

PHASE 4 - TURQUOISE LEVEL ***Low Risk***

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

ENMU-Roswell will move into Phase Four (4) 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: 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.

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.

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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. All travel must be approved in advance by the Vice President of Business Affairs.

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: 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 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.

- 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 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.

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.

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- 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.
- 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.
- 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.

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.

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 required and visitors may schedule appointments by phone (preferred), email, or in-person.

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.
- 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.
 - 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

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 meals on campus. The Contractor will follow current Public Health Orders and Guidelines for food service.