

PHASE 3 - GREEN LEVEL ***Medium Risk***

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

ENMU-Roswell will move into Phase Three (3) 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 Two (2), 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 Two (2), 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: 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.
 - The Student Services Center, Administration Center, and the Learning Resource Center will each have a building monitor in place to verify appointments and to ensure building capacity does not exceed New Mexico authority guidance.
 - 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.

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.

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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 Two (2), 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: 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.

- The Student Services Center, Administration Center, and the Learning Resource Center will each have a building monitor to verify appointments and to ensure building capacity does not exceed New Mexico authority guidance. Students or prospective students needing in-person services for Admissions, Financial Aid, and New Student Relations must first call the Student Services Center at 575-624-7294 and make an appointment.
- 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) 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.
- 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

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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 Two (2), with the following additions: Offices staffed for adjusted hours but remain closed to the general public. Students or prospective students needing in-person services for Admissions, Financial Aid, or New Student Relations must first call the Student Services Center at 575-624-7294 and make an appointment.

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.
 - The Student Services Center, Administration Center, and the Learning Resource Center will each have a building monitor to verify appointments and to ensure building capacity does not exceed New Mexico authority guidance. Visitors or prospective visitors must call 575-624-7000 to make an appointment prior to their visit.
 - 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.

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- 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 and staff.

- 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.