



2020

Return to Campus Plan



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Table of Contents

Disclaimer	1
Key Expectations	1
Personal Responsibility & COVID-19 Safety Commitment*	3
Personal Responsibility	3
Eastern New Mexico University - Roswell COVID-19 Safety Commitment	3
Phased Approach for Eastern New Mexico University-Roswell COVID-19 Return to Campus	4
Phase COVID-19 Emergency: Campus Closed	6
Operations	6
Signage & Communication.....	6
Employees	6
Academics	6
General Courses	6
Specialty Courses	7
Student Services	7
Visitors	7
Phase One (1)	8
Operations	8
Cleaning After Positive COVID-19 Notification.....	8
Signage & Communication.....	8
Employees	8
Reporting COVID-19	9
Academics	9
General Courses	9
Specialty Courses	9
Reporting COVID-19	10
Student Services	11
Visitors	11
Sierra Vista Village	11
Food Service	12
Phase Two (2)	13
Operations	13
Cleaning After Positive COVID-19 Notification.....	13
Employees	13
Reporting COVID-19	14
Academics	14

General Courses Status	14
Specialty Courses Status	14
Reporting COVID-19	15
Student Services	15
Adult Education (AE)	15
Testing Services	15
Visitors	16
Sierra Vista Village	16
Food Service	17
Phase Three (3)	18
Operations	18
Cleaning After Positive COVID-19 Notification.....	18
Employees	18
Reporting COVID-19	19
Travel	19
Academics	19
Reporting COVID-19	20
General Courses	20
Early College High School (ECHS)	20
Dual Credit Students	20
New Mexico Youth Challenge Academy	20
Special Services	20
Student Services	21
Adult Education (AE)	21
Visitors	21
Sierra Vista Village	21
Food Service	22
Containment Strategy	23
Office Outbreak	23
Building/Facility Outbreak	23
Trigger Points	24
Removal of Property or Campus Visits During Closures	24
Executive Oversight	24
Building Entry Designations	25
Testing Sites	25
Contact Tracing	26

Contact Tracing Requires:	26
ENMU-Roswell Contact Tracing Coordinators	26
Data Collection	27
Academic Calendar	28
ENMU-Roswell Resources	29
Public Relations	29
Student Affairs Services & Contact Information	29
Admissions & Records	29
Advising.....	29
Financial Aid	29
High School Dual Credit.....	30
New Student Relations.....	30
Recruiting	30
Adult Education (AE)	30
Testing Services	30
Educational Opportunity Center (EOC)	31
Educational Talent Search	31
Upward Bound	31
Student Support Services (SSS)	31
Human Resources	31
Mental Health Resources	31
Behavioral Intervention Team	31
La Casa Family Health Center - Roswell	31
Additional Information & Resources	32
Symptoms	32
Application of Face Mask/Covering	32
Removal of Face Mask/Covering	32
Storage or Disposal of Face Masks	32
Care, Storage and Laundering of Cloth Face Coverings	32
Handwashing/Safety Practices/COVID-Safe Practices	33
Wash your hands often.....	33
Avoid close contact.....	33
Cover your mouth and nose with a cloth face cover when around others.....	33
Cover coughs and sneezes	33
Clean and disinfect	34
Monitor Your Health Daily	34

References	35
State of New Mexico	35
New Mexico Higher Education Department	35
New Mexico Department of Health	35
Center for Disease Control and Prevention (CDC).....	35
COVID-19 Statewide Response Referral Numbers	35

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 one of us needs 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.

Students or employees who test positive for COVID-19 are required to inform their instructors/supervisor as soon as possible. For employees who test positive for COVID-19, a notice must also be made to Human Resources, 575-624-7411. Human Resources will notify the New Mexico Environment Department.

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

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

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.
- Classrooms and learning spaces have been sanitized and socially distanced for students' protection.
- 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.

- Custodial staff will perform daily cleaning of public and shared spaces in accordance with NMDOH and CDC recommendations for colleges and universities.
- 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.
- Custodial staff will perform daily cleaning of public and shared spaces in accordance with NMDOH and CDC recommendations for colleges and universities.

Plans put in place to return to COVID-19 Emergency Phase 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.

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

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 notify their Assistant Vice President, Security, and Physical Plant (areas inside buildings are also restricted to reduce cleaning/sanitizing requirements.)

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

- Training will be provided to employees and students about new safety and working/learning expectations.

- Training and cleaning supplies will be provided with the expectation that shared equipment (i.e. copiers, printers, computer keyboards, telephones, etc.) be cleaned before and after use by each user.
- Symptom self-monitoring for COVID-19 risk factors is required every day prior to arriving and submit an online health screening form each work day
 - The health screening form located at: <https://www.roswell.enmu.edu/health-screening-form/> includes a list of accessible campus buildings; employees will select which building or buildings they will be in each day. Forms will be submitted to the campus Security email box. Security staff will track and monitor this box. Employees who enter a building different from what is reported on the form must report that entry to campus Security.
 - Building screeners will also monitor and track employees in the Student Services Center, the Administration Center, and the Instructional Center/Testing Center from 8:00 am-2:00pm Monday-Thursday and 8:00 am-noon on Friday.
 - Employees who experience/display symptoms of COVID-19 or come into contact with those who have been diagnosed with COVID-19 are instructed to contact Human Resources and follow the NMDOH guidelines regarding testing and isolation.
 - Employees who test positive for COVID-19 are required to inform their supervisor as soon as possible. A notice must also be made to Human Resources, 575-624-7411. Human Resources will notify the New Mexico Environment Department.
- 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 who fail to adhere to the COVID-19 requirements are subject to removal from campus.

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

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.

Training will be provided to employees and students about new safety and working/learning expectations.

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.
- Faculty will keep a roster of students attending face-to-face classes.
- Classrooms and other spaces, both indoors and outdoors, have been reconfigured to ensure social distancing.
- Classrooms and learning spaces have been sanitized and socially distanced for students' protection. Cleaning supplies will be available from Physical Plant, and faculty and students will be expected to sanitize their learning spaces before and after use (e.g., computer keyboards, lab stations, desktops, etc.)
- Faculty will keep a daily roster of students attending face-to-face classes.
- Students will be expected to monitor their health on a daily basis before coming to class. Students who feel ill and/or who are displaying symptoms of COVID-19 will not enter ENMU-Roswell classroom buildings or participate in face-to-face classes.
 - The health screening form located at: <https://www.roswell.enmu.edu/health-screening-form/> includes a list of accessible campus buildings; students will select which building or buildings they will be in each day. Forms will be submitted to the campus Security email box. Security staff will track and monitor this box. Students who enter a building different from what is reported on the form must report that entry to campus Security.
 - Building screeners will also monitor and track students in the Student Services Center, the Administration Center, and the Instructional Center/Testing Center from 8:00 am-2:00pm Monday-Thursday and 8:00 am-noon on Friday.
 - Students who experience/display symptoms of COVID-19 or come into contact with those who have been diagnosed with COVID-19 are instructed to contact their instructors and the AVP for Student Affairs, Mr. Devin Stroman, at 575-624-7012 or devin.stroman@roswell.enmu.edu and follow the NMDOH guidelines regarding testing and isolation.
 - Students who test positive for COVID-19 are required to inform their instructors as soon as possible.
- 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.
- 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.
- 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 AVP for Student Affairs, Mr. Devin Stroman, at 575-624-7012 or devin.stroman@roswell.enmu.edu 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

- 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.
 - The ENMU-Roswell employee meeting with the visitor is responsible for having the visitor complete the health screening form prior to coming to campus.
 - Building screeners will also monitor and track visitors in the Student Services Center, the Administration Center, and the Instructional Center/Testing Center from 8:00 am-2:00pm Monday-Thursday and 8:00 am-noon on Friday.
 - 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

ENMU-Roswell has residential apartments on its grounds that are privately owned and operated. In addition to students, other individuals reside in the residential halls (i.e., itinerant nurses, local police officers, faculty and staff members, individuals who work for local businesses that the campus has partnerships with). For the fall 2020 term, appropriately 65% of the apartments will have one person living in that apartment.

Individuals in the residential halls for the fall 2020 term will be living in either single rooms or in a few cases, shared spaces as residents have been living in the same apartment since the fall of 2019, prior to the onset of the Coronavirus. All residents have their own individual rooms within the residential apartments, the apartments are either one bedroom with single occupancy, two bedrooms with one or two people living in the apartment with separate rooms, or four bedrooms with either two or three occupants living in separate rooms.

Isolation space has been identified for individuals living in shared space apartments who test positive for COVID-19. Individuals who may test positive for COVID-19 in single apartments will quarantine in their own apartment.

Cleaning and sanitation will be done in all public areas three to four times a day. The students/residents are responsible for cleaning their apartments.

Social distancing will be emphasized, no gathering spaces will be open in the residential halls, and no group activities will be held.

Students/residents in the residential apartments will be required to wear face coverings/masks once they are outside their apartment.

Food Service

ENMU-Roswell is contracting with Summit Food Service to provide prepackaged, To-Go meals for our residential Special Services Students.

- We are estimating meal service for about 30 students and there will be 19 meals per week – Breakfast, Lunch, and Dinner Monday-Friday and Bruch and Dinner Saturday & Sunday.
- Students will pick up the meal and take it “To-Go” to eat in their room.
- The Contractor will follow current Public Health Orders and Guidelines related to food service.

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.
- Custodial staff will perform daily cleaning of public and shared spaces in accordance with NMDOH and CDC recommendations for colleges and universities.
- 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.
- 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.)
- Training will be provided to employees and students about new safety and working/learning expectations.
 - Training and cleaning supplies will be provided with the expectation that shared equipment (i.e. copiers, printers, computer keyboards, telephones, etc.) be cleaned before and after use by each user.
- Symptom self-monitoring for COVID-19 risk factors is required every day prior to arriving and submit an online health screening form each work day
 - The health screening form located at: <https://www.roswell.enmu.edu/health-screening-form/> includes a list of accessible campus buildings; employees will select which building or buildings they will be in each day. Forms will be submitted to the campus Security email box. Security staff will track and monitor this box. Employees who enter a building different from what is reported on the form must report that entry to campus Security.
 - Building screeners will also monitor and track employees in the Student Services Center, the Administration Center, and the Instructional Center/Testing Center from 8:00 am-2:00pm Monday-Thursday and 8:00 am-noon on Friday.
 - Employees who experience/display symptoms of COVID-19 or come into contact with those who have been diagnosed with COVID-19 are instructed to contact Human Resources and follow the NMDOH guidelines regarding testing and isolation.
 - Employees who test positive for COVID-19 are required to inform their supervisor as soon as possible. A notice must also be made to Human Resources, 575-624-7411. Human Resources will notify the New Mexico Environment Department.
- 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 who fail to adhere to the COVID-19 requirements are subject to removal from campus.

All official travel is cancelled.

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.

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.

Training will be provided to employees and students about new safety and working/learning expectations.

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.
- Classrooms and learning spaces have been sanitized and socially distanced for students' protection. Cleaning supplies will be available from Physical Plant, and faculty and students will be expected to sanitize their learning spaces before and after use (e.g., computer keyboards, lab stations, desktops, etc.)
- Faculty will keep a daily roster of students attending face-to-face classes.
- Students will be expected to monitor their health on a daily basis before coming to class. Students who feel ill and/or who are displaying symptoms of COVID-19 will not enter ENMU-Roswell classroom buildings or participate in face-to-face classes.
 - The health screening form located at: <https://www.roswell.enmu.edu/health-screening-form/> includes a list of accessible campus buildings; students will select which building or buildings they will be in each day. Forms will be submitted to the campus Security email box. Security staff will track and monitor this box. Students who enter a building different from what is reported on the form must report that entry to campus Security.
 - Building screeners will also monitor and track students in the Student Services Center, the Administration Center, and the Instructional Center/Testing Center from 8:00 am-2:00pm Monday-Thursday and 8:00 am-noon on Friday.

- Students who experience/display symptoms of COVID-19 or come into contact with those who have been diagnosed with COVID-19 are instructed to contact their instructors and the AVP for Student Affairs, Mr. Devin Stroman, at 575-624-7012 or devin.stroman@roswell.enmu.edu and follow the NMDOH guidelines regarding testing and isolation.
- Students who test positive for COVID-19 are required to inform their instructors as soon as possible.
- 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.
- 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 AVP for Student Affairs, Mr. Devin Stroman, at 575-624-7012 or devin.stroman@roswell.enmu.edu 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.
 - The ENMU-Roswell employee meeting with the visitor is responsible for having the visitor complete the health screening form prior to coming to campus.
 - Building screeners will also monitor and track visitors in the Student Services Center, the Administration Center, and the Instructional Center/Testing Center from 8:00 am-2:00pm Monday-Thursday and 8:00 am-noon on Friday.
 - 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

ENMU-Roswell has residential apartments on its grounds that are privately owned and operated. In addition to students, other individuals reside in the residential halls (i.e., itinerant nurses, local police officers, faculty and staff members, individuals who work for local businesses that the campus has partnerships with). The majority of the apartments will have one person living in that apartment.

Individuals in the residential halls will be living in either single rooms or in a few cases, shared spaces as the residents have been living in the same apartment since the fall of 2019, prior to the onset of the Coronavirus. All residents have their own individual rooms within the residential apartments, the apartments are either one bedroom with single occupancy, two bedrooms with one or two people living in the apartment with separate rooms, or four bedrooms with either two or three occupants living in separate rooms.

Isolation space has been identified for individuals living in shared space apartments who test positive for COVID-19. Individuals who may test positive for COVID-19 in single apartments will quarantine in their own apartment.

Cleaning and sanitation will be done in all public areas three to four times a day. The students/residents are responsible for cleaning their apartments.

Social distancing will be emphasized, no gathering spaces will be open in the residential halls, and no group activities will be held.

Students/residents in the residential apartments will be required to wear face coverings/masks once they are outside their apartment.

Food Service

ENMU-Roswell is contracting with Summit Food Service to provide prepackaged, To-Go meals for our residential Special Services Students.

- We are estimating meal service for about 30 students and there will be 19 meals per week – Breakfast, Lunch, and Dinner Monday-Friday and Bruch and Dinner Saturday & Sunday.
- Students will pick up the meal and take it “To-Go” to eat in their room.
- The Contractor will follow current Public Health Orders and Guidelines related to food service.

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.
- Custodial staff will perform daily cleaning of public and shared spaces in accordance with NMDOH and CDC recommendations for colleges and universities.
- 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:

- Training will be provided to employees and students about new safety and working/learning expectations.
 - Training and cleaning supplies will be provided with the expectation that shared equipment (i.e. copiers, printers, computer keyboards, telephones, etc.) be cleaned before and after use by each user.
- Symptom self-monitoring for COVID-19 risk factors is required every day prior to arriving and submit an online health screening form each work day
 - The health screening form located at: <https://www.roswell.enmu.edu/health-screening-form/> includes a list of accessible campus buildings; employees will select which building or buildings they will be in each day. Forms will be submitted to the campus Security email box. Security staff will track and monitor this box. Employees who enter a building different from what is reported on the form must report that entry to campus Security.
 - Building screeners will also monitor and track employees in the Student Services Center, the Administration Center, and the Instructional Center/Testing Center from 8:00 am-2:00pm Monday-Thursday and 8:00 am-noon on Friday.
 - Employees who experience/display symptoms of COVID-19 or come into contact with those who have been diagnosed with COVID-19 are instructed to contact Human Resources and follow the NMDOH guidelines regarding testing and isolation.
 - Employees who test positive for COVID-19 are required to inform their supervisor as soon as possible. A notice must also be made to Human Resources, 575-624-7411. Human Resources will notify the New Mexico Environment Department.
- 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 who fail to adhere to the COVID-19 requirements are subject to removal from campus.

All official travel is cancelled.

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.

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:

- Classrooms and other spaces, both indoors and outdoors, have been reconfigured to ensure social distancing.
- Classrooms and learning spaces have been sanitized and socially distanced for students' protection. Cleaning supplies will be available from Physical Plant, and faculty and students will be expected to sanitize their learning spaces before and after use (e.g., computer keyboards, lab stations, desktops, etc.)
- Faculty will keep a daily roster of students attending face-to-face classes.
- Students will be expected to monitor their health on a daily basis before coming to class. Students who feel ill and/or who are displaying symptoms of COVID-19 will not enter ENMU-Roswell classroom buildings or participate in face-to-face classes.
 - The health screening form located at: <https://www.roswell.enmu.edu/health-screening-form/> includes a list of accessible campus buildings; students will select which building or buildings they will be in each day. Forms will be submitted to the campus Security email box. Security staff will track and monitor this box. Students who enter a building different from what is reported on the form must report that entry to campus Security.
 - Building screeners will also monitor and track students in the Student Services Center, the Administration Center, and the Instructional Center/Testing Center from 8:00 am-2:00pm Monday-Thursday and 8:00 am-noon on Friday.
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 - Students who test positive for COVID-19 are required to inform their instructors as soon as possible.
- 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.
- Students who fail to adhere to the COVID-19 requirements are subject to removal from campus.

Reporting COVID-19

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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

- Visitors are allowed on campus and 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

ENMU-Roswell has residential apartments on its grounds that are privately owned and operated. In addition to students, other individuals reside in the residential halls (i.e., itinerant nurses, local police officers, faculty and staff members, individuals who work for local businesses that the campus has partnerships with). The majority of the apartments will have one person living in that apartment.

Individuals in the residential halls will be living in either single rooms or in a few cases, shared spaces as the residents have been living in the same apartment since the fall of 2019, prior to the onset of the Coronavirus. All residents have their own individual rooms within the residential apartments, the apartments are either one bedroom

with single occupancy, two bedrooms with one or two people living in the apartment with separate rooms, or four bedrooms with either two or three occupants living in separate rooms.

Isolation space has been identified for individuals living in shared space apartments who test positive for COVID-19. Individuals who may test positive for COVID-19 in single apartments will quarantine in their own apartment.

Cleaning and sanitation will be done in all public areas three to four times a day. The students/residents are responsible for cleaning their apartments.

Social distancing will be emphasized, no gathering spaces will be open in the residential halls, and no group activities will be held.

Students/residents in the residential apartments will be required to wear face coverings/masks once they are outside their apartment.

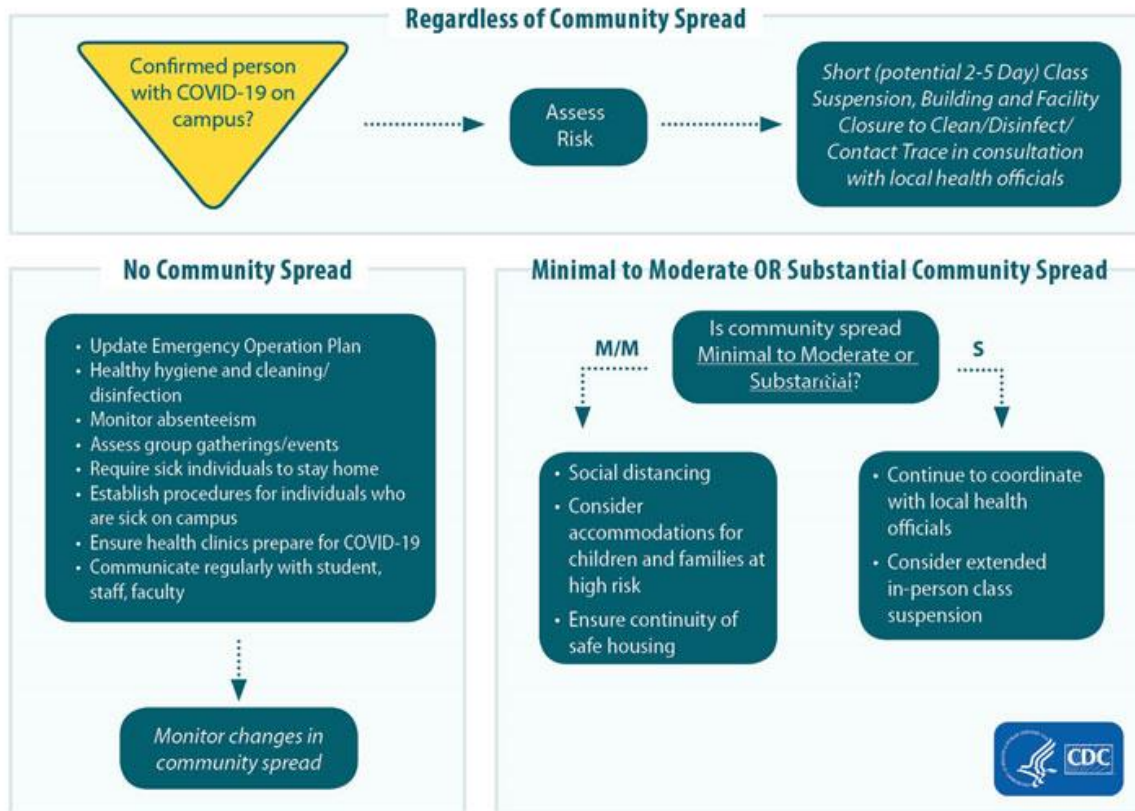
Food Service

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- Students will pick up the meal and take it “To-Go” to eat in their room.
- The Contractor will follow current Public Health Orders and Guidelines for food service.

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-hours 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 guideline 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	North 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 (rapid response testing is offered)

600 North Richardson
Roswell, NM 88201
Call for appointment: 575-622-5600
Call for rapid response testing: 575-626-1098

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
- For students, Mr. Devin Stroman, Interim Assistant Vice President of Student Affairs
Phone: 575-624-7012
Email: Devin.Stroman@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

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

Records email: 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

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

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

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

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

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

Testing Services

Phone: 575-624-7227

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

Email: 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

Educational Talent Search

Phone: 575-624-7202

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

Email: 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

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

Human Resources

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

Email: Rebecca.Schneider@roswell.enmu.edu

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

Email: Stephanie.Venegas@roswell.enmu.edu

Mental Health Resources

Behavioral Intervention Team

Devin Stroman

Phone: 575-624-7012

Email: 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
- [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
- Telephone: 505-476-8400

New Mexico Department of Health

- 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