 pandemic may necessitate further restrictions or changes to state public health orders, including a possible return to stay-at-home orders. Changes to educational delivery or operations will be guided by directives, regulations, policies and protocols mandated by national, state and program-specific accrediting bodies, oversight commissions and organizations as well as state-wide public health orders and executive orders.

## Key Expectations

- **Maintain distance of at least six (6) feet** between yourself and others to limit the chance of breathing any droplets that contain COVID-19.
- **Avoid touching people**, including shaking hands, hugging, and other forms of contact.
- **Wear a face covering** in public to provide a barrier to COVID-19 transmission.
- **Wash your hands frequently** following **WHO guidelines** to kill viruses on your hands.
- **Avoid touching your face**. Your hands touch many surfaces and can pick up viruses. Touching your face provides a route through which the virus can infect you.
- **Participate in health monitoring/screening** with respect to testing, contact tracing, quarantine, and isolation.
- **Protect the community** by limiting potential exposure to COVID-19.
- **Read and take responsibility** for adherence to ENMU-Roswell’s COVID-19 directives and communications.

Every person must be free of ANY symptoms related to COVID-19 to be present anywhere on the ENMU-Roswell campus.

Individuals who have been authorized to return to campus must conduct personal symptom monitoring every day before coming to campus to work. It is everyone's responsibility to comply, and we all have a shared duty as a community to act responsibly.

Every building on campus will adhere to maximum occupancy limits as directed by the most current New Mexico Public Health Order.

## Personal Responsibility & COVID-19 Safety Commitment\*

### Personal Responsibility

As members of the ENMU-Roswell community, we are each responsible for our own health and safety. Through responsible behavior, we can reduce transmission of the virus and contribute to the health and safety of our campus body, as well as the communities and individuals we serve. Every of us need to do our part as we battle COVID-19 together.

Prior to returning to campus, every student and employee will learn safety practices and precautions that can reduce transmission. This training will be required for all employees and students prior to the start of the fall 2020 semester. This training is mandatory and includes the following commitment to the safety of the ENMU-Roswell community.

### Eastern New Mexico University - Roswell COVID-19 Safety Commitment

To minimize the risk to public health presented by the spread of COVID-19 while working and learning on campus, students, staff, and faculty are expected to adhere to the following:

- I will limit my exposure to COVID-19 by maintaining social distancing guidelines professionally and personally.
- I will wear the appropriate face covering or personal protective equipment and practice proper hand-washing techniques frequently.
- I agree to closely monitor my health and will not enter an ENMU-Roswell building or participate in face-to-face activities if I feel sick or if I develop or display symptoms of COVID-19.
- I agree to decontaminate work surfaces frequently and at the beginning and end of my work.
- If I have a positive test for COVID-19, **and** I have been on campus in the 48 hours before I was tested or I developed symptoms, I agree to notify my supervisor / instructor and Human Resources immediately.
- I agree to follow all ENMU-Roswell guidelines to protect the public health.
- I understand that failure to follow these expected behaviors would be detrimental to public health efforts and could impact my ability to perform work at ENMU-Roswell.

Anyone failing to meet any of these expectations may be subject to corrective action under university policies.

To support contact tracing, all patrons have the opportunity to record their contact information along with the date and time of their visit.

\*Adapted from New Mexico State University's coming back to campus plan

## Phased Approach for Eastern New Mexico University-Roswell COVID-19 Return to Campus

	COVID-19 EMERGENCY	PHASE One (1)	PHASE Two (2)	PHASE Three (3)
<b>Operations</b>	<ul style="list-style-type: none"> <li>• Campus Closed</li> </ul>	<ul style="list-style-type: none"> <li>• Campus Closed</li> <li>• Limited operations and services. Most offered remotely where possible</li> <li>• Return to COVID-19 Emergency as determined by state and NMDOH guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Limited operations and services. Most offered remotely where possible</li> <li>• Protocols for health monitoring, containment, and shut-down are planned</li> <li>• Return to Phase One (1) or shut down as determined by state and NMDOH guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Campus operations open as outlined by state, and NMDOH guidelines</li> <li>• Plans in place to return to previous phases or shut down as determined by state and NMDOH guidelines</li> </ul>
<b>Employees</b>	<ul style="list-style-type: none"> <li>• Stay-at-Home Order in place</li> <li>• Essential personnel only on campus, all other work remotely where possible</li> </ul>	<ul style="list-style-type: none"> <li>• Stay-at-Home Order in place</li> <li>• Essential personnel only on campus, all others work remotely where possible</li> </ul>	<ul style="list-style-type: none"> <li>• Moderate staffing on campus, all other work remotely where possible</li> </ul>	<ul style="list-style-type: none"> <li>• Staffing on campus per state and NMDOH guidelines</li> <li>• Staff receive training in new health protocols and requirements</li> </ul>
<b>Academics</b>	<ul style="list-style-type: none"> <li>• Online classes only</li> </ul>	<ul style="list-style-type: none"> <li>• Limited student return</li> <li>• Online classes with limited hybrid options (class sizes limited)</li> <li>• Students in Health Education and Technical Education allowed required hands on and face to face class requirements in keeping with requirements set forth by the NM</li> </ul>	<ul style="list-style-type: none"> <li>• Mix of virtual learning &amp; face-to-face presentation (class sizes limited)</li> </ul>	<ul style="list-style-type: none"> <li>• Mix of virtual learning &amp; face-to-face presentation (class sizes limited as per state and NMDOH guidelines)</li> </ul>

		Governor, NM Dept. of Health, and CDC		
<b>Students</b>	<ul style="list-style-type: none"> <li>No students</li> <li>Services offered remotely where possible</li> </ul>	<ul style="list-style-type: none"> <li>Limited students in Health Education and Technical Education fields with requirements set forth by the NM Governor, NM Dept. of Health, and CDC</li> </ul>	<ul style="list-style-type: none"> <li>Limited student return</li> <li>Online classes with limited hybrid options (class sizes limited)</li> <li>Students in Health Education and Technical Education complete required hands on, face to face class requirements in keeping with requirements set forth by the NM Governor, NM Dept. of Health, and CDC</li> </ul>	<ul style="list-style-type: none"> <li>Students return to campus per state and NMDOH guidelines</li> </ul>
<b>Visitors</b>	<ul style="list-style-type: none"> <li>No visitors</li> <li>Services offered remotely where possible</li> </ul>	<ul style="list-style-type: none"> <li>Campus visits by appointment only</li> </ul>	<ul style="list-style-type: none"> <li>Limited visitors</li> </ul>	<ul style="list-style-type: none"> <li>Visitors allowed on campus as determined by state and NMDOH guidelines</li> </ul>
<b>Events</b>	<ul style="list-style-type: none"> <li>No events</li> </ul>	<ul style="list-style-type: none"> <li>No events</li> </ul>	<ul style="list-style-type: none"> <li>No events</li> </ul>	<ul style="list-style-type: none"> <li>Event protocols per state and NMDOH guidelines</li> </ul>

## Phase COVID-19 Emergency: Campus Closed

As necessary, either by state guidance or local conditions, ENMU-Roswell will revert to the COVID-19 Emergency Phase.

### Operations

All on-site campus operations are closed to the public and institutional policies will align with public health orders.

- Enhanced cleaning practices will adhere to CDC guidelines for cleaning and disinfecting.
- Hand sanitizer stations have been located throughout campus.
- The campus will prepare for a phased-in campus reopening to include social distancing practices, closing common areas, and installing Plexiglas in appropriate areas.
- Building entry/egress will be limited to a single point.

### Signage & Communication

- Signage is located throughout campus listing COVID-19 symptoms, cleanliness practices, mask requirements and proper usage, and social distancing reminders.
- Visual social distancing guides will be in place.
- Building entry/egress and screening locations will be posted.
- Various communication methods will be utilized to share information with employees, students, and the community at large via websites, email messages, social media, Everbridge, and posters.
  - All communications shall be consistent with applicable laws and privacy policies.
  - In the event of a change to the campus status relating to COVID-19, emergency messages will be sent immediately to students, employees, and the community using multiple messaging options.
  - Reports by employees, students, or guests of COVID-19 symptoms, a positive test for COVID-19, exposure to someone with COVID-19 (exposure timeframe in accordance with latest guidance from NMDOH and CDC) shall be in accordance with health information sharing regulations for COVID-19 and other applicable federal and state privacy and confidentiality laws, such as the Family Educational Rights and Privacy Act (FERPA).

### Employees

Only essential employees will be allowed on campus with all health and safety precautions in place, including:

- Social distancing of at least six (6) feet
- Personal hygiene including regular hand washing and avoiding touching face
- Utilization of face coverings that cover both the mouth and nose (face mask or face shield) when entering or leaving buildings, in classrooms, labs or common areas, hallways, restrooms, offices and other campus spaces
- Symptom monitoring for COVID-19 risk factors every day prior to arriving and report their status to their supervisor

Virtual work environments and conferencing capabilities for faculty and staff will be facilitated. All full-time employees are expected to work remotely during normal business hours where possible. Any changes or alternations to these schedules are to be approved by the supervisor.

All official travel will be cancelled.

Employees who display symptoms of COVID-19 or come into contact with those who have been diagnosed with COVID-19 are instructed to follow the NMDOH guidelines regarding testing and isolation.

### Academics

#### General Courses

All coursework will return to online only format.

## Specialty Courses

All hands-on courses are to receive incompletes for portions that are unable to be completed remotely until the status changes to Phase One (1).

## Student Services

- All student services will be delivered remotely: online via online meeting software, email and phone. Services and contact information are available on our website at <https://www.roswell.enmu.edu/>. Also see Appendices for a list of services and contact information.
- Communications with students will be through email, texting and phone calls. Connection with our students is of utmost importance in this time of social distancing.
- Campus tours will be available through a virtual format.
- New students will be required to complete orientation online.
- All indoor and outdoor campus areas will be subject to a minimum six (6) feet of physical distancing and other safety protocols (e.g., face masks/coverings in all public spaces and offices) as per guidance from the New Mexico Governor.
- Buildings have limits on the number of faculty or staff allowed in each building at any given time.

## Visitors

- Visitors are not allowed on campus.
- No events are held on campus; alternative virtual events created where feasible.

## Phase One (1)

### Operations

All on-site campus operations are closed to the public and institutional policies will align with public health orders.

- Enhanced cleaning practices will adhere to CDC guidelines for cleaning and disinfecting.
- Hand sanitizer stations have been located throughout campus.
- The campus continues to prepare for a phased-in campus reopening to include social distancing practices, closing common areas, and installing Plexiglas in appropriate areas.
- Common areas where people congregate are closed.
- Building access/egress is limited to a single point.

Plans put in place to return to COVID-19 Emergency Phase if necessary as determined by state and NMDOH guidelines.

### Signage & Communication

- Signage is located throughout campus listing COVID-19 symptoms, cleanliness practices, mask requirements and proper usage, and social distancing reminders.
- Visual social distancing guides will be in place.
- Building entry/egress and screening locations will be posted.
- Various communication methods will be utilized to share information with employees, students, and the community at large via websites, email messages, social media, Everbridge, and posters.
  - All communications shall be consistent with applicable laws and privacy policies.
  - In the event of a change to the campus status relating to COVID-19, emergency messages will be sent immediately to students, employees, and the community using multiple messaging options.
  - Reports by employees, students, or guests of COVID-19 symptoms, a positive test for COVID-19, exposure to someone with COVID-19 (exposure timeframe in accordance with latest from NMDOH and CDC) shall be in accordance with health information sharing regulations for COVID-19 and other applicable federal and state privacy and confidentiality laws, such as FERPA.
- Notification will be provided to employees, students, and the community of closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

### Employees

Only essential employees are allowed on campus with all health and safety precautions in place, including:

- Symptom monitoring for COVID-19 risk factors every day prior to arriving and report their status to their supervisor
- Social distancing of at least six (6) feet
- Personal hygiene including regular hand washing and avoiding touching face
- Utilization of face coverings that cover both the mouth and nose (face mask or face shield) when entering or leaving buildings, in classrooms, labs or common areas, hallways, restrooms, offices and other campus spaces

All full-time employees are expected to work remotely during normal business hours where possible. Any changes or alternations to these schedules are to be approved by the supervisor and Human Resources. Virtual work environments and conferencing capabilities for faculty and staff are ongoing.

Employees who need to be on campus must request approval from their Assistant Vice President and notify Security and Physical Plant (areas inside buildings are also restricted to reduce cleaning/sanitizing requirements.)

All official travel is cancelled.

Options for managing testing and contact tracing are being considered. Employees who display symptoms of COVID-19 or come into contact with those who have been diagnosed with COVID-19 are instructed to follow the NMDOH guidelines regarding testing and isolation.

## Academics

Faculty prepare online course platforms and identify a plan for enhanced virtual classroom participation for on-site and virtual students. Students in academic programs that require face to face contact, Health Education and Technical Education, will be allowed on campus to complete those aspects of their courses as determined by state guidance.

### General Courses

The majority of academic instruction will be provided through remote and distance education formats.

### Specialty Courses

High priority hands-on courses will be conducted under the following conditions:

- Complete hands-on and laboratory coursework.
- Off-campus learning (clinical, internships, practicums, etc.) can be conducted in collaboration with industry partners if the health and safety of students can be realized to the satisfaction of both ENMU-Roswell and the industry partner.
- Utilize six (6) foot distancing measures and limited groupings in classrooms and laboratory / simulation spaces.
- Students and faculty wear face masks and practice other health and safety protocols appropriate to Phase One (1), consistent with CDC guidelines. If a student does not have an appropriate face covering, one will be provided by ENMU-Roswell.
- Hand sanitizer will be available in every laboratory and classroom where students and faculty will be present.
- Students who display symptoms of COVID-19 or come into contact with those who have been diagnosed with COVID-19 are instructed to contact the Office of Student Affairs and follow the NMDOH guidelines regarding testing and isolation.

## Student Services

- All student services will be delivered remotely: online via online meeting software, email and phone. Services and contact information are available on our website at <https://www.roswell.enmu.edu/>. Also see Appendices for a list of services and contact information.
- Communications with students will continue through email, texting and phone calls. Connection with our students is of utmost importance in this time of social distancing.
- Campus tours will be available through a virtual format.
- New students will be required to complete orientation online.
- All indoor and outdoor campus areas will be subject to a minimum six (6) feet of physical distancing and other safety protocols (e.g., face masks/coverings in all public spaces and offices) as per guidance from the New Mexico Governor and Department of Health.
- Buildings have limits on the number of faculty or staff allowed in each building at any given time.

## Visitors

- No external events will be held on campus; alternative virtual events created where feasible.
- Visitors are allowed on campus by-appointment only.
  - Six (6) foot social distancing and other CDC and NMDOH health and safety protocols must be followed.
  - Utilization of face coverings that cover both the mouth and nose (face mask or face shield) when entering or leaving buildings, in classrooms, labs or common areas, hallways, restrooms, offices and other campus spaces.

- If visitors do not have a mask, one will be provided.
- Visitors who fail to adhere to the COVID-19 requirements are subject to removal from campus.

## Phase Two (2)

ENMU-Roswell will move into Phase Two (2) consistent with the Governor's and NMDOH guidance. All departments will devise a schedule where each department's staff are able to return to work in Phase Three (3) on a swing rotation on-site, or continuation of working remotely as consistent with current New Mexico authority guidance.

### Operations

The operational status will remain the same as in Phase One (1), with the following additions:

- Limited operations and services. Most offered remotely where possible
- Protocols for health monitoring, containment, and return to Phase (1) or shut-down for COVID-19 Emergency are planned if necessary as determined by state and NMDOH guidelines.

### Cleaning After Positive COVID-19 Notification

COVID-19 enhanced cleaning and disinfection protocols as established by CDC will be applied in all places in which a person with COVID-19 spent time on campus from 48 hours prior to the onset of symptoms until seven (7) days have passed since the person was present.

### Employees

Employee's status will remain the same as in Phase One (1), with the following additions:

- Additional staffing will be allowed on campus (not to exceed New Mexico authority capacity guidance). However, telework will be encouraged for as many employees as possible, especially those at higher risk for severe illness from COVID-19.
- Utilization of face coverings that cover both the mouth and nose (face mask or face shield) when entering or leaving buildings, in classrooms, labs or common areas, hallways, restrooms, offices, and other campus spaces.
- Employees who need to be on campus must notify their Assistant Vice President, Security, and Physical Plant (areas inside buildings are also restricted to reduce cleaning/sanitizing requirements.)
- Employees coming to campus must conduct symptom monitoring for COVID-19 risk factors every day before coming to campus and to report their status to their supervisor.
  - COVID-19 symptoms are to be reported to healthcare provider.
  - Employees who suspect they have been exposed to COVID-19 are required to notify their supervisor and may be required to self-quarantine in accordance with current CDC and state guidance.
  - According to orders from the state of New Mexico, any person traveling to New Mexico from outside the state are required to self-quarantine in accordance with current NMDOH and CDC guidelines. Employees are required to comply with the most current directives from the state regarding travel.
- Employees who fail to adhere to the COVID-19 requirements are subject to removal from campus.

Vulnerable employees and those with underlying health conditions that put them at an increased risk of serious illness after contracting COVID-19 will work closely with their supervisors and Human Resources to determine when is the safest time to return to on-campus work. Employees who have other concerns about returning to on-campus work such as school and daycare closings can discuss these concerns with their supervisors and Human Resources.

All official travel is cancelled.

### Reporting COVID-19

Any employee of ENMU-Roswell who has tested positive for COVID-19 and had been on campus at any time 48 hours prior to the onset of symptoms or COVID-19 positive test, must notify their supervisor and Human Resources immediately.

The positive individual may not come to campus and must follow current CDC guidance regarding self-quarantine or self-isolation. Any individual who has tested positive for COVID-19 will need to be cleared to return by their health care provider and in accordance with CDC guidance.

When ENMU-Roswell is notified of a person with confirmed COVID-19, the employee's supervisor will coordinate notification of exposed individuals and building disinfection of affected buildings. The identity of the COVID-19 positive person will not be disclosed. Supervisors of staff who may have been in the affected building will be alerted in order to share with those staff.

## Academics

### General Courses Status

Coursework will be offered online with select face-to-face courses allowed to be conducted on-site, following maximum group and social distancing protocols as outlined by New Mexico authorities.

### Specialty Courses Status

High priority hands-on courses will be conducted under the same conditions as stated in Phase One (1), with the following additions:

- Classrooms and other spaces, both indoors and outdoors, have been reconfigured to ensure social distancing.
- Utilization of face coverings that cover both the mouth and nose (face mask or face shield) when entering or leaving buildings, in classrooms, labs or common areas, hallways, restrooms, offices, and other campus spaces.
- If students do not have a mask, one will be provided. If students have a medical condition that makes mask wearing difficult, they should contact Kim Childress, Accessibility Officer, at 575-624-7218 for assistance.
- Students will be expected to monitor their health daily before coming to class. Students who feel ill and/or who are displaying symptoms of COVID-19 will not enter ENMU-Roswell classrooms or participate in face-to-face classes.
- Students who are experiencing symptoms or who suspect they have been exposed to COVID-19 are required to notify the Office of Student Affairs and may be required to self-quarantine consistent with current CDC and state guidance.
- According to orders from the state of New Mexico, any person traveling to New Mexico from outside the state are required to self-quarantine in accordance with current NMDOH and CDC guidelines. Students are required to comply with the most current directives from the state regarding travel.
- Students who fail to adhere to the COVID-19 requirements are subject to removal from campus.

### Reporting COVID-19

Any student of ENMU-Roswell who has tested positive for COVID-19 and had been on campus at any time 48 hours prior to the onset of symptoms or COVID-19 positive test, must notify the Office of Student Affairs immediately.

Individuals who test positive for COVID-19 may not come to campus and must follow current CDC guidance regarding self-quarantine or self-isolation. Any individual who has tested positive for COVID-19 will need to be cleared to return by their health care provider and in accordance with CDC guidance.

When ENMU-Roswell is notified of a person with confirmed COVID-19, Office of Student Affairs will coordinate notification of exposed individuals and building disinfection of affected buildings. The identity of the COVID-19 positive person will not be disclosed. Supervisors of staff who may have been in the affected building will be alerted in order to share with those staff.

## Student Services

Student Services status will remain the same as in Phase One (1), with the following additions:

Offices staffed for adjusted hours but remain closed to public

- Offices function with scheduled staffing; employees work from home or in the office on scheduled days.

## Adult Education (AE)

- Hybrid Learning Environment for students in English as a Second Language and AE. Teachers are available in case if students have questions about online programs.
- Instruction will be broadcast live from another location into classrooms.
- Proctoring TABE online through Zoom.
- Proctoring BEST PLUS for ESL students through Zoom.

## Testing Services

Testing Services Department will be open with limited hours (9:00 am to 3:00 pm) for students and employees with the following mitigation strategies in place:

### General Guidelines for Testing Lab:

- All appointments must be scheduled ahead of time.
- Testing time block will be implemented to make sure the number of candidates does not conflict with Governor's executive orders.
- Seating will be rearranged to maximize social distance and reduce casual contact between users.
- Minimize Capacity-Ten computers in Testing Lab will be used daily to minimize social contact.
- The number of candidates allowed to test at once will be reduced to comply with executive orders.
- Prometric site will be limited to one person per session instead of three to allow six (6) foot social distancing.
- Special Accommodation room will be limited to one seat/person per session instead of three seats to allow social distancing.
- Sanitize all materials, computers, door knobs with disinfectant wipes after each session.
- Candidates will be informed of any new test center rules so they know what to expect during their testing session.
- Front desk area and check in window will be disinfected after each visit.
- Testing stations will be disinfected immediately after use.
- Supplies used by candidates will be disinfected or destroyed immediately after use.

### Services

- Lockers will not be available- All belongings must be left in the car.
- Clear Zip lock bags will be provided to allow candidates to bring belongings to the testing area.
- Remote testing options will be offered for the ATI TEAS exam and EdReady placement exam.
- Certain days will be designated to each testing program to help with the flow of candidates.

### Staff

- Staff will rotate presence in Testing lab.
- Walk-throughs will be eliminated. Monitoring through video will be in place.

### Department Entry/Exit

- Access to Testing Department will be limited to one entrance Door IC208.

## Visitors

- No external events will be held on campus; alternative virtual events created where feasible.
- Visitors are allowed on campus by-appointment only.
  - Six (6) foot social distancing and other CDC and NMDOH health and safety protocols must be followed.
  - Utilization of face coverings that cover both the mouth and nose (face mask or face shield) when entering or leaving buildings, in classrooms, labs or common areas, hallways, restrooms, offices and other campus spaces.

- If visitors do not have a mask, one will be provided.
- Visitors who fail to adhere to the COVID-19 requirements are subject to removal from campus.

## Sierra Vista Village

- Sierra Vista is a privately owned company and vigilant on our phases of opening and our key enablers are applicable by the public health criteria. We feel satisfied to move into the phase of opening housing to students for the remainder of summer and fall semesters. Our plan will consist of a two-phase strategy as we will make adjustments from our summer students and transiting into the fall students, and we are sharing our plan to safely open our housing community to students, families, and staff.
- Adequate personal protective equipment and cleaning and sanitizing supplies available to meet protocols.
- Symptom monitoring
- Social distancing
- Use of face coverings
- Isolation or quarantine space available
- Cleaning and Sanitation of community common areas
- Designation of apartments for quarantine availability

## Phase Three (3)

ENMU-Roswell will move into Phase Three (3) consistent with the Governor's and NMDOH guidance.

### Operations

- Campus operations will be open as outlined by state, and NMDOH guidelines.
- The Business Office and maintenance staff will ensure adequate supply of Personal Protection Equipment and cleaning/disinfecting products as local and national supplies allow.
- Protocols for health monitoring, containment, and return to a previous phase or shut-down for COVID-19 Emergency are planned if necessary as determined by state and NMDOH guidelines.

### Cleaning After Positive COVID-19 Notification

COVID-19 enhanced cleaning and disinfection protocols as established by CDC will be applied in all places in which a person with COVID-19 spent time on campus from 48 hours prior to the onset of symptoms until seven (7) days have passed since the person was present.

### Employees

Maximum staffing as allowed by New Mexico authority capacity guidance will be back on campus with all health and safety precautions in place, including:

- Social distancing of at least six (6) feet
- Personal hygiene including regular hand washing and avoiding touching face
- Utilization of face coverings that cover both the mouth and nose (face mask or face shield) when entering or leaving buildings, in classrooms, labs or common areas, hallways, restrooms, offices, and other campus spaces.
- Employees coming to campus must conduct symptom monitoring for COVID-19 risk factors every day before coming to campus to work and to report their status to their supervisor.
  - COVID-19 symptoms are to be reported to their healthcare provider.
  - Employees who are sick or suspect they have been exposed to COVID-19 are required to notify their supervisor and may be required to self-quarantine consistent with current CDC and state guidance.
  - According to orders from the state of New Mexico, any person traveling to New Mexico from outside the state are required to self-quarantine in accordance with current NMDOH and CDC guidelines. Employees are required to comply with the most current directives from the state regarding travel.
- Training will be provided to employees and students about new safety and working/learning expectations.
- Disinfectant wipes will be stationed where common/group equipment is used, e.g. phones, copiers). Employees will be required to wipe down equipment/common surfaces immediately after use.
- Employees who fail to adhere to the COVID-19 requirements are subject to removal from campus.

### Reporting COVID-19

Any ENMU-Roswell employee who has tested positive for COVID-19 and had been on campus at any time 48 hours prior to the onset of symptoms or COVID-19 positive test, must notify their supervisor and Human Resources immediately.

The positive individual may not come to campus and must follow current CDC guidance regarding self-quarantine or self-isolation. Any individual who has tested positive for COVID-19 will need to provide written documentation of clearance by their healthcare provider in order to return to work.

When ENMU-Roswell is notified of a person with confirmed COVID-19, employee's supervisor will coordinate notification of exposed individuals and building disinfection of affected buildings. The identity of the COVID-19 positive person will not be disclosed. Supervisors of staff who may have been in the affected building will be alerted in order to share with those staff.

## Travel

Business travel is limited to mission-critical functions to assure the continued safety of the campus community. Employees who travel during the semester will be expected to report this travel to their supervisor so that the campus can monitor their safety and those of other campus members.

## Academics

The ENMU-Roswell campus will be open to the public. Students will return to campus at maximum capacity guidance as allowed by New Mexico authority, and all health and safety precautions will be in place, including:

- Social distancing of at least six (6) feet
- Personal hygiene including regular hand washing and avoiding touching face
- Utilization of face coverings that cover both the mouth and nose (face mask or face shield) when entering or leaving buildings, in classrooms, labs or common areas, hallways, restrooms, offices, and other campus spaces.
- If students do not have a mask, one will be provided. If students have a medical condition that makes mask wearing difficult, they should contact Kim Childress, Accessibility Officer, at 575-624-7218 for assistance.
- Training will be provided to employees and students about new safety and working/learning expectations.
- Students will be expected to monitor their health daily before coming to class. Students who feel ill and/or who are displaying symptoms of COVID-19 will not enter ENMU-Roswell classrooms or participate in face-to-face classes.
- Students who are experiencing symptoms or who suspect they have been exposed to COVID-19 are required to notify their instructor/advisor and the Office of Student Affairs and may be required to self-quarantine consistent with current CDC and state guidance.
- According to orders from the State of New Mexico, any person traveling to New Mexico from outside the state are required to self-quarantine in accordance with current NMDOH and CDC guidelines. Students are required to comply with the most current directives from the state regarding travel.
- Students who fail to adhere to the COVID-19 requirements are subject to removal from campus.

## Reporting COVID-19

Any ENMU-Roswell student who has tested positive for COVID-19 and had been on campus at any time 48 hours prior to the onset of symptoms or COVID-19 positive test, must notify the Office of Student Affairs immediately.

The positive individual may not come to campus and must follow current CDC guidance regarding self-quarantine or self-isolation. Any individual who has tested positive for COVID-19 will need to provide written documentation of clearance by their healthcare provider in order to return to campus.

When ENMU-Roswell is notified of a person with confirmed COVID-19, the Office of Student Affairs will coordinate notification of exposed individuals and building disinfection of affected buildings. The identity of the COVID-19 positive person will not be disclosed. Supervisors of staff who may have been in the affected building will be alerted in order to share with those staff.

## General Courses

- Traditional face-to-face classes will use a variety of methods (reduced caps, hybrid delivery models, staggered attendance, etc.) to limit classroom capacity on any given day to be in accordance to NMDOH and public health orders. Instructors and the assistant vice presidents will determine which method courses will use to maintain compliance with current directives.
- ENMU-Roswell will make decisions to change instructional delivery methods or operations based on state and federal health guidelines. If needed the campus is prepared to shift to fully online delivery of instruction.
- Students should check email and their Blackboard supplemental shells for specific information on how particular courses will be delivered and to remain up-to-date with mandated changes to their courses.
- Faculty are encouraged to create seating charts to aid in contact tracing practices if a member of campus tests positive for COVID-19. These seating charts will be built with physical distancing in mind.

- At the end of each class, the instructor will clean each desk, chair, and other areas that may have been touched, or have each student clean their area. Disinfecting supplies will be available.
- After scheduled courses end for the day, the custodial staff will go into each classroom that is being used and disinfect the classroom: door knobs, light switch, desk, chairs, etc.

### Early College High School (ECHS)

Early College High School students will adhere to procedures outlined by the Roswell Independent School District (RISD) and ENMU-Roswell.

### Dual Credit Students

- Dual credit courses offered on our campus will follow the same procedures as regularly scheduled courses.
- ENMU-Roswell academic vice presidents and directors will work with local schools who host our courses on public school campuses to be sure the integrity of the course is upheld despite the method of delivery used, based on the guidance received for their institutions.

### New Mexico Youth ChalleNGe Academy

New Mexico Youth ChalleNGe Academy students on the campus of ENMU-Roswell will adhere to all guidelines set forth in this document, as well as public health directives from the Governor and NMDOH.

### Special Services

- ENMU-Roswell Special Services program will be following the New Mexico Governor's public health orders, NMDOH recommendations, CDC recommendations, Higher Education Department recommendations, and best practices for Individuals with Disabilities.
- ENMU-Roswell Special Services program is prepared to offer a hybrid curriculum.
- Students will have access to their classes through our virtual platform from their living quarters or from home.

### Student Services

- Office hours return to normal – Monday -Thursday 7:30 am – 6:00 pm and Friday 8:00 am – 12:00 noon. Offices are staffed on a rotating schedule.
- Appointments are highly encouraged to prevent wait times. Visitors may schedule appointments by phone (preferred), email, or in-person.
- Sneeze Shields will be installed at all front windows, and in Advising Services offices; masks will be required.
- One chair will be available per workstation; limit a single customer at each workstation. You may bring one visitor with you to your appointment, only if necessary for business purposes.
- Staff will clean and disinfect immediate window area between appointments including chairs and other common area items. Facilities/Maintenance will provide supplies for disinfecting.
- Virtual campus open house available online.
- New students will be required to complete online orientation.

### Adult Education (AE)

- Office hours return to normal – Monday -Tuesday 7:30 am – 8:00 pm Wednesday-Thursday 7:30 am – 5:30 pm and Friday 8:00 am – 12:00 noon. Offices are staffed on a rotating schedule.
- All classes will be open: Preparation for the GED® and/or HiSET®, college enrollment, instruction in EL/CIVICS, English literacy, basic reading, writing, and math skills, life skills, and basic employability skills.
- Hand sanitizer will be available in every room.
- Appointments for English/Spanish orientation will be scheduled by appointments by phone (preferred), email, or in-person.
- Shields will be installed at the front desk/also in front of each desk in each office.
- One chair will be available per workstation; limit a single customer at each workstation.

## Visitors

- Limited events may be held on campus in accordance with NMDOH and public health orders; alternative virtual events created where feasible.
  - Any event must have full administrative approval.
  - Six (6) foot social distancing and other CDC and NMDOH health and safety protocols must be followed.
  - Utilization of face coverings that cover both the mouth and nose (face mask or face shield) when entering or leaving buildings, in classrooms, labs or common areas, hallways, restrooms, offices and other campus spaces.
    - If visitors do not have a mask, one will be provided.
- Visitors who fail to adhere to the COVID-19 requirements are subject to removal from campus.

## Sierra Vista Village

- Sierra Vista is preparing for COVID-19 by requiring all students who travel from outside of New Mexico to quarantine in accordance with current NMDOH and CDC guidelines. Students will be required to wear face coverings in any community area.
- Sierra Vista will be providing masks, hand sanitizer to any students living in housing that is in need.
- Hand sanitizer stations have been ordered and will be installed in common areas around the community.
- Proper hygiene and hand washing notices will be placed around housing community and given to each student during move-in.

## Cleaning and Sanitation of Community Common areas

- Cleaning and sanitizing of all common areas, to include tables, chairs, elevator doors and buttons, laundry room and community kitchens and appliances.
- Cleaning will take place seven (7) days a week three (3) times daily.
- Cleaning and sanitizing of all apartments prior to any new move in.

## Living Arrangement Considerations

- Shared living arrangements will vary widely based on specific conditions.
- Housing will be re-allocated so no more than two (2) students per one assigned unit.
- Social distancing and mask wearing required outside of unit.
- Lower occupancy will be considered where capacity will allow.
- Common spaces will be reorganized to accommodate necessary physical distancing.
- Sierra Vista has designated three (3) units on the third floor of Building One (1) only to be used for isolation for Special Service students.
- Sierra Vista has designated one (1) unit in Building Two (2) that will be used solely for Mainstream students for isolation if needed.

## Housing Move-In Requirements

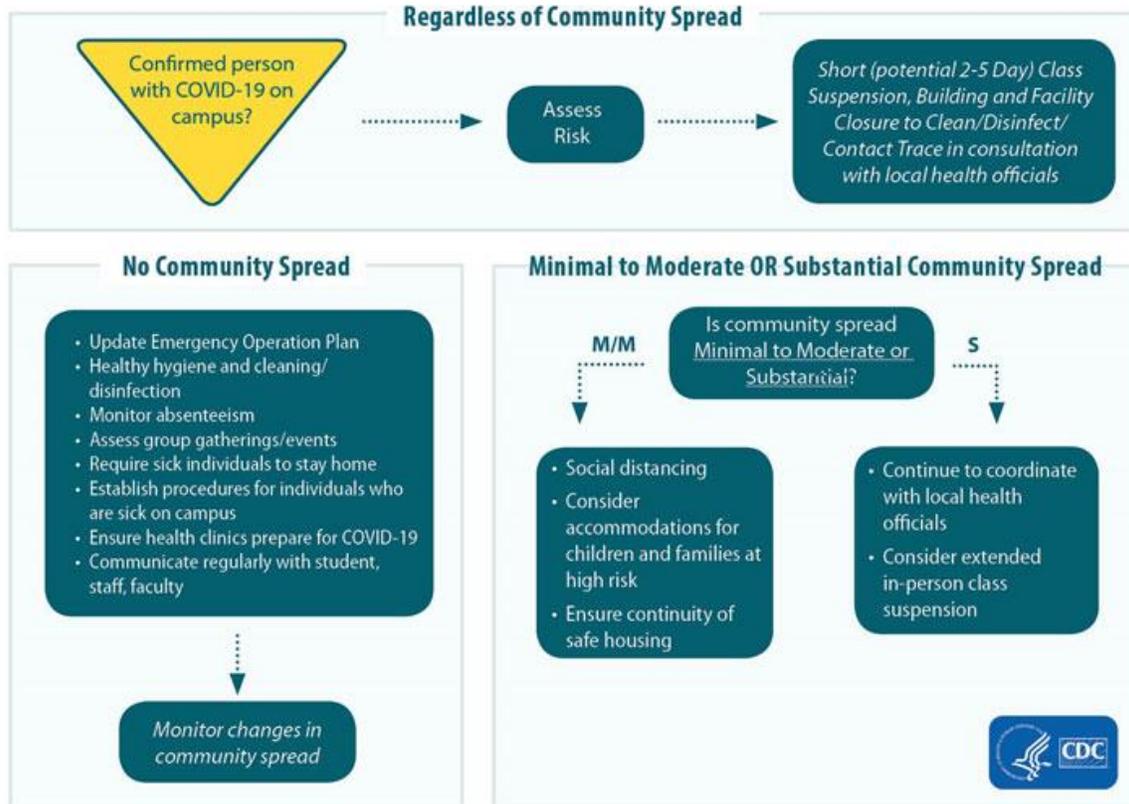
- The number of family with students will be limited during move in.
- Face coverings will be required.
- The number of move ins will be limited during certain time frames and the Manager will designate specific date and times allotted to adhere by the social distancing requirements set by the current Governor's order.
- Students and family member will be required to wear face covering during the move in process.
- Students will be required to quarantine after arrival in accordance with current NMDOH and CDC guidelines.
- Special Service staff and housing will assist to ensure students have meals available during this time.
- Mainstream students will be given alternated days and times of move in.

- Mainstream students coming from out of state will adhere to quarantine requirements in accordance with current NMDOH and CDC guidelines.

Sierra Vista Village believes with our return to campus plan that families, faculty and staff would feel confident that housing will be safe to return. Any questions please contact Ana Jaquez, Assistant Manager Sierra Vista Villages at 575-347-7132.

## Containment Strategy

### Institutions of Higher Education (IHE) Decision Tree



### Office Outbreak

In the event an employee working on campus is diagnosed with or suspected of having COVID-19, the employee immediately self-quarantines at home. The employee's office and office suite are locked down for a 48-hour period and fellow employees sent to work from home. After 48 hours, custodians in PPE will conduct deep cleaning and ionized sanitation of the entire office suite before other employees are allowed to return to work. The diagnosed employee will remain self-quarantined until cleared to return to work (tests negative for COVID or meets CDC guidelines of being symptom free.)

### Building/Facility Outbreak

The building or facility would be closed immediately in accordance with current NMDOH and CDC guidelines to clean and de-contaminate spaces where persons with COVID-19 symptoms were studying or working.

Arrangements will be made to relocate classes and office staff from that building or facility to another venue until appropriate cleaning and sanitizing have been completed.

If any of these outbreaks are not readily contained and sanitation completed, a campus closure trigger may be activate.

## Trigger Points

The necessity to revert to a previous phase or closure of the ENMU-Roswell campus will be signaled by one or more trigger points. These trigger points will guide and potentially mandate certain decisions by University officials:

- Trigger Point #1: Executive orders are implemented that would prohibit or reasonably interfere with face-to-face / in-person instruction or services to students.
- Trigger Point #2: University officials receive information from medical professionals and/or hospital administrators that local medical resources are nearing or have reached the capacity the area can effectively and efficiently serve.

Any of these trigger points shall be deemed reasonable justification for transitioning to a previous phase and/or transferring courses to online-only delivery methods and implementing operations at the university designed to mitigate the spread of COVID-19 to students, faculty, staff and visitors of the ENMU-Roswell campus. It should be expressly understood that the above-mentioned list of trigger points is not all inclusive. Those listed have been evaluated as having the greatest likelihood of impacting decisions and changing the course of our current plan.

## Removal of Property or Campus Visits During Closures

During a campus closure or return to Phase One (1), only essential personnel are allowed on campus, and campus buildings are locked. If a staff member or student requires campus access, permission must first be secured from the appropriate Vice President before the individual can enter the building. The location and duration of the visit must be reported. This protocol allows administration to monitor number of people on campus.

## Executive Oversight

The Roswell Branch Community College Board and the Regents of the Eastern New Mexico System are regularly briefed about campus initiatives and reopening plans for all three campuses of the System. This briefing and consultation includes the identification of trigger points at which reopening plans will pivot back to online instruction, campus closures, and stay-at-home requirements.

## Building Entry Designations

Administration Center	East Door
Arts and Sciences Center	Southwest Door
Automotive / Welding Technology Center	West Doors (1 for Welding; 1 for Auto)
Aviation Maintenance	North Door
Campus Security	North Door
Campus Union Building	CLOSED
CDL Test Center	South Door
Child Development Center	CLOSED
College Services Center	Northwest Door
Health Science Center	Southwest Door
Instructional Center	East Center Door
Instructional Technology Center (ITC)	East Door
Learning Resource Center	North Door
Occupational Technology Center (OTC)	Northeast Door
Performing Arts Center	CLOSED
Physical Education Center	CLOSED
Physical Plant	North Doors
Student Services Center	South Door
Swimming Pool / Pool House	CLOSED

## Testing Sites

COVID-19 testing is available at the following testing facilities (an updated list can be found on the New Mexico Department of Health website): <https://cvprovider.nmhealth.org/directory.html>:

### **NMDOH SE Region - Roswell Public Health Office - Chaves County**

200 E. Chisum St.  
Roswell, NM 88203  
Call for appointment: 575-624-6050

### **Covenant Health Medical Group**

402 W. Country Club Road  
Roswell, NM 88201  
Call for appointment: 575-637-7000

### **La Casa Family Health Center – Los Ninos Pediatrics – Roswell**

200 W. Wilshire Blvd Suite A  
Roswell, NM 88201  
Call for appointment: 575-622-5956

### **La Casa Family Health Center – Roswell**

1511 South Grand  
Roswell, NM 88203  
Call for appointment: 575-624-4120

### **Pathology Consultants of New Mexico – Roswell**

600 North Richardson  
Roswell, NM 88201  
Call for appointment: 575-622-5600

## Contact Tracing

Contact tracing is still being implemented in the state of New Mexico. There are insufficient Public Health personnel to conduct tracing for the entire state. Until personnel can be trained to conduct contact tracing, guidelines from the CDC provide basic principles of case investigation and contact tracing. The two offices conducting these traces, Campus Security and the Office for Human Resources, will designate personnel for training in contact tracing as soon as the training is available. In the interim, the following principles are followed:

- Contact tracing should be seen as part of the process of supporting patients with suspected or confirmed COVID infection.
- In case investigation, the investigator assists the patient in recalling everyone with whom the patient has had close contact during the contagion timeframe.
- The investigator begins by warning these exposed individuals of their potential exposure as rapidly and sensitively as possible.
- To protect patient privacy, exposed individuals are only informed that they may have been exposed to a patient with the infection. They are not told the identity of the patient who may have exposed them.
- Exposed individuals are provided with education, information, and support to understand their risk, what they should do to separate themselves from others who are not exposed; monitor themselves for illness, and the possibility that they could spread the infection to others even if they themselves do not feel ill.
- Exposed individuals are encouraged to stay home and socially distance from others until 14 days after their last exposure, in case they also become ill.
- Exposed individuals should monitor themselves by checking their temperature twice daily and watching for cough or shortness of breath. To the extent possible, tracers or public health staff should check in with contacts to make sure they are self-monitoring and have not developed symptoms. Exposed individuals who develop symptoms should promptly isolate themselves and notify public health staff. They should be promptly evaluated for infection and for the need for medical care.

### Contact Tracing Requires:

- An understanding of patient confidentiality, including the ability to conduct interviews without confidentiality (e.g., to those who might overhear their conversations)
- Understanding of the medical terms and principles of exposure, infection, infectious period, potentially infectious interactions, symptoms of disease, pre-symptomatic and asymptomatic infection
- Excellent and sensitive interpersonal, cultural sensitivity, and interviewing skills such that they can build and maintain trust with patients and contacts
- Basic skills of crisis counseling, and the ability to confidently refer patients and contacts for further care if needed
- Resourcefulness in locating patients and contacts who may be difficult to reach or reluctant to engage in conversation
- Understanding of when to refer individuals or situations to medical, social, or supervisory resources
- Cultural competency appropriate to the local community

### ENMU-Roswell Contact Tracing Coordinators

- For employees, Mr. Brad McFadin, Campus Security Director  
Phone: 575-624-7180  
Email: [Brad.McFadin@roswell.enmu.edu](mailto:Brad.McFadin@roswell.enmu.edu)
- For students, Ms. Annemarie Oldfield, Vice President of Academics and Student Affairs  
Phone: 575-624-7160  
Email: [Annemarie.Oldfield@roswell.enmu.edu](mailto:Annemarie.Oldfield@roswell.enmu.edu)

## Data Collection

- Students will be surveyed in fall 2020 about their access to reliable internet services and to a functioning computer / tablet with a webcam during their currently scheduled class times. We will also survey students to discover any other technology related concerns about attending courses on a staggered schedule.
- Faculty were surveyed in Spring 2020 about the level of assistance they received in converting classes to online delivery and what other resources or assistance they could have used. We will be following up in the fall with a similar survey.
- The use of course evaluation and surveys will provide valuable information to monitor student learning and student satisfaction with their academic experience and the delivery of academic and other services.
- Surveys of faculty and staff during the coming year will also provide benchmarks of institutional success in addressing concerns and problems encountered by students, faculty and staff during this pandemic.
- ENMU-Roswell conducts the Ruffalo Noel-Levitz Student Satisfaction Survey each fall and we will also use this data to monitor student access and satisfaction with services.

## Academic Calendar

### FALL 2020

Aug. 13 (Th)	Faculty In-service (virtual)
Aug. 14 (F)	Faculty/Staff In-Service (in person in virtual settings)
Aug. 17 (M)	16-Week Session Begins Fall 2018 (8/17/20 - 12/11/20)*
Aug. 17 (M)	16-Week Session—Begin Add/Drop and Late Registration
Aug. 17 (M)	First 8-Week Session Begins Fall 2018 (8/17/20 - 10/09/20)*
Aug. 18 (T)	First 8-Week Session—Add/Drop and Late Registration (One Day Only)
Aug. 21 (F)	16-Week Session—End of Add/Drop and End of Late Registration
Sept. 7 (M)	Labor Day Holiday - No Classes; Campus Closed
Sept. 11 (F)	First 8-Week Session—Last Day to Withdraw
October 5 (M)	Eastern NM State Fair Day - No Classes; Campus Closed
Oct. 3 - 9 (S - F)	16-Week Session-Midterm Exams
Oct. 9 (F)	Last Day to Apply for Spring Graduation
Oct. 9 (F)	First 8-Week Session—Last Day of Class
Oct. 12 (M)	Second 8-Week Session Begins Fall 2020 (10/12/20 - 12/11/20)*
Oct. 13 (T)	Second 8-Week Session—Add/Drop and Late Registration (One Day Only)
Oct. 23 (F)	16-Week Session—Last Day to Withdraw
Nov. 1 (Su)	Registration Opens for Spring Semester
Nov. 6 (F)	Second 8-Week Session—Last Day to Withdraw
Nov. 25 - 29 (W-Su)	Thanksgiving Recess - No Classes, Campus Closed
Nov. 30 (M)	Campus Reopens; Instruction Resumes at 8:00 a.m.
Dec 7-8 (M-T)	16-Week Session and Second 8-Week Session—Final Exams
Dec. 8 (T)	16-Week Session and Second 8-Week Session—Last Day of Semester
Dec. 10 (Th)	Commencement
Dec. 24, 2020 (Th) -	Winter Break (Begins at 5:30 pm on December 23)
Jan. 1, 2021 (F)	Campus Closed

## ENMU-Roswell Resources

### Public Relations

Office of College Development

Ms. Donna Oracion, Executive Director

Phone: 575-624-7403

Webpage: <https://www.roswell.enmu.edu>

Email: [Donna.Oracion@roswell.enmu.edu](mailto:Donna.Oracion@roswell.enmu.edu)

### Student Affairs Services & Contact Information

#### Admissions & Records

Phone: 575-624-7141

Admissions webpage: <https://www.roswell.enmu.edu/admissions/>

Records webpage: <https://www.roswell.enmu.edu/academic-records/>

Admissions email: [applications@roswell.enmu.edu](mailto:applications@roswell.enmu.edu)

Records email: [records@roswell.enmu.edu](mailto:records@roswell.enmu.edu)

Services:

- Admissions Applications
- Transcript Requests (Outgoing)
- Transcripts and Evaluation (Incoming)
- Graduation Applications
- Veterans Affairs Certification
- Health Program Applications
- Student Records Requests
- Residency
- International Student Admissions and Registration
- Records Maintenance (grade changes, major changes, name, address and phone changes)
- Registration (course withdrawals, drop/add)
- Academic Standing Appeals

#### Advising

Phone: 575-624-7294

Webpage: <https://www.roswell.enmu.edu/advising-services/>

Email: [advising.center@roswell.enmu.edu](mailto:advising.center@roswell.enmu.edu)

Services:

- New Student Academic Advising (all academic programs)
- Degree Plans Checklists
- Registration
- Presidential Scholars Recruiting and Advising

#### Financial Aid

Phone: 575-624-7400

Webpage: <https://www.roswell.enmu.edu/financial-aid/>

Email: [financial.aid@roswell.enmu.edu](mailto:financial.aid@roswell.enmu.edu)

Services:

- Federal, State and Institutional Aid Processing to include FAFSA Completion and Processing
- File Completion
- Verification
- State and University Scholarships
- Financial Aid Awarding
- Student Loans
- Student Work Study

- Consortium Agreements
- Financial Aid Appeals
- Special Circumstances (income adjustments, unaccompanied youth, etc.)

## High School Dual Credit

Phone: 575-624-7168

Webpage: <https://www.roswell.enmu.edu/high-school-students/>

Email: [angie.bersane@roswell.enmu.edu](mailto:angie.bersane@roswell.enmu.edu)

Services:

- Advising and Registration for high school dual credit students, including Early College High School

## New Student Relations

Phone: 575-624-7136

Webpage: <https://www.roswell.enmu.edu/prospective-students>

Email: [nsr@roswell.enmu.edu](mailto:nsr@roswell.enmu.edu)

Services:

- Campus Tours
- New Student Orientation

## Recruiting

Phone: 575-624-7405

Webpage: <https://www.roswell.enmu.edu/prospective-students>

Email: [kylar.burd@roswell.enmu.edu](mailto:kylar.burd@roswell.enmu.edu)

Services:

- High School Visits
- General Academic Program Information
- Open House Coordination
- Principle Contact for Prospective Students

## Adult Education (AE)

Website: <https://www.roswell.enmu.edu/adult-education/>

<https://www.roswell.enmu.edu/educacion-de-adultos/>

Phone: (575) 626-2952

Email: [hilda.pacheco@roswell.enmu.edu](mailto:hilda.pacheco@roswell.enmu.edu)

## Testing Services

Phone: 575-624-7227

Webpage: <https://www.roswell.enmu.edu/testing-services/>

Email: [Testing.services@roswell.enmu.edu](mailto:Testing.services@roswell.enmu.edu)

Services:

- Administration, interpretation, evaluation, and proctoring of the various computer based specialized tests such as: EdReady Placement Exam
  - ATI Nursing
  - CLEP
  - Distance Proctored Exams
  - ETS/HiSET-GED
  - FAA Aviation
  - Information Technology Certification Examinations
  - MOUS-Microsoft Office
  - ASE (Automotive Service Excellence)
  - Pearson VUE
  - NES- Teacher Evaluation Exams
  - EMT National Registry

- Test Consultant and Primary Contact for local EdReady High School Online Proctors in the Artesia, Dexter, Hagerman, Lake Arthur, and Roswell areas

### Educational Opportunity Center (EOC)

Phone: 575-624-7186

Webpage: <https://www.roswell.enmu.edu/student-outreach-program-trio-program>

Email: [mona.miranda@roswell.enmu.edu](mailto:mona.miranda@roswell.enmu.edu)

### Educational Talent Search

Phone: 575-624-7202

Webpage: <https://www.roswell.enmu.edu/student-outreach-program-trio-program>

Email: [Daniel.herrera@roswell.enmu.edu](mailto:Daniel.herrera@roswell.enmu.edu)

### Upward Bound

Phone: 575-624-7205

Webpage: <https://www.roswell.enmu.edu/student-outreach-program-trio-program>

Email: [natalie.martinez@roswell.enmu.edu](mailto:natalie.martinez@roswell.enmu.edu)

### Student Support Services (SSS)

Phone: 575-624-7113

Webpage: <https://www.roswell.enmu.edu/student-outreach-program-trio-program>

Email: [veronica.regalado@roswell.enmu.edu](mailto:veronica.regalado@roswell.enmu.edu)

## Human Resources

Phone: 575-624-7411; Rebecca Schneider; Director of Human Resources

Email: [Rebecca.Schneider@roswell.enmu.edu](mailto:Rebecca.Schneider@roswell.enmu.edu)

Phone: 575-624-7061; Stephanie Venegas; Human Resources Supervisor

Email: [Stephanie.Venegas@roswell.enmu.edu](mailto:Stephanie.Venegas@roswell.enmu.edu)

## Mental Health Resources

### Behavioral Intervention Team

Devin Stroman

Phone: 575-624-7012

Email: [Devin.Stroman@roswell.enmu.edu](mailto:Devin.Stroman@roswell.enmu.edu)

### La Casa Family Health Center - Roswell

1511 South Grand

Roswell, NM 88203

Call for appointment: 575-624-4120

## Additional Information & Resources

### Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear two (2) to fourteen (14) days after exposure to the virus. People with these symptoms may have COVID-19. Visit the CDC website at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> for additional information.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

### Application of Face Mask/Covering

- Wash hands thoroughly or use hand sanitizer prior to handling the face mask/covering.
- Ensure the face mask/covering fits over the nose and under the chin.
- Situate the face mask/covering properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face mask/covering.

### Removal of Face Mask/Covering

- Do not touch your eyes, nose or mouth when removing the face mask/covering.
- When removing the face mask/covering, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Properly dispose of face/mask covering if it is a disposable one.
- Wash hands immediately after removing and disposing of mask/covering.

### Storage or Disposal of Face Masks

- Keep face mask stored in a paper bag when not in use.
- Disposable face masks must not be used for more than one day and should be properly placed in a trash receptacle.
- Dispose of a face mask if it is visibly damaged (e.g., stretched ear loops, torn or punctured materials), dirty or visibly contaminated.
- Dispose of any mask/covering as practically feasible if mask/covering was worn during exposure or possible exposure.

### Care, Storage and Laundering of Cloth Face Coverings

- Keep face covering stored in a paper bag when not in use.

- Cloth face coverings may not be used longer than one day at a time and must be washed after use.
- Disinfecting method: Launder cloth face coverings with regular laundry detergent before first use and after each shift. (Disposable masks are not washable.)

## Handwashing/Safety Practices/COVID-Safe Practices

### Wash your hands often

- 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.
- It's especially important to wash:
  - Before eating or preparing food
  - Before touching your face
  - After using the restroom
  - After leaving a public place
  - After blowing your nose, coughing, or sneezing
  - After handling your cloth face covering
  - After changing a diaper
  - After caring for someone sick
  - After touching animals or pets
- 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.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

### Avoid close contact

- Inside your home: Avoid close contact with people who are sick.
- If possible, maintain six (6) feet between the person who is sick and other household members.
- Outside your home: Put six (6) feet of distance between yourself and people who do not live in your household.
- Remember that some people without symptoms may be able to spread virus.
- Stay at least six (6) feet (about two (2) arms' length) from other people.
- Keeping distance from others is especially important for people who are at higher risk of getting very sick.

### Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- The cloth face cover is meant to protect other people in case you are infected.
- Everyone should wear a cloth face cover in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
- Cloth face coverings should not be placed on young children under age two (2), anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Do NOT use a facemask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.
- Continue to keep about six (6) feet between yourself and others. The cloth face cover is not a substitute for social distancing.

### Cover coughs and sneezes

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Throw used tissues in the trash.

- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.

### Monitor Your Health Daily

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
- Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of six (6) feet.
- Take your temperature if symptoms develop.
- Do not take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow CDC guidance if symptoms develop.

## References

### State of New Mexico

- [NewMexico.gov](http://NewMexico.gov)
- [COVID Safe Practices](#)
  - [Guidance for All Employers](#)
  - [Guidance Document – English](#)
  - [Documento de Orientación - Español](#)
- [State Assistance Programs](#)
- [Report Non-Compliance](#)

### New Mexico Higher Education Department

- [HED.State.NM.us](http://HED.State.NM.us)
- Telephone: 505-476-8400

### New Mexico Department of Health

- [CV.NMHealth.gov](http://CV.NMHealth.gov)
- [Frequently Asked Questions](#)
- [COVID-19 Public Dashboard](#)
- [COVID-19 Prevention Sign](#)

### Center for Disease Control and Prevention (CDC)

- [Considerations for Institutions of Higher Education](#)
- [Cleaning and Disinfecting](#)
- [High-Risk Groups](#)
- [Individuals Living with High-Risk Groups](#)

### COVID-19 Statewide Response Referral Numbers

1. Coronavirus Information Hotline  
1-833-551-0518  
Purpose: General questions
2. Coronavirus Health Hotline  
1-855-600-3453  
Purpose: Health related questions
3. Crisis and Access Hotline  
1-855-662-7474  
Purpose: Emotional crisis, mental health and substance abuse support