

# Phase COVID-19 Emergency

## 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) is required in all public areas on campus except when eating, drinking, or under medical instruction.
- Symptom monitoring for COVID-19 risk factors every day prior to arriving and report their status to their supervisor
- Prior to their assigned work shift, each essential employee must complete an online Health Screening Form. This form is located on the home page of the ENMU-R website and must be completed for each day worked on campus.
- Non-essential employees must have authorization from their respective Vice President prior to being on campus, and must also complete the online Health Screening Form located on the home page of the ENMU-R website.

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

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, such as Health Education and Technical Education, will be allowed on campus to complete those aspects of their courses as determined by the current Public Health Order. Utilization of face coverings that cover both the mouth and nose (face mask or face shield) is required in all public areas on campus except when eating, drinking, or under medical instruction.

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## ACADEMICS (CONT.)

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### 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 (I).

## STUDENT SERVICES

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- 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 [www.roswell.enmu.edu/](http://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

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

## SIERRA VISTA VILLAGE

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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 spring 2021 term, the majority of the apartments will have only one person living in that apartment.

Individuals in the residential halls for the spring 2021 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.