

# PHASE 2 - YELLOW LEVEL \*\*\*High Risk\*\*\*

As necessary, either by state guidance or local conditions, ENMU-Roswell will revert to the previous phase.

## 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.

## OPERATIONS (CONT.)

- Reports by employees, students, or guests of COVID-19 symptoms, a positive test for COVID-19, exposure to someone with COVID-19 (exposure time frame 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.

Non-essential employees who need to be on campus must first receive authorization from their respective Vice President. Security and Physical Plant Staff must be notified when an individual comes on campus. (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: [www.roswell.enmu.edu/health-screening-form/](http://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.

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## EMPLOYEES (CONT.)

- Building screeners will 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. The screening will include temperature checks of all persons at points of entry.
- 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 and Safety/Security, 575-624-7180. Safety/Security 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) is required in all public areas on campus except when eating, drinking, or under medical instruction
- Employees who fail to adhere to the COVID-19 requirements are subject to removal from campus. All official travel is canceled.

## 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: [www.roswell.edu/health-screening-form/](http://www.roswell.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 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

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Friday. The screening will include temperature checks of all persons at point of entry.

- 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](mailto: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) is required in all public areas on campus except when eating, drinking, or under medical instruction
  - 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](mailto: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 remain self-quarantined until cleared to return to work or meets New Mexico Department of Health and/or CDC guidelines of being symptom free.

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 [www.roswell.enmu.edu](http://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 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. The screening will include temperature check of all persons at point of entry.
  - 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) is required in all public areas on campus except when eating, drinking, or under medical instruction.
    - 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.

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## 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-20. 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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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 Brunch 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.