



NMT RESILIENT

NEW MEXICO TECH REOPENING AND CAMPUS REPOPULATING PLANS



NMT Resilient NMT Reopening and Campus Repopulating Plans

Table of Contents

**Key Requirements for NMT Campus during COVID-19
Pandemic – Page 1**

**NMT Protocols for Monitoring & Addressing Health
Conditions Related to CV-19:**

NMT Main Campus – Page 5

NMT Research Centers – Page 12

NMT Phased Reopening Plans:

Office of Academic Affairs – Page 14

Office of Student Life Office - Page 18

Office of Administration and Finance – Page 27

Office of Research – Page 38

NM Bureau of Geology & Mineral Resources – Page 42

Petroleum Recovery Research Center - Page 47

Office of the President – Page 49

Human Resources

Office of Advancement and Foundation

Office of Innovation Commercialization

Affirmative Action

Marketing and Communication

Office of Government Affairs

Links and Information

Key Requirements for NMT Campus During COVID-19 Pandemic

The following requirements are based upon New Mexico Governor Michelle Lujan Grisham's Executive Orders, New Mexico Department of Health (NMDOH) Orders, Center for Disease Control (CDC) Best Practices, and practicing good common sense during a pandemic. As a general note, the conditions and requirements listed are only to be followed during the time the pandemic is in existence.

1. **Travel Requirements:** According to the Executive Orders from the State of New Mexico, any person traveling to New Mexico (via any mode of transportation) from outside the state, including NMT students and employees, are required to self-quarantine for 14 days. NMT requires that employees and students comply with the most current directives from the state regarding travel. New Mexico Tech-sponsored employee and student business travel is limited to mission-critical functions to assure the continued safety of the campus community. If students travel and suspect they have been exposed to COVID-19, they will be required to report this exposure to NMT Student Health Office at (575) 835-5094 and Dean of Students (575-835-5880 or deanofstudents@nmt.edu). Employees who suspect they have been exposed to COVID-19 while away from the university or their research center are required to notify their supervisor. Students and employees may be required to self-quarantine for 14 days and follow protocols consistent with current CDC and state guidance.
2. All NMT employees (faculty, staff, and student employees) must complete a self-assessment prior to reporting to work to determine if they are experiencing any of the COVID-19 symptoms. These include fever, dry cough, chill, repeated shaking with chills, and shortness of breath, muscle pain, loss of taste or smell, or sore throat. If an employee exhibits any symptoms, they are to contact their supervisor and not come to work. Likewise, if employees develop such symptoms during the course of the day, they should report it immediately to their supervisor, return home, and seek medical attention. Students should complete a self-assessment daily (i.e., check temperature). If students develop symptoms during the course of the day, they should report it immediately to the NMT Student Health Office at (575) 835-5094, go to their on/off campus residence, and seek medical attention.
3. Per the Health Insurance Portability and Accountability Act (HIPAA), information obtained in #2 will be kept confidential, as with any medical record. Supervisors must contact NMT Human Resources at (575) 835-6935 regarding any medical reporting.
4. If an employee is determined to have such symptoms and is sent home, before being allowed to return to work they must receive a confirmation COVID-19 test by the New Mexico Department of Health (NMDOH) and must be symptom-free. Contact Socorro NMDOH at (575) 835-0971 ext. 3 or NMDOH Covid-19 Hotline at 1(855) 600-3453.
5. Employees who call in sick are to be asked by their supervisors if they are exhibiting symptoms consistent with COVID-19 infection or at a minimum describe the symptoms. If symptoms are consistent with COVID-19 infection, the employee is directed to get tested by the NMDOH and not return to work until the results of the test confirm negative to COVID-19 infection and they are symptom-free.

6. In the event an employee has one or more symptoms but fails or refuses to be tested, they are to inform their supervisor and must go into 14-day self-isolation and use their own leave or leave without pay, if necessary, before being allowed to return to work.
7. By the Governor's Executive Order, all employees, students, and visitors to NMT are required, at all times, to wear a mask/face covering that covers the nose and mouth and that is designed to inhibit the spread of germs or viruses, even when practicing appropriate social distancing. This applies in all NMT buildings and on NMT grounds. The following are approved exceptions:
 - a. Employees in their own private office are not required to wear a mask/face covering if there is no one else in the office. If other people enter a private office, all individuals must wear a mask/face covering.
 - b. Students are not required to wear masks/face coverings while in their NMT dormitory rooms or apartments. Masks/face coverings are to be worn in common areas of NMT dormitories and apartments.
 - c. Masks/face coverings are not required when eating and drinking.
 - d. Face shields without a mask may be used by the Bureau, EMRTC, and Facilities Management along with appropriate social distancing.
 - e. Masks/face coverings are not required for persons with a medical condition with approved medical documentation. In such cases, however, alternative equipment, such as a face shield, is to be used, along with appropriate social distancing.
 - f. Face shields without a mask may be used by faculty or presenters when presenting or providing in-class instruction along with appropriate social distancing.
8. To reiterate, other than the exceptions listed above, masks/face coverings that cover the nose and mouth are REQUIRED of all employees (faculty, staff, student employees), students, and guests while at the same time maintaining appropriate social distancing in all NMT buildings and NMT grounds.
9. NMT will provide appropriate masks/face coverings to each employee and student. Should an employee or student choose not to use the NMT provided mask/face covering, the employee or student must acquire an appropriate mask/face covering for their use at their expense.
10. All NMT Divisions, Departments, Centers, and Units shall inform and post CDC-provided signs for their employees regarding the use of masks/face coverings, appropriate social distancing, appropriate handwashing, use of sanitizer, and other hygiene support.
11. Employees who fail to follow the procedures set forth herein are subject to disciplinary action as detailed in the NMT Employee Handbook. Students who fail to comply with these procedures are subject to disciplinary action in accordance with the NMT Student Code of Conduct posted in the Student Handbook.
12. NMT employees are to adhere to the Governor's publication "All Together New Mexico: COVID-Safe Practices for Individuals and Employers" (released June 11, 2020).
13. **Visitor Requirements:** Any visitor coming onto the NMT campus must follow the NMT policy below, as well as NMDOH guidelines, CDC guidelines, etc. to help NMT limit the spread of COVID-19. During Phase 1, only visitors conducting essential business will be allowed on campus.

- a. Essential Business Visitor Policy
 - i. The New Mexico Tech business-related visitor policy under COVID-19 restrictions is designed to protect the health and safety of the NMT community and its visitors and to maintain compliance with the State of New Mexico's current Executive Orders. Only persons with legitimate business needs will be allowed to visit campus.
 - b. Visitor Approval
 - i. Prior to arriving on campus, all visitors are required to fill out and submit the visitor form to obtain permission to visit on campus. If the visitor is symptom-free, has been in the state for 14 continuous days, and has not been in direct contact, for at least 14 days, with someone who has tested positive for COVID-19, they will be allowed on campus provided they comply with all State and campus mandates. If any of the above conditions are not met, the visitor is required to self-isolate or self-quarantine for 14 days before re-applying for approval to visit campus. All visitors must provide accurate contact information and an accurate accounting of the duration and location(s) of the visit.
 - c. Exceptions
 - i. Pursuant to [New Mexico's current Public Health Orders](#), exceptions to the 14 day self-isolation/self-quarantine requirement include:
 - Persons performing public safety or public health functions
 - Military personnel
 - Federal employees
 - Those employed by a federal agency or national defense contractor
 - Emergency first responders
 - Health care workers
 - Persons who are employed or contracted by an "essential business"
 - Persons traveling into New Mexico to conduct business activities
 - Visitors who fall under these exceptions must still meet the requirements of being symptom-free and completing self-quarantine for 14 days after contact with an individual who has tested positive for COVID-19.
 - d. Visit duration
 - i. The duration of any approved visit will be limited to the business activity specified on the visitor form.
 - e. NMT Purchasing Vendor /Work Request Form can be found here: [NMT Purchasing Forms](#).
14. [NMT COVID-19 Communications Center](#): New Mexico Tech is committed to continuing to assist our campus community in managing COVID-19 related issues. The google form link above has been developed to assist our faculty and staff administrators in their response to your inquiries. After reviewing this page, if you need more information, please submit your question, comment, or issue via the following form. It will be reviewed and routed to the appropriate campus official for response. Please do not use this form to report health information.
15. Please check the [NMT COVID 19 FAQ](#) for more information.

NMT Protocols for Monitoring and Addressing Health Conditions Related to COVID-19

NMT MAIN CAMPUS

1. SCREENING PROTOCOL

- a. All NMT employees (faculty, staff, and student employees) must do a self-assessment prior to reporting to work to determine if they are experiencing any of the symptoms associated with COVID-19. These include fever, dry cough, chills, repeated shaking with chills, shortness of breath, muscle pain, loss of taste or smell, sore throat, or any symptoms of COVID-19 based on the most [recent list](#) from the National Centers for Disease Control and Prevention (CDC). If an employee exhibits any symptoms, they are to contact their supervisor and not come to work. Likewise, if employees develop such symptoms during the course of the day, they should report it immediately to their supervisor, go home, and seek medical consultation or call the New Mexico Department of Health (NMDOH) COVID-19 hotline (855-600-3453) for further instruction.
- b. Students are required to attend one of the scheduled Drive-Through Check-in (e.g. July 31, August 12-17) events for an initial screening before engaging with the NMT Community (i.e. going to class, moving into campus housing, gym, etc.). At these check-in sessions, students will be asked:
 - if they have any of the symptoms associated with COVID-19
 - if they have provided care for or have been in contact with anyone who has been diagnosed with COVID-19,
 - if they have recently traveled outside the state of New Mexico
 - if they have been recently tested for COVID-19, if yes, did they test positive and what steps have they taken to help minimize the spread of the virus?
- c. Students should conduct self-assessment screening daily throughout the semester. If students develop such symptoms during the course of the day, they should report it immediately to the NMT Student Health Office at (575) 835-5094, go to their on/off campus residence, and seek medical attention as advised. If students develop symptoms in the evening or over the weekend, they should contact the NMDOH COVID-19 Hotline at 855-600-3453 and follow their instructions.
- d. All faculty, staff, and students should conduct temperature checks at least twice (2) daily. All students will receive a thermometer upon returning to campus and should monitor their temperature twice a day. They will also be provided with guidelines and what steps to take if they have an elevated temperature (e.g. 100.00 F).
- e. NMT expects robust self-monitoring by all students, faculty, and staff to enhance our ability to identify cases before they spread.
- f. Key NMT administrators met with representatives from the NMDOH, TriCore Reference Labs, Presbyterian Socorro General Hospital, Presbyterian Medical Service, and the City of Socorro (Mayor and City Manager) to assess surge capacity and protocols for managing a campus outbreak, to evaluate campus-wide COVID-19 testing capacity, and to better understand contact tracing opportunities.

- g. When larger events or gatherings are permitted indoors, NM Tech will check participants' temperature prior to entering the area. Those individuals with temperature over 100.00 F will be denied access and instructed to self-isolate. Employees will be instructed to notify their supervisor and contact their Personal Care Provider (PCP) or seek medical attention (e.g., NMDOH COVID-19 Hotline at 855-600-3453).
- h. Students with elevated temperatures should return to their dorm or home, self-isolate, and contact the NM Health Center (575-835-5094) or seek medical advice. If after hours, contact the NMDOH COVID-19 Hotline at 855-600-3453.

2. TESTING PROTOCOL

- a. All employees (faculty, staff, and student employees) are encouraged to obtain a COVID-19 test immediately so that the results are known 5 days prior to returning to work. Testing can be done at the NMDOH various clinics and offices throughout New Mexico. The locations and contact numbers are given on the NMDOH website (cv.nmhealth.org).
- b. Mandatory COVID-19 Testing will be a priority for those faculty, and staff, and student employees that will have direct contact with students and any facilities that are used by the students (e.g., classrooms, labs, dorms, dining areas, etc.). Please schedule your test so that results are known 5 days prior to returning to work.
- c. NMDOH COVID 19 testing website registration can be found here: [COVID-19 Testing](#). You will be asked to provide basic info such as name, address, workplace info, and health insurance, but the cost of testing may be free to New Mexico residents.
- d. If your results are negative, you do not exhibit any symptoms of COVID-19, and you have not been in direct contact with someone with symptoms or with COVID-19, you may return to work. If the results are positive, report the results immediately to your supervisor, do not go to work, and seek medical advice.
- e. All students (new and returning) are highly encouraged to be tested at their home location and obtain negative test results prior to returning campus. For those students residing in New Mexico, please see the NMDOH website (cv.nmhealth.org) to find information on COVID-19 testing sites throughout the state and to schedule appointments. Please schedule your testing so that your results are known prior to returning to campus. Students should contact the medical testing unit and determine the current turn-around time for getting test results so they can plan accordingly and depart for Socorro as soon as they have the results.

Students should try to avoid mass transit or airline travel. All in-state students who are unable to obtain a test at their home location are highly encouraged to be tested as soon as possible upon arriving in the Socorro area. Students can also be tested in the Socorro area at the New Mexico Department of Health (NMDOH). NMDOH COVID 19 testing website registration can be found here [NMDOH COVID-19 Testing](#). You will be asked to provide info such as name, address, workplace info, health insurance, but the cost of testing may be free to New Mexico residents. This

information will also be shared with all students when they arrive at the scheduled NMT drive-through check-ins (see dates above).

Students must self-isolate until results are obtained. NMT also highly encourages in-state students needing a test to arrive early to the Socorro area so testing and results can be obtained before the student engages in the campus and community area. Best practices (wear a face covering in public, and observe appropriate social distancing and hygiene) will help to minimize the spread of the virus after and between tests.

- f. In accordance with the Governor's current orders, all new or returning out of state students arriving in the State of New Mexico **must quarantine for 14 days**. These entering students who will be commuting to NMT from the Socorro area should move into their houses or apartments 14 days prior to coming to campus or mingling in the community. These students entering the state who will be residents in campus housing must notify Residential Life (575-835-5700 or residential_life@admin.nmt.edu) in advance of their pre-quarantine check in on July 31, 2020. Ideally, students should be tested before they leave their homes, and they should drive to campus as directly as possible while exercising appropriate social distancing and wearing a mask/face covering.
- g. Each month, NMT will strive to test 25% of its student body. Priority will be given to students that are vulnerable or have pre-existing conditions, student athletes, student workers, and freshmen. Other students will be selected randomly.
- h. If a positive case is found on the Tech campus, NMT will collaborate with the NMDOH for contact tracing and a rapid response protocol. The NMDOH has agreed to appropriately test needed individuals at NM Tech campus or in their Socorro office.

3. CONTACT TRACING PROTOCOL - TO THE EXTENT ALLOWABLE

- a. NMT will utilize data like course schedules, residence hall assignments, and building/event swipes.
- b. Supervisors/staff/advisors conduct interviews with confirmed cases and reach out to contacts.
- c. Given the mobility of students traveling off campus and out of Socorro during the semester, NMT may utilize the use of secure apps to assist in contact tracing on and off campus.
- d. NMT will coordinate and share all contact tracing with the NMDOH.
- e. If tracing leads back to poor practices, those processes or procedures will be modified accordingly. This may include limiting access to certain facilities until remediation can be implemented safely and communicated.
- f. If tracing leads to the identification of poor social distancing and individuals not following safety protocol, additional educational and awareness programs can be

implemented. There can be disciplinary action taken if there are violations of safety protocol.

- g. NMT's Vice President of Research, Dr. Van Romero, will serve as the point of contact for all contact tracing and data sharing. Please contact Dr. Van Romero regarding questions regarding tracing protocols at 575-835-5646.

4. PROTOCOL FOR VULNERABLE STUDENTS AND EMPLOYEES

- a. Students with pre-existing medical conditions or immune deficiencies will be able to take classes online synchronously or asynchronously. Face coverings must be worn on campus at all times except while eating or while residents are in their assigned housing assignment. Students who are unable to wear a facemask can make a request in advance to the Office of Disability Services (Brown Hall 20, 575-835-6209 or theresa.kappel@nmt.edu) and be accommodated with a face shield kit. Any student who cannot wear a face covering will be required to take courses online from a distance (i.e., not on campus).
- b. Non-faculty employees with pre-existing medical conditions or a higher likelihood of serious illness from COVID-19 infection will be given options to work or teach remotely. Confirmation from a PCP or other medical provider will need to be provided to the supervisor and a copy will need to be on file in the office of Human Resources. Due to confidentiality, the documentation only needs to state there is a pre-existing medical condition that makes the employee at-risk for serious illness during the pandemic crisis.
- c. Faculty, at their discretion, can opt out of face-to-face teaching and, instead, choose online-only delivery of instruction. No documentation is required for this option; rather, faculty must work through their Dept. Chairs to ensure that their teaching assignment reflects their choice.

5. PROTOCOL FOR COVID-19 CONTAINMENT ON NMT CAMPUS

- a. Any infected faculty, staff, and students, if able, must work with key personnel for contact tracing and concomitant quarantining of those who came into close contact with those infected.
- b. Any confirmed infection will require a 14-day quarantine period followed by testing to ensure the person has recovered. If possible, the infected person is required to work with their supervisor and appropriate safety office to identify other employees they had close contact with for contact tracing.
- c. Employees who had close contact with an infected employee will have to use leave for the 14-day quarantine period if they cannot work remotely. Please work with your supervisor and HR to determine the appropriate leave option.
- d. Employees who have had close contact with a confirmed employee will be required to be tested as soon as possible. If negative, they can return to work immediately. If positive, they need to notify their supervisor and call the NMDOH COVID-19 hotline at 855-600-3453 for advice.

- e. Appropriate cleaning and disinfecting of an infected employee's work areas will take place. NMT has created two COVID-19 teams that have specialized training and Personal Protective Equipment (PPE) to do the cleaning and disinfecting for infected areas on campus.
- f. An assessment of available appropriate space in NMT residence halls, as well as any available off-campus accommodations, is being undertaken to hold any residential life students requiring quarantine due to symptoms of COVID-19. Such space will be confirmed and allocated by July 31, 2020. Students residing in campus housing who are quarantined will be provided all meals by NMT staff based upon a mutually agreed upon schedule.
- g. Key personnel from the Office of Student Life as well as student volunteers will provide daily calls to monitor the student's morale whether in residential halls or residing off campus.
- h. NMT's Student Health Center and local healthcare professionals will provide necessary medical care for infected students in residential halls, including daily calls with a nurse or Nurse Practitioner as needed. The same protocol will be applied to students residing off campus as well.
- i. Any employee or student who tests positive for COVID-19 and is not hospitalized must self-quarantine for at least 14 days. Prior to returning to work, employees must be symptom-free, be retested with negative results, and have a note from their medical care provider clearing them to return to work. Students who tested positive will also have to be symptom-free, be retested with negative results, and have a note clearing them to return to campus (i.e., outside their quarantine space) and classes. The NMT Nurse Practitioner (575-835-5094 or <https://www.nmt.edu/studenthealth/>) and Dean of Students (deanofstudents@nmt.edu) must be notified of the clearance.
- j. Students in 14-day quarantine should go to the Dean of Students' website and complete an [Absentee Notification Form](#) so the Dean of Students can help notify the student's instructors.

6. PROTOCOLS FOR CHANGING CAMPUS MECHANISMS OF EDUCATIONAL OFFERINGS, RESTRICTING CAMPUS COMMUNITY MOBILITY, AND CAMPUS SHUTDOWN

- a. NMT will follow phased or comprehensive Executive Orders related to any statewide COVID-19 resurgence to implement steps for moving classes to online-only mode and the temporary closure of the NMT campus, excluding essential staff.
- b. All students and employees will be directed via email from the President's Office to remove critical personal property in the event of a temporary campus closure 48 hours in advance of the closure. Accommodations will be provided to students who have no other place to reside, such as international or married students. In addition, the following steps have been taken:
 - Prior to arriving at campus housing, resident students are advised to only bring essential items and be prepared to move off campus if circumstances change. This preventative measure is designed to help these students

recognize there is a chance that this may happen and they should be prepared.

1. Students will be asked to identify friends on and off-campus that could assist with the storage or transportation of personal items if needed.
 2. Students will be asked to retain moving boxes for quick access if needed.
 3. Transportation can be provided to help students move personal items into local storage units, if needed.
 4. Special consideration will be given to those students that might require greater than 48 hours to move off campus.
- c. To address any decision to restrict campus community mobility or a temporary campus shutdown, NMT will partner with the local healthcare providers to establish a dynamic approach – a daily evaluation that includes an assessment of the following factors as part of the daily evaluation:
- number of students with infection (residing on and off campus)
 - number of potentially exposed students and employees (specifically employees that might be older in age, or individuals with greater vulnerability)
 - volume of ER traffic at Presbyterian Socorro General Hospital (PSGH)
 - occupancy numbers of the 13 COVID-19 beds
 - rate of transfer from PSGH to Presbyterian Hospital in Albuquerque or elsewhere
 - a regional, state-wide, and national evaluation of the number of COVID-19 cases, the spread rate, hospitalization rate, etc.
- d. Based on the daily assessment of these factors, NMT will limit campus community mobility or enact a temporary campus closure. Dr. Steve Stewart, Chief Medical Officer (CMO) from PSGH will serve as our daily liaison if an outbreak occurs on campus. In addition to the daily evaluation, NMT will tentatively set the following thresholds for temporary campus closure: (a) if one (1) percent of students attending classes in person are tested positive, or (b) seven (7) patients are admitted to SGH from NMT.
- e. **Residential Life Shutdown Plan:** If the severity of the COVID-19 pandemic leads to a campus closure, Residential Life will need to evacuate most students living on campus. Below are the steps Residential Life will take to have most students move out and to properly take care of students who must remain.
- **Step 1: Identify who Can Stay on Campus:** Residential Life will require most residents to leave if the campus closes due to COVID-19 concerns. Residents who wish to stay will need to fill out a petition form. Here is a list of students who would qualify to remain on campus:
 1. International students.
 2. Family Housing residents.
 3. Students who cannot go back to a safe place.
 4. Students who have no transportation.
 5. Students whose home has family members infected with COVID-19 or family members are immunocompromised.

6. Students who cannot continue class instruction if not on campus.
 7. Special cases laid out by New Mexico Tech Administration.
 8. Below are examples of reasons that would NOT qualify for a student to stay.
 - a. Inconvenience.
 - b. Home is not an ideal learning environment.
 - c. Employment on campus or in town (unless NMT would consider your position essential).
- **Step 2: Evacuation:** Residents who cannot stay on campus will be sent notification to vacate the premises 48 hours prior to the deadline. An extra 48 hours will be given to residents who submit a petition. Residents will be instructed to remove all of their belongings. We will not require a thorough cleaning of their room/apartment, but they cannot leave any trash behind. Residents will be required to email notification that they are leaving town and have checked out of their room. Residential Life will store items until they can be safely retrieved for students who must leave without taking all of their belongings. If a student does not retrieve their items when it is safe to do so, they will be charged a storage fee of up to \$200. Custodial staff will clean vacated rooms no earlier than three days after the student moves out. After a room/apartment has been cleaned and sanitized, Residential Life staff will enter to examine for possible damages.
 - **Step 3: Consolidate Residents:** Residents who are sharing a room/apartment with others and who remain on campus may need to be relocated until there is only one person per room/apartment. If the dining hall is not open, students who do not live in an apartment will be relocated to an apartment so they have access to a kitchen. Students may need to relocate to another building if the total occupancy of the building after shutdown is less than 30% or New Mexico Tech feels it is necessary to shut a building down.

**NMT REMOTE RESEARCH DIVISION CENTERS
CONDUCTING ESSENTIAL WORK AT NMT'S OFF-CAMPUS RESEARCH CENTERS:
EMRTC, PLAYAS, CAVE AND KARST, TECH TRANSFER**

1. SCREENING PROTOCOL

- a. All Research Division employees (faculty, staff, and student employees) must either perform a self-assessment prior to reporting to work or be checked when arriving to work to determine if they are experiencing any of the symptoms associated with COVID-19. This self-assessment includes the current CDC symptoms (July 1, 2020) which states: People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
 - 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
- b. This list does not include all possible symptoms. CDC will continue to update this list periodically. If an employee exhibits any of the symptoms, they are to contact their supervisor and stay home from work. Likewise, if employees develop such symptoms during the course of the day, they should report it immediately to their supervisor, be sent home, and seek medical consultation or contact the NMDOH COVID-19 Hotline at 855-600-3453.
- c. NMT expects robust self-monitoring by all employees and student workers to enhance our ability to identify cases before they spread.

2. TESTING PROTOCOL

- a. Employees at remote sites will be randomly selected each month to obtain a COVID-19 test. The time away from work required for the testing will be covered by NMT (paid leave). Link for [NMDOH COVID-19 Testing](#).

3. CONTACT TRACING PROTOCOL- TO THE EXTENT ALLOWABLE

- a. Supervisors should keep a log of assignments for their employees for the duration of the pandemic. This log should include at a minimum, date, assignment location, employees assigned to the location, and duration of the assignment. For example, EMRTC test range operator “A” assigned on July 1, 2020 to the HPM test site, along with test range operator “B” and “C”.
- b. Supervisors will conduct interviews with confirmed cases and reach out to other supervisors, management, and employee’s contacts for the previous 5 working days. If the employee is unable to conduct the interview due to illness, the supervisor will notify management for assistance.
- c. Those employees who have had close contact, as defined by the CDC, with the infected employee will be required to quarantine for 14 days, or stay home and get

tested as soon as possible. If the tested results are negative, they can return to work immediately. If the test results are positive, they must quarantine until they are no longer symptomatic and are cleared to return to work through a medical evaluation. This evaluation must be presented to the Human Resources Department for approval prior to returning to work.

- d. g. NMT's Vice President of Research, Dr. Van Romero, will serve as the point of contact for all contact tracing and data sharing. Please contact Dr. Van Romero regarding tracing protocols at 575-835-5646.

4. PROTOCOL FOR VULNERABLE EMPLOYEES

- a. Employees with pre-existing conditions or a higher likelihood of serious illness from COVID-19 infection will be given options to work remotely where possible.
- b. If an employee's job requires them to be present physically to perform the work, the employee may have to be reassigned to another job classification or seek other employment. An example is an EMRTC test range operator who has to be at EMRTC to perform their work. The employee cannot perform the work from home, so they either have to be re-assigned, or they may need to seek another job.

5. PROTOCOL FOR COVID-19 CONTAINMENT

- a. Any confirmed infection will require a 14-day quarantine period followed by testing to ensure the person has recovered. If possible, the infected person is required to work with their supervisor and appropriate safety office to identify other employees they had close contact with for contact tracing.
- b. Employees who had close contact with the infected employee will have to use leave for the 14-day quarantine period if they cannot work remotely. Please work with your supervisor and HR to determine the appropriate leave option.
- c. Employees who have had close contact with a confirmed employee will be required to be tested as soon as possible. If negative, they can return to work immediately. If positive, they need to notify their supervisor and call the NMDOH COVID-19 hotline at 855-600-3453 for advice.
- d. The Research Division will work closely with the appropriate organization to disinfect offices or work areas where the infected employee worked or visited. Where possible, the areas should be closed to entry to allow any virus spores to inactivate.
- e. If a positive case is found at any of the remote NMT Research Centers, each center will collaborate with the NMDOH for contact tracing (see below) and a rapid response protocol which may involve the appropriate tests needed for individuals at the centers.

6. PROTOCOLS FOR RESTRICTING CAMPUS COMMUNITY MOBILITY AND CAMPUS SHUTDOWN

- a. Follow all regulations and Governor's Executive Orders related to any statewide COVID-19 directives.
- b. If essential work/workers are not exempted either in the Governor's Executive Orders, or the Secretary of Defense guidance for essential work changes, further direction will be provided.
- c. All employees and any student workers will be directed via email from the President's Office and/or Center Director/Supervisor to remove critical personal property in the event of a temporary campus closure 48 hours in advance of the closure.

Phased Reopening Plans for NMT Administrative, Academic, and Research Divisions, Offices, and Centers

OFFICE OF ACADEMIC AFFAIRS

INSTRUCTION

Phase I: A mixture of online and face-to-face instruction. The number of online classes will be greatly expanded over those offered in a typical semester, but some classes will only be offered face-to-face. Face-to-face classes will follow strict social distancing protocols and include PPE use as recommended by health authorities. The maximum permissible face-to-face class size will be 30 students. Limited face-to-face class size and expanded online offerings will help with social distancing and will allow students to take all their classes online if they wish. Students participating on campus will be allowed to take as many classes as they wish online as well. Many on-campus classes will be hybrid and include online sections using “Zoom Rooms” technology. Over the summer we are greatly expanding the number of classrooms capable of such hybrid delivery.

In addition, after Thanksgiving all instruction and testing will be strictly online.

All classrooms and laboratories will be at less-than-or-equal to 25% capacity to maintain social distancing. Seating is marked such that student-to-student spacing is at least 6 ft., and instructor-to-student distance is at least 12 ft. while the instructor is lecturing.

Classrooms and teaching laboratories will be sanitized at least twice a day by custodial staff. In addition, sanitizing wipes will be available for use by students and faculty for self-service sanitizing. Labs swept, mopped with water, trash removed, and soap dispensers stocked daily. Cleaning will be done daily periodically throughout the day. Lab personnel will disinfect equipment. Faculty will provide gloves to students in the labs as needed. In addition, disinfecting wipes will be provided. Computer labs will be cleaned periodically throughout the day. High Traffic Touchpoints will be disinfected. Touchpoints include stair rail handles, entrance doors, light switch plates, doors (exterior only unless the door is open), and elevator buttons. Three times daily signage has been put up to remind all students to socially distance, masks are required, the fastest way out of the building, and to leave the building once their lab is over. Hand sanitizer units have been installed throughout the building. Everyday building-specific cleaning schedules will also be followed. For academic areas our greatest traffic-control concern is the time period during which students arrive for, and depart from, classrooms. During this period in a normal semester there is considerable congestion at doorways and two-way traffic flow in hallways. To address this issue, we have established the following procedures/policies:

1. The teaching schedule was adjusted so that the time elapsed between classes was doubled from 10 to 20 minutes.
2. Students will be told that they should not enter the classroom earlier than 10 minutes prior to the start of class, and should exit the classroom within 10 minutes of the end of class.

Instructors will be told that they must strictly adhere to their allotted class time. To minimize time spent in hallways, where social distancing is most challenging, students will be told to and exit the building via the shortest possible route. Numerical modeling by Romero et al. (2020), shows that in most instances this is preferable to mandatory one-way traffic in hallways as it minimizes time spent in hallways. In addition, given the above directives concerning student arrival and departure, traffic should be predominantly one-way.

Phase II: TBD

Phase III: TBD

FACULTY OFFICE HOURS

Phase I: Faculty will conduct office hours in a manner in which social distancing can be maintained. Most faculty will probably continue to use Zoom for this purpose. All faculty offices will be at less-than-or-equal to 25% capacity to maintain social distancing.

Faculty offices will be cleaned and disinfected daily.

Phase II: TBD

Phase III: TBD

FACULTY DEVELOPMENT

Phase I: Continued informal and formal workshops for faculty on best practices in online education.

Phase II: Continued informal and formal workshops for faculty on best practices in online education.

Phase III: Continued informal and formal workshops for faculty on best practices in online education.

PLANNING AND COORDINATION

Phase I: Fall 2020 Academic Affairs Task Force assists in planning, implementation and communication and coordination with other Divisions/Units of New Mexico Tech. Membership includes:

1. Representatives appointed by the Chair from each academic department, as well as a representative for each transdisciplinary academic program
2. A representative from the Office of the Registrar
3. VPAA
4. AVPAA
5. AA Chief Finance Administrator
6. Deans of A&S and Engineering
7. Graduate Dean
8. A representative from ACT
9. A representative from the Library (which also represents OSL)
10. A representative from the Office of Admissions
11. A representative from the Office of Financial Aid
12. A representative from the Office of Student Life
13. A representative from the Office of Research
14. A representative from the Office of Administration and Finance

Phase II: Fall 2020 Academic Affairs Task Force continues to assist in planning, implementation, communication and coordination with other Divisions/Units of New Mexico Tech.

Phase III: Task Force disbanded.

ASSISTING STUDENTS WITH TECHNOLOGY NEEDS

Phase I: Work to identify and help off-campus students who do not have sufficient internet and/or computer resources. The Academic Center for Technology (ACT) reaches out to students in high-risk areas (e.g., Navajo reservations). Identify incoming students who need laptops and have Internet problems.

Phase II: Continue to work to identify and help off-campus students who do not have sufficient Internet and/or computer resources.

Phase III: Continue to work to identify and help off-campus students who do not have sufficient Internet and/or computer resources.

ONLINE STUDENT ENGAGEMENT

Phase I: Encourage academic departments and programs to develop co-curricular activities for fully online students. This could include informal Zoom social events, online participation in department seminars, etc.

Phase II: Departments and programs to develop concrete plans for co-curricular activities for fully online students.

Phase III: Departments and programs implement plans for co-curricular activities for fully online students.

TUTORING

Phase I: The Office of Student Learning (OSL) provides high-quality tutoring entirely online.

Phase II: Same as Phase I.

Phase III: The Office of Student Learning (OSL) provides high-quality tutoring entirely online. Some face-to-face tutoring may occur, with appropriate social distancing, but this has not been decided yet.

FACULTY, STAFF, AND STUDENTS WORKING IN ACADEMIC DEPARTMENTS AT NMT

Phase I: Faculty, staff and some students work on campus to provide essential instruction, student support, or engage in research activities as described below. Faculty and staff work remotely whenever possible.

Only those faculty, staff and students approved as “essential on-site” workers by the VPAA are allowed to be in buildings on campus, and only then to complete those tasks that cannot be done from home. When on campus, those “essential on-site” workers must practice social distancing and appropriate PPE use.

1. Faculties (full-time and part-time) are “essential on-site” workers.
2. Departmental administrative assistants are “essential on-site” workers.
3. Other members of the staff generally are not “essential on-site” workers. Only other members of the staff recommended by the department chair and approved by the VPAA may be deemed as “essential on-site” workers.
4. Graduate students may be granted access to research labs in accordance with the Plan for Graduate Students to Resume On-Site Research. This plan involves four components: 1) safety, 2) tracking, 3) reporting, and 4) accountability. Whenever possible graduate students should work remotely.
5. Undergraduate students may or may not be “essential on-site” workers. The process of requesting exemptions (i.e., approval for a student worker to be deemed “essential on-site”) for an undergraduate student is for the supervisor to submit a request via a Google Form (<https://forms.gle/gYRWS5DqfE37EXSLA>). If approved by the VPAA, the limit in time for a student to be considered as an “essential on-site” worker is two weeks. The limited time is to enable more students to fulfill these essential duties and limit the number of workers on campus at any given time.

Faculty and staff will continue necessary on-site work to support academic and research activities and will continue to work remotely whenever possible. Graduate students will continue access to research labs in accordance with the Plan for Graduate Students to Resume On-Site Research. A plan will be developed to allow more undergraduate students to work on campus when necessary. All laboratories will be at less-than-or-equal to 25% capacity to maintain social distancing. Seating is marked such that student-to-student spacing is at least 6 ft., and instructor-to-student distance is at least 12 ft. while the instructor is lecturing. Labs swept, mopped with water, trash removed, and

soap dispensers stocked daily. Cleaning will be performed periodically throughout the day. Lab personnel will disinfect equipment. Facilities Management will provide gloves to students in the labs as needed. In addition, disinfecting wipes will be provided. Computer labs will be cleaned periodically throughout the day. High traffic touchpoints will be disinfected. Touchpoints include stair rail handles, entrance doors, light switch plates, doors (exterior only unless the door is open), and elevator buttons. Signage has been put up to remind all students to socially distance, masks are required, the fastest way out of the building, and to leave the building once their lab is over. Hand sanitizer units have been installed throughout the building. Everyday building specific cleaning schedules will also be followed.

Phase II: Same as Phase I.

Phase III: Faculty and staff will continue necessary on-site work to support academic and research activities. Faculty and staff will continue to work remotely whenever possible. Graduate students will continue access to research labs in accordance with the Plan for Graduate Students to Resume On-Site Research. A plan will be developed to allow more undergraduate students to work on campus when necessary. All laboratories will be at less-than-or-equal to 25% capacity to maintain social distancing. Seating is marked such that student-to-student spacing is at least 6 ft., and instructor-to-student distance is at least 12 ft. while the instructor is lecturing. Labs swept, mopped with water, trash removed, and soap dispensers stocked daily. Cleaning will be performed periodically throughout the day. Lab personnel will disinfect equipment. Facilities Management will provide gloves to students in the labs as needed. In addition, disinfecting wipes will be provided. Computer labs will be cleaned periodically throughout the day. High traffic touchpoints will be disinfected. Touchpoints include stair rail handles, entrance doors, light switch plates, doors (exterior only unless the door is open), and elevator buttons. Signage has been put up to remind all students to socially distance, masks are required, the fastest way out of the building, and to leave the building once their lab is over. Hand sanitizer units have been installed throughout the building. Everyday building specific cleaning schedules will also be followed.

OFFICE OF STUDENT LIFE

AUXILIARY OFFICE

Phase I: Three staff employees' work is split between being at home and in the office as needed. (one employee per office space). Total number of people in the Auxiliary Office at one time is four people. The 25% occupancy requirement is being maintained.

Phase II: Same as Phase I.

Phase III: Current three staff members will be in the office full time. Two customers/students allowed in the front office area at one time. A total of six people will be allowed at one time in Aux Services office space. Communication is by signage on the office entrance door, phone, email, and website. Common lounge area in front of the office will be used as a waiting space with appropriate social distancing when needed.

RESIDENTIAL LIFE

Phase I: Staff members will primarily work from home. Staff may go to the office periodically to complete tasks they cannot complete at home. There will be no more than three staff members in the office at one time. Students and guests will only be allowed in the office by appointment only. Total of five people will be allowed at one time in the Residential Life office area. The 25% occupancy requirement is being maintained.

Phase II: Same as Phase I

Phase III: Three staff members in the office at one time. Administrative Assistant Monday-Friday. Coordinator 1-Monday and Wednesday. Coordinator 2-Tuesday and Thursday, Assistant Director-Tuesday and Thursday, Director-Monday and Wednesday, Fridays will alternate (Coordinator 1 and Director-Week 1, Coordinator 2 and Assistant Director-Week 2), two persons allowed in the front office area at one time. Total of five people will be allowed at one time in the Residential Life office area.

RESIDENCE HALLS/APARTMENTS:

Phase I: Residence Halls will be closed to conference groups that normally stay in the buildings after the summer. Apartments will be limited to one person per apartment (except family housing). Freshmen who apply and submit housing deposits by June 15, 2020, will be guaranteed a single room. Petitions can be made for double occupancy. Guests will not be allowed in Residence Halls or Apartments. The number of residents in community spaces will be limited pending on size of space but never greater than five people. Appropriate facial covering and social distancing will be enforced at all times. Check in and check out procedures and all other paperwork will be done electronically.

Phase II: Same as Phase I. Appropriate adjustments will be made and effectively communicated based on the Governor's order and CDC best practices.

Phase III: Same as Phase II. Appropriate adjustments will be made and effectively communicated based on the Governor's order and CDC best practices.

PROGRAMMING

Phase I: One-on-one personal interaction between Resident Assistants and residents will either occur online or in a common space while maintaining at least 6-ft distance. Events will be held virtually so residents can attend through the safety of their computer.

Phase II: Same as Phase I.

Phase III: Same as Phase I & Phase II with Appropriate adjustments will be made and effectively communicated based on the Governor's order and CDC best practices.

RESIDENT ASSISTANT TRAINING

Phase I: Resident Assistants (RAs) will have some of their training sessions done online. Training sessions in person will be done in large classrooms where RAs can sit at least 6-ft apart from other people.

Phase II: Same as Phase I for ongoing training.

Phase III: Same as Phase I & Phase II for ongoing training.

COMMUNICATION/TOURS

Phase I: via signage, email, website, one-on-one with RAs, students coming into the Res Life office will be by appointments and walk-ins. People with appointments will be helped first. Tours: Residential Life will work with Student Life VP's office and NM Tech Marketing & Communication Department to develop/produce a video tour of the halls so prospective students can see what the rooms look like from the safety of their computers. Time for completion of the video tour package would be the end of July.

Phase II: Same as Phase I.

Phase III: Same as Phase I & Phase II. If authorization is granted by the Governor's office, tours can be granted utilizing facial coverings, social distancing, and no more than three guests on the tour per guide.

FIDEL CENTER

Phase I: Foot traffic patterns will be installed to direct patrons on how to properly social distance from one another. Separate doors will be designated as "enter" or "exit." For second floor usage, the stairwell has signage designating direction and safe passage of foot traffic. Elevators will be available with a limit of two persons inside the elevator and a marked wait line outside elevator doors for social distancing. Stanchions will be placed in areas where lines may form such as outside the cashier's office or entrance to the bookstore. Atrium reserved table space will be limited to student related groups/activities and must operate within very specific guidelines as dictated in a modified table agreement. Seating often used for studying or socializing will be modified to comply with necessary safety protocols and be modified to seat individuals spaced at least 6 ft. apart. Computer pods will have restrictions based on safety protocols (e.g. social distancing).

General Safety: Fidel Center will be open to students, staff, faculty, community members, outside entities, guests of the University and the general public. The utilization by the public may be restricted based on any new guidelines. Patrons will need to conduct their business and leave the Center to allow for social distancing and prevent large social gatherings.

Cleaning: Facilities management will continue to conduct daily sanitation and cleaning processes as required. They will also address high traffic spaces and frequently touched surfaces throughout the day. Ballrooms: Will be set-up and utilized as large classrooms, therefore there will be very minimal use for other purposes. Rentable rooms will have reduced capacity.

Ballroom ABC: capacity limited to 30 attendees with 2 presenters. Combined: capacity limited to 120 people. Conference Rooms: capacity limited to 4 people.

Diversity Equity & Inclusion Center: capacity limited to 10 people. The number of events held daily will be reduced to allow ample time for cleaning, set up, and strike. Communication is given via signage, floor markings, and email. The 25% occupancy requirement is being maintained.

Phase II: Same as Phase I

Phase III: Same as Phase I & II plus appropriate adjustments will be made and effectively communicated based on the Governor's order and CDC best practices.

FOOD SERVICE

Phase I: Food Court, Dining Hall and Meal Plan Service: Food Service strategy is for accommodating approximately 350 students living on-campus with meal plans. There will be no indoor dining. During meal hours the entire retail area between the east entrance door and the coffee shop will be closed. Entrance to the food court for meal service will be through the east entrance door only. Stanchions will zig zag back and forth giving the ability to accommodate student lines without students needing to wait outside in inclement weather conditions. Line areas will be marked with six-foot floor markers. In the Food Court, markers will be used for directing traffic through the stations. To reduce traffic congestion, the salad bar will be to go salad options only. The majority of desert bar items will be moved to the dining hall for easier access, and the deli station will be moved to the Expo station. All staff will wear face masks and gloves, and all food items will be served by a Chartwell's associate. No self service will be allowed. All dinnerware will be to go – consideration will be given for finding cost efficient sustainable to go small ware items. Four staff members will be in the dining hall at all times to clean tables and chairs after each usage. All students will exit through the south facing dining hall doors. Staff and Faculty will be able to use the food court by entering through the coffee shop line and escorted into the food court area. Times might have to be limited as traffic dictates to assist the students in getting their meals as efficiently as possible. The 25% occupancy requirement is being maintained. Students under self-isolation or quarantine will be provided meals during this time.

Retail Fire & Ice Coffee Shop: Entrance will be the east side of the stairs leading down from the Atrium into the coffee shop. Stanchions will be used for directing the flow of traffic and floors clearly marked for social distancing. Counter seating will be unavailable. Instead, customers will wait in front of the counter area in clearly marked spaces for their order and then exit up the stairs.

Catering: Catering orders will be by phone or on-line only. Catering orders will be prepackaged and delivered in boxes to the event site. Customers will be responsible for set-up and take down. Communication: via signage, website, on-line, Chartwell's texting hotline, in person.

Phase II: Same as Phase I with some indoor tables and chairs available based on instructions from the Governor's Office (e.g. 25-50%)

Phase III: Same as Phase I & Phase II with greater access that complies with Governor's office and CDC.

BOOKSTORE

Phase I: Scheduled to open the weekend before the first day of classes. All bookstore employees will be required to wear face masks and gloves. Based on the current conditions all customers entering the bookstore will be required to wear some kind of facial protection that covers their nose and mouth. Social distancing guidelines will be followed with the appropriate floor markings in place, six ft. apart, along with directional arrows to direct the correct flow of traffic to avoid accidental grouping of people. Capacity will be limited to 25% occupancy based on square footage calculations. Curbside pickup and delivery will be offered for those who may have issues and or concerns about entering public spaces and areas. Communication: via email, website, signage, and face-to-face

Phase II: Same as Phase I

Phase III: same as Phase I & II Social distancing guidelines and required face covering will be followed. Increase in occupancy will be permitted based upon the Governor's NMDOH orders.

GAME ROOM

Phase I: Hours of operation Monday–Friday 12:00 noon to 8 pm and Saturday & Sunday 12:00 noon to 5:00 pm. Reservations will need to be made in advance and can be scheduled by phone at

575-835-5927 or by email to gamerom@npe.nmt.edu. Gaming time will be limited to two (2) hours per session; one (1) session per day. Reservations can be made on hour or half hour increments and will be scheduled on availability and maximum occupancy of patrons allowed. Billiards, Ping Pong and console gaming will be limited to two people per game, four-people groups will not be allowed. Only two (2) billiards tables will be in use at one (1) time. Only one (1) ping pong table will be in use at one (1) time. Only one (1) console gaming station will be in use at (1) time. Only two (2) people will be allowed to sit at the counter at (1) time. Communication: via email, phone, website, and signage. The 25% occupancy requirement is being maintained.

Phase II: Same as Phase ITBD

Phase III: same as Phase I & IITBD Social distancing guidelines and required face covering will be followed. Increase in occupancy will be permitted based upon the Governor's NMDOH orders.

STUDENT ACTIVITY CENTER

Phase I: Typically, the Student Activity Center (SAC) is used for Community College classes, by the Student Government Association for dances, movies nights, and large gatherings, and by NMT-sanctioned student clubs for meetings and club activities. For Phase I, due to limited space, social distancing, and staff monitoring for the SAC will be limited to Community College classes. Class size limit will be 15 students to have best practices for social distancing. Auxiliary Services will work closely with the Registrar's Office to communicate class type, hybrids, set-up, and best possible scenarios for class structure and participation. Communication: via signage, phone, Aux Office in person. The 25% occupancy requirement is being maintained.

Phase II: Same as Phase I

Phase III: Same as Phase 1 & II with graduate occupancy increases.

SWIM CENTER

Phase I: Hours of Operation: Monday – Friday: 6am – 7pm (closed 9am – 11am for pool maintenance). The 25% occupancy requirement is being maintained. Saturday and Sunday: Temporarily closed due to staffing. The Swim Center is open for lap swim only - limited to six lap swimmers - one lap swimmer per lane to accommodate social distancing of 6 ft. Social Distancing at 6 ft is required and will be enforced. Face coverings are required when entering and exiting the Swim Center and in all areas except the pool. Individuals showing any symptoms of illness may not use the facility, and high-risk individuals are discouraged from using the facility. Outside entrance and exit areas will be clearly marked. The pool's entrance is located at the outside double gates on the south side of the facility. The exit is located at the north outside double gates. Face coverings are required when entering and exiting the Swim Center and, in all areas, except in the water, as per the Governor's executive orders and CDC guidelines. NO LOCKER ROOM USE AND NO SHOWER USE. This includes the outdoor shower. All swimmers are required to shower prior to coming to the facility. Separate access for bathroom usage is clearly marked through the inside lobby off the deck for women and hallway/deck glass door by the guard's office for men. To retrieve items in your locker, you may call ahead for an appointment or retrieve during your first scheduled workout time. No sunbathing or gathering on deck. Wait time is no more than 5 minutes on deck. Earlier arrival will require waiting outside the Swim Center. Chairs will be provided for towels and gear, and there is velcro on the lounge chairs for displaying passes. Swimming Pool Usage: Lap swim times need to be scheduled in advance. Two (2) lap lanes are available for 45-minute workouts and Four (4) lap lanes are available for 1-hour workouts.

Phase II: Same as Phase I

Phase III: Same as Phase 1 & II

CHILDREN'S CENTER

Phase I: The Children's Center will open according to the most current CYFD regulations which are typically below 25% occupancy. Children will be dropped off and picked up at the entrance. Parents are not allowed to enter the building. Every staff member and child will have their temperature taken before entering the building. Face coverings will be worn by all teachers, staff, students, and essential workers.

General Safety: Frequent hand washing, supervised usage of hand sanitizer, cleaning and disinfecting frequently touched surfaces, covering coughs and sneezes. Sick children are required to stay at home. We will send children home immediately if they become sick and identify the isolation area if a child becomes sick during a care program. Sick staff are required to remain at home and not return until they meet criteria specified for home isolation.

Additional Safety Procedures/Plan for Illness and COVID 19: Isolate sick children until they can be picked up. Disinfect and clean the isolation area after the child has gone home. Close off all areas used by the sick individual, staff, or child. Open doors and windows to air out the area. Wait 24 hours until all droplets settle and clean/disinfect all areas used including common spaces such as hallways, bathrooms etc. Once complete, reopen the areas for use.

Intensified Cleaning Procedures: Hand hygiene station at entrance, and proper hand washing protocols will be strictly followed. Toys are separated, cleaned, and sanitized daily. Classrooms are cleaned and sanitized daily. Common areas are cleaned frequently. Communication: via phone, email, newsletter and person to person.

Phase II: Same as Phase I

Phase III: Same as Phase I & II

GOLF COURSE/SNACK BAR

Phase I: Golf Course: Staff will check temperatures before shifts, and engage in frequent hand washing before, during, and after shifts. Staff will utilize gloves and masks during their shifts. Customers may not congregate at any time, including at the tee, on the course, or after the round. Tee times will be taken by phone or online; check-in will be through a window to minimize contact. Tee times will be 20 minutes apart instead of 10 minutes to minimize traffic. Carts are limited to one occupant per cart and two carts per tee time/group. The exception is two people may ride in one cart if they are from the same household. Maximum of four players per tee time/group. Practice greens and driving range will be limited to a maximum of four people at a time for each area. Staff will be disinfecting all touch points on golf carts, range balls, range buckets. Flagsticks will be set up on the course so golfers will not have to touch the flagstick. Marshalls will be on the course to enforce social distancing and all other COVID-19 protection policies. Everyone will be required to wear a mask when inside the golf shop, first tee, and all practice areas. No rental clubs will be available. Golf shops will be open for bathroom/hand washing use only and limited to two people inside. All practice areas including driving range will be limited to four people at one time with required social distancing.

Snack Bar: Open 9am – 5:30 food and beverages to go only. Two employees working at one time. Employees will be required to wear face masks. Two customers in the grill one at one time with social distance marking in front of the counter/pick up area.

Phase II: Golf Course: Same as Phase I. Snack Bar: Open 9am – 5:30 food and beverages for to go only. Two employees working at one time. Employees will be required to wear face masks. Two customers in the grill one at one time with social distance marking in front of the counter/pick up area.

Phase III: Same as Phase 2. Communication: via email, newsletter, website, phone, and person-to-person.

MACEY CENTER

Phase I: Auditorium: Due to the need for large classroom spaces, the auditorium will be utilized for this purpose during the daytime and early evenings on the weekdays.

Meeting Rooms: Rentable rooms will have reduced capacity and the auditorium will remain closed.

Copper & Galena Room: capacity limited to 20 attendees with 2 presenters.

Stage Only: capacity limited to 30 attendees with 2 presenters.

Upper Lobby: capacity limited to 50 people. These numbers are following the 25% capacity guidelines currently enforced. The number of events held daily will be reduced to allow ample time for cleaning, set up, and strike.

General Safety: Macey Center will only be open to students, staff, faculty, community members, and outside entities who meet the university criteria set forth at the time of onset. The general public will not be allowed into the facility due to the reduction of space and facilities available to comply with necessary safety protocols. Only participants of scheduled, confirmed, and identified events will be allowed into the facility. Valid invitation, ID, or official name badge must be provided upon arrival. Hand sanitizing stations will be available upon entry into the facility as well as around common areas. There will be NO public restrooms available. If necessary, face masks or coverings may be required.

Cleaning: Macey Center staff will continue to conduct daily sanitation and cleaning processes prior to and after events. Staff will be provided safety equipment such as a protective screen, masks, and gloves as set forth by university requirements. Equipment such as tables, chairs, audio/video equipment will be sanitized with the appropriate solution prior to use and after use. All multi-function surfaces will be wiped down hourly including door handles, counter tops, banisters, and elevator buttons. Communication: via phone, email, website, signage and person to person.

Phase II: same as Phase 1 plus appropriate adjustments will be made and effectively communicated based on the Governor's order and CDC best practices.

Phase III: Same as Phase I & II

COUNSELING SERVICES (Support, Services, Programming, Communications & Office Ops)

Phase I: Emotional, psychological, and crisis support provided via phone, teleconferencing, or email during regular work hours, with potential to open up emergencies to in-person. Per Governor's Order, may expand services to offer in-person services, as necessary, to students on campus while observing strict social distancing protocols - clients will wear masks, wash hands; chairs and door handles will be sanitized after every session. Expanded programming will continue to be on-line, video, and website with potential to in-person, only as necessary. All communication through email, telephone, Zoom, with potential to open to in-person for on-campus students. Potential to have both clinicians and support staff on-site during regular work hours. The 25% occupancy requirement is being maintained.

Phase II: Same as Phase I plus appropriate adjustments will be made and effectively communicated based on the Governor's order and CDC best practices.

Phase III: Same as Phase I & II

PERFORMING ARTS SERIES

Phase I: Work at office, two-person, non-public setting; students, if on campus, staggered schedule; follow social distancing rules.

PAS Season: combination of live streamed and limited in-person following strict SD rules and guidelines for theaters and live events. Virtual and in-office, follow social distancing rules. The 25% occupancy requirement is being maintained.

Phase II: Same as Phase I plus appropriate adjustments will be made and effectively communicated based on the Governor's order and CDC best practices.

Phase III: same as Phase I & Phase II

PHYSICAL RECREATION ACTIVITIES

Phase I: Tier I: Social distance protocols required, PPE required. Tier II: Remote work for some on staggered schedule, social distance protocols required, PPE required. Tier III: Remote Work continues for many, essential services only, staggered schedules, social distancing protocol required, PPE required.

Low Risk Rec Sports: Masks, social distance protocol required and keep virtual challenges, if needed. High Risk Recreation/Sports: Closely following national guidelines offered by associations and conferences for Athletics. Social Distancing and Specific Fan Protocols (which might include no in-person fans) will be established and reviewed before a season begins. Gym will be open based on the Governor's orders. The 25% occupancy requirement is being maintained.

Phase II: Same as Phase I plus appropriate adjustments will be made and effectively communicated based on the Governor's order and CDC best practices.

Phase III: Same as Phase I & II

Title IX Office

Phase I: Awareness Training/Complaint Resolution: All staff working from office, social distancing strictly enforced. No more than five people allowed in the office suite. Work from home is limited. Small face-to-face training for International students and TAs. More focus on online marketing campaigns. Work with HR & Academic Affairs to schedule small group training for new hires while still making the online module available as needed. Avoid attending face-to-face conference training and move to online training for staff. Require online Adjudicator & Investigator training. Face-to-face with social distancing, most communication will be electronic and virtual. Based on the wishes of the parties, an appropriate venue will be established with the proper social distancing.

Non-Academic Student Conduct: All professional staff working from office, social distancing is strictly enforced. No more than five people are allowed in the office suite. Work from home is limited. Conduct more small training sessions with social distancing and leverage technology more effectively (e.g. online training modules). Effectively utilize technology and online methods to communicate changes to all constituents. Student employees may work from home. Only one student employee is allowed in office at a time.

Student Communication & Publications: Some face-to-face meetings with small groups of collaborators. Most communication will be electronic and virtual. Implement and effectively communicate the changes. Inform students and other users how to effectively navigate all of Tech's academic and non-academic student support services. Electronic submissions & distribution. With no large events, it will be important to promote more strategic smaller venues and/or multiple repeat sessions. This may impact staffing.

Student Complaints, Concerns & Grievances: Face-to-face with masks, strict social distancing, will continue to provide most services electronically. Contact the current vendor to determine if there are additional portals we can purchase to meet our other needs to serve the students. Communicated updates to students. The 25% occupancy requirement is being maintained.

Phase II: Same as Phase I

Phase III: Same as Phase I

OFFICE OF STUDENT AFFAIRS

Phase I: Office Ops/Communications/Services: All professional staff working from office, social distancing is strictly enforced, as well as face covering. No more than five people are allowed in the office suite. Work from home is limited. Student employees may work from home. Only one student employee in office at a time. Face-to-face with social distancing, most communication will be electronic and virtual. Campus visits will be limited, especially by those outside NM or from virus hotspots within NM.

Recruitment of International Students: Most will be done electronically, and may travel within NM. No travel to NM virus hot spots. Social distancing to be strictly enforced. All to be done electronically, with the exception of travel approved by VP and President. Social distancing to be strictly enforced.

Programming: All live streamed, in-person participants following strict social distancing rules. No buffets or self-serve drinks. Equipment needs to be purchased. Live and recorded, in-person participants following strict social distancing rules. Equipment provided by the host.

Convocation: Electronic or Virtual only.

Career Fair: Electronic or Virtual Only. Summer Programming: TBD for 2021.

Student Government: Meetings are live streamed and recorded. In-person meetings strictly adhere to social distancing rules. No self-serve foods or drinks. Presenters are encouraged to present alone. All documentation should be electronic, no handbills. The 25% occupancy requirement is being maintained.

Phase II: Same as Phase I

Phase III: Same as Phase I

DISABILITIES SERVICES/ACTIVITIES

Phase I: Support: Support will be offered in-person, online, phone, email, etc.

Services: Accommodations, time management, self-advocacy, executive function, transition from high school accommodations to college accommodations, and answer student questions, such as Access vs Success. Test proctoring conducted via the administrative assistant for OCDS all in person proctoring. Creation and distribution of Accommodation letters by OCDS Administrative Assistant, processed via hand delivery by student. The office will work with students with compromised immune systems to benefit from online class options and protocols. Work with faculty and Academic Affairs for a fair and equitable attendance policy.

Programming: In-person sessions for RAs, training sessions for faculty, staff, and students conducted in person, New TA/Faculty training, ADA Anniversary celebration via social media, tabling, email.

Communications: Conducted via email, letters, phone, tabling, speaking/training events, one-on-one meetings, Website, Discord, Miner Weekly Blast, flyers, Student Affairs TV monitors, etc. Office protocol signage on door. Office Ops: Coverage includes administrative assistant, student worker, and disability case manager. The 25% occupancy requirement is being maintained.

Phase II: Same as Phase I plus appropriate adjustments will be made and effectively communicated based on the Governor's order and CDC best practices.

Phase III: Same as Phase I & Phase II

OFFICE OF ADMINISTRATION AND FINANCE

The following areas report to Administration and Finance: Budget and Analysis, Business Office, the Business Process Analyst, Campus Police, Campus Post Office, Capital Projects, Facilities Management, Information Technology and Communications, Property Management, Purchasing/Procurement, Sponsored Projects, Starbase La Luz Academy and the New Mexico Bureau of Mine Safety/State Mine Inspector. We also serve as the fiscal agent for New Mexico Mesa.

Most of the areas within Administration and Finance are necessary to maintain the operations of the campus and, thus, have been designated as essential services. For these reasons all of the on-campus operations have been maintaining their basic functions and service delivery. There has been a reduction, but not an elimination, of the recycling program during the partial campus closure. All of the on-campus functions, including the Office of the Vice President for Administration and Finance, have initiated some level of work-at-home requirements for those staff whose job function doesn't require them to be on campus full-time. Many of the offices are utilizing a combination of full-time work at home for some staff or scheduling on-campus shifts and working at home the remainder of the time. The number of days that staff members work on and then off-campus varies by unit.

New Mexico Mesa is housed in the NMT leased building in Albuquerque. They have also implemented a combination work in-office and at-home plan. As Starbase La Luz is embedded in the Air Force Research Laboratory (AFRL) offices in Albuquerque, they have been following the protocols required by the AFRL.

All of the following schedules and work plans are contingent upon COVID-19 mandates from the Office of the Governor. This includes the current 25% maximum occupancy levels for business and other operations.

The timing of the full return to the campus by all Administration and Finance staff in Phase III will occur only when the Governor authorizes the full opening of the campus and the return to offices by all employees.

OFFICE OF THE VICE PRESIDENT FOR ADMIN & FINANCE

Phase I: Rotating days in the office: VPAF – Mon/Wed/Fri, Associate VPAF – Tue/Wed/Thu, Admin. Sec. – Mon/Wed/Fri, Secretary 1 (summer) - Tue/Thu. For the other days, the work is done from home. The 25% occupancy requirement is being maintained. The VPAF office is responsible for compiling lost revenue and cost information related to COVID-19, and to prepare reimbursement requests for the administrative and Minority Servicing Institutional funds available under the CARES ACT and for potential reimbursements under FEMA.

Phase II: Current campus/home work schedules will continue.

Phase III: Current campus/home work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated.

BUDGET & ANALYSIS

Phase I: This office is considered to be an essential service due to required budget preparation and the approval of research proposals, Personnel Action Forms, and other essential documents. The Associate Budget Director is working in the office two days per week and remotely three days per week. The 25% occupancy requirement is being maintained. Two of the other staff members are working primarily from home. One staff member has elected not to work during the Covid-19 restrictions and is using her annual and sick leave during this time.

Phase II: Current campus/home work schedules will continue. This office is essential in preparing the campus response to the anticipated budget reductions from the June Legislative Special Session. The staff member who was not working in Phase 1 is now working on campus three days per week.

Phase III: Current campus/home work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated.

BUREAU OF MINE SAFETY/STATE MINE INSPECTOR

Phase I: As the Bureau deals with state mine safety, training, and certification, which are all deemed essential activities, the Bureau is an essential operation. The State Mine Inspector is working full time, primarily in the office but traveling within the state as situations mandate. The Business Manager is working from home, but comes to the office on campus three days a week. The Associate State Mine Inspector is working from home and traveling as situations mandate.

Phase II: Current campus/home work schedules will continue.

Phase III: Current campus/home work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated.

BUSINESS PROCESS ANALYST

Phase I: The Business Process Analyst is working on campus one day per week and at home four days per week. As the primary focus is on electronic form development, he also comes to campus as needed to work with various campus functions.

Phase II: Current campus/home work schedules will continue.

Phase III: Current campus/home work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated.

BUSINESS OFFICE

Phase I: Most of the Business Office functions are considered essential functions and the office has remained fully operational. Most personnel, including the Controller, are working full-time from home. They come to campus when required. Cashiers are on campus for the printing and distribution of checks. Due to the lack of campus travel, Travel Office staff members have been temporarily reassigned to other duties. For those employees who do not directly deposit their payroll checks, checks are being manually distributed in the main floor Fidel Center on each payroll day.

Phase II: Current campus/home work schedules will continue. The 2019 Annual Financial Audit will be handled remotely and electronically. Payroll checks will continue to be distributed on the main floor of the Fidel Center until the cashier area on the second floor is fully reopened.

Phase III: Accounts Payable, General Accounting, Travel Office and Student Accounts will maintain the current campus/remote work schedules until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated. Payroll Office staff as scheduled, are available to assist employees on an as needed basis. The Cashier's Office will be open daily, but at a reduced schedule with hours to be posted.

CAMPUS POLICE

Phase I: As Campus Police is an essential service that requires most officers to work on-campus, only the administrative staff members have been working from home for part of the week. However, as most are deployed outside of the offices, the 25% occupancy requirement is maintained. Due to the fact that all buildings are locked, Campus Police are patrolling the office buildings and campus environments more frequently.

Phase II: Campus buildings will be reopened on August 3. However, signs will be posted on each outside door to limit traffic to only those with required business. This includes visitors coming from outside of the campus. Current campus/home work schedules will continue. Campus Police will continue with more frequent patrols.

Phase III: Current campus/home work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated. Campus Police will continue with more frequent patrols.

CAMPUS POST OFFICE

Phase I: The Post Office Is considered an essential function, and, as the mail and other delivery services must be maintained, staff must work on campus. However, they are spaced within the building so that the 25% occupancy requirement is maintained. The post office is functioning with reduced staff due to the supervisor being on FMLA for up to 12 weeks. As all of the campus buildings other than the Fidel Center are locked during the day to limit non-building staff and unauthorized staff to enter the buildings, all campus mail is being distributed and picked up at the campus post office according to a fixed schedule. The Post Office is the only area on the Fidel First floor that is open for business. Entrance into Fidel is through the west entrance door closest to the Post Office. Hours will be Monday – Friday 7:45am – 5:15pm, Saturday 11am – 4pm, Closed Sundays.

Phase II: Current campus/home work schedules will continue. The Campus Post Office will continue with the Phase I schedule until the Fidel Center and other campus buildings are reopened.

Phase III: Current campus/home work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated. Staff will return to delivering mail to the various offices when campus buildings are unlocked during the day.

CAPITAL PROJECTS

Phase I: The Capital Projects Office is a one-person office consisting of the Director of Capital Projects. The Director is currently working from home four days per week and is typically on campus one day per week unless he needs to be on campus for meetings or project coordination.

Phase II: The current campus/remote work schedule will continue.

Phase III: Current campus/home work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated.

FACILITIES MANAGEMENT

Phase I: In that the campus buildings and grounds must be maintained even during the stay at home phase, Facilities Management is an essential service that requires most staff to work on-campus. As these staff members are distributed throughout the campus, the 25% occupancy requirement is maintained. Only the Co-directors and administrative staff have been working at home. They have been working at home two days per week and working on campus three days per week, staggering schedules so one co-director is always on site, unless they need to be on-campus to coordinate projects and staff. Select crews have moved to four 10-hour days to further reduce the number of individuals on campus. Due to the large number of Covid-19 cases in Alamo, those Facilities Management staff members who live in Alamo and drive to the campus are continuously monitoring themselves for Covid-19 symptoms. One staff member was exposed to Covid-19 and is quarantined at home. He applied for and was approved for the 80 hours of paid leave through the new Federal requirements (FFCRA).

Additional Cleaning: The cleaning of buildings has been increased to two times per day. Facilities Management will perform additional cleanings of the Research Laboratories as they reopen in the summer. Two hazardous area cleaning teams (one main team and one back up team) have been created. Anticipated PPE equipment and training costs for these teams are about \$40k. There may also be hazardous duty pay costs for these employees, with the total costs to be determined. Critical staff members including custodians are not working the alternate schedule as they are needed on a daily basis. Facilities Management has purchased ionization equipment to efficiently sanitize classrooms, dormitory rooms, offices and other campuses of COVID-19 viruses. They have purchased HEPA filtration units that also utilize UV lights, ionization and hydrogen peroxide to kill the virus and other organisms. One or more of these units will be deployed in each classroom in which in-person instruction is being delivered. Facilities Management has installed touch-free soap dispensers, hands free door openers and

full-cover toilet lids in the campus bathrooms and touch free hand sanitizer dispensers on each floor of campus buildings. See Attachment #1 for a detailed description of classroom, laboratory and other building cleaning protocols.

Phase II: The current campus/remote schedule will continue. Additional cleaning will continue in the office buildings and research laboratories. Facilities Management custodial staff will clean the reopened swim center.

Phase III: Current campus/home work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus by administrative staff will be reevaluated. Facilities Management began hiring a second shift in June. By the beginning of the fall semester, it is anticipated that the hiring of the second shift will be complete. Administration and Finance is now working with several COVID-19 reopening committees to determine the best schedule and protocol for this second shift. Factors to consider include the scheduling of academic classes in the classroom buildings, Fidel and Macey Center, the dormitories, including the shared/common bathrooms and the Gym.

INFORMATION TECHNOLOGY AND COMMUNICATIONS

Phase I: Information Technology and Communications (ITC) is an essential service. Most of the staff supports infrastructure that requires them to work on-campus. However, the software application support group that supports the Banner ERP has been successfully working from home. Using remote connections to their office computers and other NMT computer systems, they have been able to provide the same level of support for existing systems as they were when they worked on campus. They have also undertaken planning and work on new projects. This has been accomplished by the use of remote meetings using Zoom and other remote support utilities. ITC staff working on campus can be housed in two buildings, the Gold Building and the Telecom building, staff members have been distributed between these buildings to ensure proper social distancing. This distribution allows for adherence to the 25% occupancy rule. Many of the technical support staff members are typically providing support among the many buildings and offices on campus, which makes maintaining social distancing within the ITC offices even easier. ITC staff members have played a major role in the distribution of Virtual Private Network and Hotspot equipment and setting up remote desktop capabilities for administrative staff and some faculty. ITC staff has also worked closely with Academic Computing to establish the online course delivery capabilities.

Phase II: As most staff members are already working on campus, as stay-at-home requirements are relaxed or eliminated, there will be little or no change to the ITC work schedules. For the software applications support group the current home work schedule will continue.

Phase III: As most staff members are already working on campus, as stay-at-home requirements are relaxed or eliminated, there will be little or no change to the ITC work schedules. For the software applications support group the current home work schedule will be reevaluated.

PROPERTY MANAGEMENT

Phase I: As the primary property management functions are an essential service because property inventories must be maintained and property properly disposed, most of these operations have been ongoing during the stay at home restrictions. The recycling function has been reduced in scope. A staff member who had been potentially exposed to out-of-state individuals was required to take the mandatory 14 quarantine days. However, he showed no COVID-19 symptoms during this time, and has returned to work full-time. The Property Operations Manager ended his work at home plan during the first week of June. The Property Office will continue to ensure that all assets and property received during the pandemic shutdown to the current date are properly accounted for. Recycling will continue to operate at the current reduced level until buildings are returned to an open to public status.

Phase II: The current campus/remote schedule will continue.

Phase III: Current campus/remote work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated.

PURCHASING SERVICES

Phase I: While Procurement is an essential operation, during the current stay-at-home requirements, for the most part, the items that can be purchased have been limited to critical or emergency purchases in the early stages of Phase 1. Purchasing is now handling regular procurements and contract renewals for FY21. Staff members have, for the most part, been using a combined work-from-home and work-in-the-office schedule. This allows for adherence to the 25% occupancy requirement. One staff member initially chose to not work during the Covid-19 restrictions and used a combination of annual and sick leave to cover the missed days. Since May that employee has begun working several days a week in the office. Regarding vendors, the Director has developed and distributed a form for all departments to use when vendors for their areas are required to come on campus. This form must be signed by both the originating department and the vendor. It has detailed instructions for the vendors before and during their time on campus. This form is included as Attachment #2.

Phase II: The current campus/remote work schedule will continue.

Phase III: Current campus/remote work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated.

SPONSORED PROGRAMS

Phase I: As research grant proposals, contracts and contract changes are currently being generated and F&A rate calculations and negotiations and Federal audits are ongoing, Sponsored Programs is an essential function. Staff members in the area are working in shifts with partial days in office and partial days at home. However, the Director and Associate Director are, for the most part, working full time in the office. Due to increasing volumes of grant applications and contracts, the work-at-home schedules were adjusted for some staff to work more hours on campus. However, the 25% occupancy requirement is being maintained.

Phase II: The current campus/remote work schedule will continue.

Phase III: Current campus/remote work schedules will continue until restrictions are relaxed or lifted. At that time, the proportions of work at home compared to work on campus will be reevaluated.

Attachment #1

Facilities Management (FM) Custodial Department General COVID-19 Building Guidelines

Type of Building	Description & Frequency of Cleaning/Disinfection
Offices	<p>Restrooms cleaned and disinfected. 3 Times daily. Soap dispensers stocked daily.</p> <p>High Traffic Touchpoints disinfected. Touch Points includes Stair Rail Handles, Entrance Doors, Light Switch Plates, Office Doors (Exterior Only unless the door is open), and Elevator Buttons. 3 Times daily.</p> <p>Most offices will only be cleaned/disinfected by request only. Trash is emptied on a normal basis (if the door is open). Please put the trash in the hallway.</p> <p>Hand Sanitizer units have been installed throughout the buildings, including the recent installation of hands-free dispensers on each floor.</p> <p>Signage has been put up to remind all occupants to socially distance, masks are required at all times, and to follow proper hand washing techniques.</p> <p>Everyday building specific cleaning schedules will also be followed.</p>

Classrooms	<p>Classrooms cleaned and disinfected. New Technology deployed to spray an ionized disinfectant. At least 2 Times daily based off Classroom Cleaning Schedule.</p> <p>High Traffic Touchpoints disinfected. Touch Points includes Stair Rail Handles, Entrance Doors, Light Switch Plates, Doors (Exterior Only unless the door is open), and Elevator Buttons. 3 Times daily.</p> <p>All Classrooms that will be used in the fall will have disinfecting wipes. The student/teacher can use the wipes to clean their area.</p> <p>Special Ionizer/HEPA units will be put in each classroom. These units also use a UVC Light to kill virus particles during filtration. They also produce hydrogen peroxide and ionization to kill virus particles in the air.</p> <p>Hand Sanitizer units have been installed throughout the building, including the recent installation of hands-free dispensers on each floor.</p> <p>Classroom doors will be left open to circulate the air.</p> <p>Signage has been put up to remind all students to socially distance, masks are required, the fastest way out of the building, and to leave the building once their class is over.</p> <p>Restrooms cleaned and disinfected. 3 Times daily. Soap dispensers stocked daily.</p> <p>Everyday building specific cleaning schedules will also be followed.</p>
------------	--

Laboratories	<p>Laboratories swept, mopped with water, trash removed, and soap dispensers stocked daily. Cleaning will be 2 Times daily.</p> <p>Laboratory personnel will disinfect equipment. FM will provide gloves to students in the labs as needed. In addition, disinfecting wipes will be provided.</p> <p>Computer laboratories will be cleaned 3 times daily.</p> <p>High Traffic Touchpoints disinfected. Touch Points includes Stair Rail Handles, Entrance Doors, Light Switch Plates, Doors (Exterior Only unless the door is open), and Elevator Buttons. 3 Times daily</p> <p>Signage has been put up to remind all students to socially distance, masks are required, the fastest way out of the building, and to leave the building once their lab is over.</p> <p>Hand Sanitizer units have been installed throughout the buildings, including the recent installation of hands-free dispensers on each floor.</p> <p>Everyday building specific cleaning schedules will also be followed.</p>
--------------	---

Restrooms	<p>Restrooms cleaned and disinfected. 3 Times daily. Soap dispensers stocked daily.</p> <p>Signage has been added to the restrooms to show proper hand washing techniques.</p> <p>Installation of special equipment:</p> <ol style="list-style-type: none"> 1) Toilet lids 2) Hands free Foot Pedal door openers 3) Automatic Soap Dispensers 4) Automatic Paper Towel Dispensers
Dormitories	<p>Communal Restrooms cleaned and disinfected 3 times daily. Soap dispensers stocked daily. In addition, Ionizer/HEPA units have been installed in the communal restrooms.</p> <p>High Traffic Touchpoints disinfected. Touch Points includes Stair Rail Handles, Entrance Doors, Light Switch Plates, Doors (Exterior Only unless the door is open), and Elevator Buttons. 3 Times daily.</p> <p>On the weekend and throughout the week, FM will employ students to do basic cleaning in the communal restrooms. FM standby can assist as needed.</p> <p>Signage has been put up to remind all occupants to socially distance, masks are required at all times, and to follow proper hand washing techniques.</p> <p>Everyday building specific cleaning schedules will also be followed.</p>

Attachment #2

COVID-19 On-Campus Work Request

To be completed by the NMIMT Department Head and Contractor Prior to Work Being Performed

FOR THE NMIMT DEPARTMENT HEAD: Request for permission for a Contractor to access the NMIMT campus or other NMIMT leased buildings to do the following:

Description of work to be performed _____

Building and room _____

Name of Contractor _____

Estimated date(s) work to be performed _____

Estimated total hours required each day _____

Department individual who will supervise work and their cell number _____

Signature of department head and date

Signature of individual supervising work and date

To be reviewed and signed by the Contractor

FOR THE CONTRACTOR: Any off-campus Contractor personnel present, entering or performing services on the NMIMT campus, or property leased or owned by NMIMT must certify their personnel shall at all times adhere to all applicable state and federal laws and NMIMT policies and procedures. Additionally, Contractor shall abide by CDC guidelines at all times <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Prior to coming to the campus worksite and beginning work:

- 1) The Contractor will provide an ACORD 25 Certificate of Liability Insurance with NMIMT as the Certificate Holder; this will be sent to NMIMT Purchasing Services Office, Brown Hall, and Rm 114
- 2) Provide NMIMT with the representative's itinerary showing where their travel will originate and where they will stay while in New Mexico. Contractor will need to disclose if representative has been in any global COVID 19 hotspots with dates they were there
- 3) At Contractor's expense, each employee of the Contractor working on campus shall take their temperature each day prior to working and only be allowed to work if the temperature is 100.3°F or below

When on campus, each employee of the contractor working on campus will:

- 4) Practice required social distancing of six feet or more
- 5) Wear appropriate personal protective equipment (PPE) especially face masks at all times

- 6) Restrict themselves to their designated work area, other than restrooms when necessary
- 7) Wash hands with soap for at least twenty seconds or sanitize their hands with at least 60% alcohol if soap and water are unavailable
- 8) Avoid using other persons' phones, tools or other equipment
- 9) In accordance with CDC guidelines, Contractor personnel shall wipe down with disinfectant their work area at the end of each day or at the end of their work activity
- 10) Follow any state directives required for out-of-state visitors
- 11) Ensure current compliance with CDC guidelines and maintain compliance if guidelines are updated
- 12) Immediately notify the NMIMT Department and Purchasing Services Office in the event of any Contractor's personnel who have been present or performing services on NMIMT property (a) tests positive for COVID-19, or (b) have been in close contact with someone who tests positive for COVID-19. The Contractor shall take immediate action to quarantine such person and any other Contractor personnel who may have come in contact with the person testing positive for COVID-19, and assist in identifying any other persons on campus who may have come in contact with such person. Contractor shall thoroughly clean and disinfect all areas any infected Contractor personnel may have contacted on campus. Any such deep cleaning and sanitation costs of NMIMT property resulting from a positive test are the responsibility of the Contractor. The Contractor shall ensure quarantined personnel do not return to the NMIMT campus until CDC criteria for return are met.
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
- 13) Adhere to any reasonable additional restrictions requested by NMIMT

By signing below, you acknowledge and agree that all efforts shall be made to adhere to these requirements for the health and safety of NMIMT students and employees, as well as, Contractor personnel.

Signature of Contractor's authorized representative and date

~~~~~

**Instructions for use of the form:**

Department will contact Contractor regarding repair and obtain a quote

Department will complete the top portion of the form and forward with a requisition to Purchasing

Purchasing will work with the Contractor to get the form completed and answer any questions/concerns

Purchasing will issue the PO and completed form to both the Contractor and Department. At this point, the Department and Contractor will work together to get the Contractor personnel on campus for the repair, calibration, etc.

Upon completion of work, the Department will notify Purchasing at [purchasing@nmt.edu](mailto:purchasing@nmt.edu)

## OFFICE OF RESEARCH

Full Protocol Link: <https://sites.google.com/nmt.edu/covid19-safety-protocols/home>

This protocol serves as the minimum standard of operational safety for facilities under the supervision of the NM Tech Office of Research. Each unit may adopt a more rigorous standard, as required by the business conducted within a facility and approved by the Vice President for Research. This protocol applies to all students, staff, faculty and visitors. Individual unit phased reopening plans are noted in the following tables.

1. Personal Assessment - Prior to entering any NM Tech facility you are required to assess: (1) the state of your personal health for COVID-19 symptoms, (2) personal exposure risk, and (3) your potential exposure to COVID-19 as a result of travel.
2. Masks & Face Coverings - All guests and staff must have face coverings or masks and wear them at all times when in the presence of others in a NM Tech facility.
3. Hours of Operation & Access - Access to NM Tech facilities is limited to approved activities and pre-set hours of operation. All guests will be required to request access to the facility or facilities approved by their campus sponsor.
4. Good Hygiene Practices
  - a. Routine Cleaning - All facility techs have been trained in the proper cleaning and disinfecting protocols, hygiene, and respiratory etiquette. Spaces and equipment will be cleaned before and after each use by the assigned facility tech. Disinfectant wipes are available upon request for individual use.
  - b. Handwashing - All facilities have access to public restrooms for handwashing. Hand sanitizer is available in meeting and workspaces for use when hand washing is not possible. Note: the use of gloves is not a substitute for frequent handwashing.
5. Space Configuration - All meeting and work spaces have been reconfigured to provide for 6 feet of distance between individuals wherever possible. All spaces have been configured to accommodate 25% capacity to ensure that effective social distancing can occur.
6. Common Spaces - All common areas where personnel are likely to congregate have been closed and/or modified to minimize contact between guests and staff.
7. Virtual Tools - Zoom teleconference tools are available to accommodate virtual collaboration and limit the number of individuals in an NM Tech facility or space.
8. Catering & Beverages - No catering or outside beverages are allowed in facilities. Coffee pots and Keurig's have been stored away to minimize unnecessary contact with surfaces.
9. Guidelines Governing Protocol - This protocol takes into account where appropriate to the facility the guidance and directives of the State of New Mexico and Office of the President in consultation with the cognizant division Vice President.
  - a. State of Mexico
    - i. Public Health Orders - <https://cv.nmhealth.org/public-health-orders-and-executive-orders/>
    - ii. State of New Mexico Re-Open Guide - All Together New Mexico: COVID Safe Practices for Individuals and Employers - <https://indd.adobe.com/view/3f732e94-0164-424d-9ac6-a0ace27e70c8>
  - b. New Mexico Tech Office of the President
    - i. Key Requirements Memo - <https://drive.google.com/open?id=1jTQNo5kbwjPk6VaUN7z1FJPHxRzmfEWS>

## **PRTC**

**Phase I:** PRTC has been deemed an essential facility and remained open and operational throughout the pandemic; however, additional protocols have been put in place to facilitate safe practices. PRTC follows visitor guidance promulgated by NMT. Almost all customers now using the facility are DOD members or DOD contractors, who are exempted from State issued health orders.

Affected Facility:

Playas Research & Training Center (Hidalgo County, NM)

Actions:

1. Prep facilities for limited use at 25% of maximum capacity
2. Advance notice of visits
3. No large indoor meetings or events
4. Establish guest tracking and check-in protocols
6. Maintain 24/7 operations with proper safety protocols
7. Use of teleconferencing when possible (telework not possible for PRTC employees)

**Phase II:** TBD

**Phase III:** TBD

## **ICASA**

**Phase I:** Socorro Office: Staff and students working exclusively from home with the exception of five individuals determined essential due to need to access systems, work on federal projects with sensitivities precluding work from home, and/or that have no viable option to work from home. This accounts for approximately 10% of desk capacity. Guests (e.g., new hires) escorted onsite only as needed (e.g. for fingerprint checks, being issued computers, obtaining badges, etc.). All individuals accessing the facility using CSP's, including wearing masks, maintaining separation, and practicing disinfection techniques as per CDC, NMDOH, and NMT published guidelines. Access to sensitive facilities (e.g., classified spaces) further as per any and all relevant federal guidelines from sponsoring agencies. Any other incidental access only on a case-by-case basis with the prior approval of the Director.

Albuquerque Office: Staff and students working exclusively from home. Any incidental access permitted only on a case-by-case basis with prior approval of the director. ICASA will not exceed 25% occupancy. ICASA will follow campus wide visitor policy.

**Phase II:** TBD

**Phase III:** TBD

## **NMT TECH TRANSFER COLLABORATIVE OFFICE (KAFB/ALBUQUERQUE NM)**

**Phase I:** Program Facilities Affected: AFRL Tech Engagement Office, AFRL Innovation Lab and AFRL Maker Hub

Actions:

1. Prep facilities for limited use at 25% of maximum capacity
2. Access by Appointment only
3. No large group meetings, seminars, or events
4. Establish guest tracking and check-in protocols
5. Re-deploy scheduling site and forms
6. Schedule staff to support meetings/activities as needed, telework remains primary method of work

NMT Re-Open Briefing -

[https://docs.google.com/presentation/d/1mftwaQjVoCatNgKlaV3K2mS1lRjt\\_MBAjY1k-of7dk0/edit?usp=sharing](https://docs.google.com/presentation/d/1mftwaQjVoCatNgKlaV3K2mS1lRjt_MBAjY1k-of7dk0/edit?usp=sharing)

Staff External Work Request - <https://www.surveymonkey.com/r/9L52HFW>

Space Check-In for Visitors - [https://www.surveymonkey.com/r/space\\_check-in\\_form](https://www.surveymonkey.com/r/space_check-in_form)

Space Request - [https://www.surveymonkey.com/r/afri-nm\\_space\\_request](https://www.surveymonkey.com/r/afri-nm_space_request)

**Phase II:** TBD

**Phase III:** TBD

## **EMRTC**

**Phase I:** EMRTC is considered an essential business and remained working as normally as possible during this time. The First Responders Program was put on hold, and classes were cancelled as people could not travel to Socorro to attend classes. EMRTC had as many people work remotely as possible. Those who were working in the Field and Engineering worked on-site, following the rules in place. Masks are required when personnel are in bunkers and buildings. Visitors were not allowed to come to EMRTC during the months of March-May. EMRTC also implemented a 10-hour day/four-day workweek to reduce the number of days employees had to be on-site. EMRTC wrote and implemented a new Standard Operating Procedure in March that details how we will operate under the COVID-19 Pandemic. We have updated the SOP and continue to do so based on the most recent Governor's orders. External visitors are allowed to attend their testing programs as long as they follow the NMT Visitor Policy. EMRTC has continued to operate as an essential business as defined under the Governor's orders. Bringing everyone back to work on-site will be the next challenge. We are planning on bringing everyone back on the same date to minimize complaints and perceived favoritism. There are some employees who, with proper medical documentation, may have to continue to work remotely until either there is a vaccine, or the pandemic ends.

Key Documents for all personnel:

State of Mexico, Public Health Orders <https://cv.nmhealth.org/public-health-orders-and-executive-orders/>

State of New Mexico Re-Open Guide, All Together New Mexico: COVID Safe Practices for Individuals and Employers [ALL Together New Mexico](#) link.

**Phase II:** TBD

**Phase III:** TBD

## **LANGMUIR LABORATORY**

**Phase I:** Affected Facility: Langmuir Laboratory

Only our essential staff work on campus and only on an as-needed basis. All other staff will work remotely from home. The mountaintop facilities are closed during the winter and spring seasons, in anticipation of the summer thunderstorm season. Langmuir Laboratory is not regularly staffed this summer, and the building occupancy will be well below 25% of maximum at all times. One or two personnel visit sites on a weekly basis to maintain instrumentation on the ridge. Expect wrap up research on the mountain by the end of October 2020. All other activities will be on campus; we adhere to social distancing guidelines by the state and NMT. Langmuir Laboratory follows visitor guidance set forth by NMT.

**Phase II:** TBD

**Phase III:** TBD

**MROI**

**Phase I:** All Staff working from home.

**Phase II:** TBD

**Phase III:** TBD

**NCKRI**

**Phase I:** All staff will work remotely from home and will be in the office intermittently as necessary. They will continue to communicate by email, phone, and video conference as needed. NCKRI does not expect to have visitors in Phase 1. If there is a visitor request, the NMT procedure to obtain remission will be followed.

**Phase II:** TBD

**Phase III:** TBD

**MAGDALENA RIDGE OBSERVATORY 2.4M TELESCOPE**

**Phase I:** The Observatory staff is composed of a total number of three people: one technician and two astronomers. The technician works primarily off campus at the facility on Magdalena Ridge during the daytime, and is infrequently on campus as needed for grab and go tasks. The two astronomers work at the Observatory or remotely during the evening, and access their campus offices only when necessary. Rarely are the astronomers and the technician in the common areas at the same time. Staffing levels are well below the 25% occupancy level. Visitors to the facility are required to follow the NMT Visitor Policy

**Phase II:** TBD

**Phase III:** TBD

**IRIS/PASSCAL**

**Phase I:** The majority of PASSCAL staff will remain working offsite. On-site staffing will not exceed 25% occupancy. Warehouse operations and equipment processing/testing continues on-site. Fieldwork has been put on pause lessening our need for training users; virtual training has replaced on-site training. During the work-at-home order we've realized that some aspects of our operations can be effectively and efficiently performed off-site. Our phase 3 on-site staffing levels may be optimal as we migrate to a new operational normal. All visitors to the facility will adhere to the NMT visitor policy. All individuals accessing the facility will adhere to all safety precautions as per CDC, NMDOH, and NMT published guidelines

**Phase II:** TBD

**Phase III:** TBD

# NM BUREAU OF GEOLOGY AND MINERAL RESOURCES

## **ESSENTIAL PERSONNEL**

**Phase I:** One essential person designated to be in the Bureau each day. Schedule is noted on the Bureau Google calendar. Check-in and out with Connie Apache required. Social distancing and mask wearing required everywhere except in personal offices or other personal spaces. The guidelines listed below for “all other employees” also apply to essential personnel. Staffing levels are well below the 25% occupancy level.

**Phase II:** Same as Phase I.

**Phase III:** With reoccupation of the building, no essential personnel will be needed.

## **OTHER EMPLOYEES**

**Phase I:** Mostly work at home. Access to building is granted on an as-needed basis. Pre-scheduling and checking in and out with Connie Apache required. The purpose of the check-in/out is in order to be able to do rapid and efficient contact tracing, should that be needed. Connie Apache will be our primary point of contact for contact tracing, with Nelia Dunbar and Matt Heizler as secondary and tertiary. We will work with NMT’s lead contact tracing contact should contact tracing be needed. Social distancing and mask wearing required everywhere except in personal offices and spaces. The building occupancy is no greater than 25% of staff.

Additional guidelines: Staff members would be asked to self-monitor for symptoms associated with the COVID-19 illness. Staff members will be asked to stay home if they are symptomatic and seek out healthcare options depending on the severity of the symptoms. Any employee who has had persistent symptoms such as those outlined above will need to be tested negative for COVID-19 prior to returning to our building. Employees who travel out-of-state must self-quarantine for two weeks, given that this requirement was still in place at the state level. Staggered building occupation schedules may be implemented. Check-in/check-out procedures (which have been implemented for limited building occupancy during the stay-home time) will continue through the end of Phase I. Offices will have solo occupancy. Handwashing and overall good hygiene continues to be emphasized. Cleaning products and hand cleaner will be widely available. The large conference room would be set up to accommodate socially distanced meetings of five people or fewer, allowing attendees to stay 6’ apart while meeting. Where possible and practical, use emails, phone calls and text messages for communication. Using electronic forms, wherever possible. Minimizing campus errands. If, upon reoccupation of the building, we recognize that social distancing protocols are not working well, we will reevaluate protocols to improve efficiency. If a staff member who has been in the building tests positive for COVID-19, the Bureau will immediately return to work-at-home protocols for a duration of 2 weeks.

**Phase II:** Access to building is granted on an as-needed basis, and additional employees return to full-time building occupancy, although work at home will continue to be encouraged on a case-by-case basis. Check-in and check-out are no longer required, although employees would be expected to keep a close track of building occupancy time using a contact tracing app, or their work calendar. Self-monitoring, social distancing and mask wearing required everywhere except in personal offices and spaces. Building occupancy will follow state guidelines. High risk employees continue to work from home. Employees who travel out-of-state would self-quarantine for two weeks, given that this requirement is still in place at the state level.

**Phase III:** All staff may return to the building. Continued social distancing and mask wearing required, along with selected guidelines listed under Phase I requirements. Check-in and check-out are no longer required, although employees would be expected to keep a close track of building occupancy time using their work calendar, or a contact tracing app.



## **STUDENTS**

**Phase I:** We are following guidelines developed by Academic Affairs. All check-in and check-out for Bureau spaces done through Connie Apache rather than departmental administrators. Social distancing and mask wearing required everywhere except in personal offices and spaces.

**Phase II:** We will continue to follow guidelines developed by Academic Affairs. Check-in and check-out are no longer required, although employees would be expected to keep a close track of building occupancy time using their work calendar, or a contact tracing app. Social distancing and mask wearing required everywhere except in personal offices and spaces.

Phase III: TBD

## **VISITORS**

**Phase I:** We will follow NMT essential business visitor guidelines. Few visitors permitted, and anyone coming from out-of-state would need to self-quarantine for two weeks prior to visiting, as outlined in statewide guidelines. Exceptions include contractors visiting for essential, required, repair work in laboratories or building infrastructure (following NMT guidelines) and occasional visitors to the core buildings, where visitors can work on cores with little contact with Bureau personnel. If outside visitors need to collect physical materials or need to drop anything off, we would plan to do this via postal service or by curbside pickup in the parking lot east of our building, using appropriate protective equipment. We have developed an internal protocol to be able to pack and ship materials safely, and have recently begun to fill orders that have been coming into our bookstore electronically. We will also strive to promptly provide our stakeholders with electronic resources, wherever possible.

**Phase II:** We will follow NMT guidelines, but anticipate that visitors would be permitted in the Bureau building and core buildings on a case-by-case basis, but the building will remain locked and visitors must be let into the building by designated host. Social distancing and mask wearing protocol, following guidelines from the governor. The Bureau will follow any guidelines in place at the state level with respect to out-of-state visitors.

**Phase III:** Visitors will be given unrestricted access to the Bureau building and core buildings. Social distancing and mask wearing protocol, following guidelines from the governor.

## **FIELD WORK**

**Phase I:** Permitted for time-critical projects. See Appendix 1 for guidelines for Phase 1 field work.

**Phase II:** All field work permitted. Phase I field work guidelines will be updated to permit dining in restaurants and staying in hotels, where needed.

**Phase III:** All field work permitted. Phase II field work guidelines will be updated to reflect changing state-wide guidelines issued by the governor.

## **MUSEUM**

**Phase I:** The museum and associated bookstore will remain closed for as long as other state museums remain closed. Therefore, we are not presenting visitor protocols as part of Phase I reopening plans. If museums are permitted to open during late-stage Phase I, we will use the visitor protocols that we outline in the Phase II column (and associated appendix). We are in communication with the New Mexico Museum of Natural History staff, and have been exchanging ideas about safe reopening.

**Phase II:** When the governor reopens museums, state-wide, our museum and bookstore will reopen, following guidelines summarized in Appendix 2). A key element of these guidelines is that our building will remain locked, and visitors will need to be let into the building by staff members, once we are assured that proper PPE is in place, and that the visitors understand the guidelines for entry to the museum and bookstore.

**Phase III:** Guidelines for museum and bookstore access and use will be modified based on state-wide guidelines

**Appendix 1**  
**New Mexico Bureau of Geology and Mineral Resources**  
**General Field Protocols**  
**Phase 1 Reopening**  
**Revised July 10, 2020**

In response to the ongoing COVID-19 pandemic, the New Mexico Bureau of Geology and Mineral Resources (NMBG) has established protocols to safely carry out field work, which is a fundamental part of our mission. These field work protocols are designed to offer protection for our staff and members of the public who we may encounter during the course of our duties, and would be built on top of our usual field safety protocols. These guidelines will remain in place and will be periodically reviewed and revised as conditions change and new guidance is provided by state or New Mexico Tech leadership.

**Governor's Phase I – Reopening of New Mexico- Overview**

- Field work is permitted upon approval from your supervisor or Program Manager.
- Overnight travel will be permitted if staff can camp, wear masks, and maintain a 6-foot social distance from other staff or campers. Social distance or masking will apply during vehicular travel.
- Access private land only if land owners can be notified in advance and provide permission for access.
- Evaluate field data collection needs and focus on highest priority field work during Phase I conditions.
- Usual travel documentation procedures must be followed.

**Guidelines**

**Working independently and maintain social distance:**

- Wherever possible and safe, staff will carry out field work independently, or with a household member. If this is not possible, limit contact and maintain a minimum of a 6-foot social distance.
- Use of personal protective equipment protocols will follow the state's guidelines.

**Transportation:**

- Schedule field vehicles through the Google Vehicle Reservation Sheet (note that only Bureau staff members can modify this sheet, although anyone at NMT can view. I would like for Bureau staff members to make student reservations).
- If you're using an open (unassigned) vehicle, leave a 48-hour window between the last use by another person and your reservation.
- Field personnel will take separate vehicles to the project site unless field work can be done in a vehicle large enough to maintain six-ft. spacing between personnel (i.e. the Durangos or the van). In the latter case, masks will be required in the vehicle. (Members of the same household may share a field vehicle without masks or social distancing.)
- For now, please plan to pick up your vehicle at Brian's shop up the hill. Because of social distancing protocols, it's complicated for Brian and Albert to deliver vehicles to the main Bureau building. You can feel free to leave your personal vehicle at Brian's shop while you're in the field.

- Wipe down the vehicle with disinfectant prior to and after use. Disinfectant spray consists of a 2% bleach solution (as recommended by the Center for Disease Control and Prevention (CDC)). Brian will equip your vehicle with disinfectant and paper towel. Please keep the bottles in the Ziploc bags provided so that they don't leak on the vehicle upholstery.
- If possible, have all refueling done on the NMT campus. If field personnel must refuel vehicles during field work, wear appropriate PPE when at a gas station and disinfect hands and vehicles as needed. If possible, avoid gas station convenience stores and bathrooms.

#### Overnight stays and food:

- Overnight stays are not permitted during the period of Phase I conditions unless camping is possible.
- Where possible, bring food and drink from home to avoid having to visit grocery stores during field operations.

#### Field equipment:

- Avoid sharing field equipment. If equipment is shared, disinfect between uses and when finished using a disinfectant spray consisting of a 2% bleach solution.

#### Sample Collection:

- Samples collected should be stored in staff offices, not in common rock lab areas. Only move samples to the common use laboratory spaces lab when they are ready for processing.

#### Deviating from the above protocol

- Deviating from the above protocol requires approval from your supervisor and NMBG Director. Submit in writing any alternative plans for field work.

#### Personnel health:

- Per CDC guidelines, NMBG personnel with any symptoms associated with COVID-19 must not come to work nor come into contact with fellow NMBG personnel or the public. Anyone who has traveled internationally should self-quarantine for 14 days. Follow CDC guidelines for self-quarantine and/or self-monitoring if you have been exposed to an individual with coronavirus.
- All NMBG personnel are instructed to follow the advice from the CDC and guidance of their healthcare provider if they are feeling ill.

#### Current Geographic Restrictions:

- Any known COVID-19 hotspot areas should also be avoided. Case numbers by county or zip code can be found at the New Mexico Department of Health Dashboard.

## **Appendix 2**

### **Guidelines for Reopening the New Mexico Bureau of Geology and Mineral Resources Mineral Museum and Bookstore**

New Mexico Governor Lujan Grisham announced that the next phase of reopening of New Mexico will include museums. Although we don't yet know when this phase will be, we are developing protocols in order to be ready when we're allowed to reopen. The protocols outlined below are designed to keep employees of the Mineral Museum and Bookstore safe, as well as to support the safety of visitors.

- Although we will reopen the Mineral Museum and Bookstore when permitted, access will be controlled by keeping the main doors to our building locked. Visitors will be provided with a number to call in order to be let into the museum and/or bookstore, which will be staffed from 8 am to 5 pm. The staff member who comes to the front door to let the visitors in will ensure that the visitors are wearing facemasks. Any visitors without facemasks will not be granted entry to the building. In the case that visitors without appropriate PPE insist on being granted entry, campus security can be alerted. Doors that lead from the atrium to the rest of the Bureau building will remain locked. Visitors from out of state will be required to follow whatever protocols are currently in place at the state level with respect to quarantine.
- When visitors in compliance with all state health orders are granted access to the building, the staff member who lets them in will give them a short description of the social distancing protocols that are expected during their visit. This will take place in the Bureau atrium, which is spacious. Staff will also point out sanitizer stations, request all visitors wash their hands, and issue gloves to all visitors. All visitors will be expected to maintain a distance of 6' from all staff members and any other visitors. Visitors within the same group will not need to maintain 6' social distance from each other. Visitors will be asked to avoid touching surfaces wherever possible.
- Visitors will need to provide contact information for one person in the group in case contact tracing becomes necessary. An entry into the log book will be required prior to accessing the facility.
- The museum and bookstore will operate at up to 25% capacity. However, having that many people in the museum and/or bookstore at one time would be difficult to manage, and, at the discretion of the supervising staff member, arriving groups of visitors may be asked to wait until another group has left. Groups of less than 10 (once permitted by the state) can access the museum and a limit of three will be allowed in the bookstore. Larger groups, up to 25 for the museum, can only be accommodated by appointment (after permitted by the state).
- Two NMBG&MR staff members will be present on any given day, one to staff the Mineral Museum and one to staff the bookstore. The names of the staff members will be pre-posted on the Bureau calendar. A schedule will be developed for museum and bookstore staff, and will be posted, along with phone numbers (either office or cell- at the discretion of the staff member) on the front door of the Bureau building. The staff members present will be responsible for overseeing, and carrying out sales, for both the bookstore and museum.
- NMT custodial staff will be asked to periodically disinfect surfaces in the bookstore, museum and restrooms. Bureau staff members will also be provided with disinfectant and paper towels in case visitors arrive outside the custodial staff's working hours or immediate clean-up is desired. A log book of times that the facility has been disinfected will be kept by custodial and NMBGMR staff.
- We will encourage all rock and mineral identification to continue via distance access (email and photos). In-person identification will require an appointment with an appropriate individual.

## **PETROLEUM RESEARCH AND RECOVERY CENTER (PRRC)**

### **ESSENTIAL PERSONNEL**

**Phase I:** Only Essential personnel are allowed in the building with a maximum occupancy of 25%. Essential personnel are responsible for maintaining essential lab experiments, IT support, metering and monitoring facilities access, and supporting non-essential employees with work-from-home efforts. A detailed log of all people in and out of the building is maintained on a google drive spreadsheet. Check in and out via Kate Wavrik (lab safety). All access is via the East door on the Kelly addition, and all exterior locks have been changed to limit unauthorized access

**Phase II:** All staff and students who are able to work from home will continue to do so. Maximum occupancy of 50% or the limits from State guidance, whichever is less. This allows better access for people who must work in labs in the building while making safe social distance possible in parts of the building with poor air circulation and narrow hallways. All workers needing lab access to perform their work are allowed in the building and are considered essential personnel from this Phase on. Keys still controlled, most work to occur during office hours.

**Phase III:** Same as Phase II.

### **ALL OTHER EMPLOYEES**

**Phase I:** Work from home. Access to building is granted on an as-needed basis and when possible materials or supplies are transferred at the entrance door. Scheduling and checking in and out Kate Wavrik required. Social distancing and mask wearing required everywhere except in personal offices and spaces. Occupancy scheduled to minimize overlap of workers in the building, and in areas of the building. Staff members asked to self-monitor for symptoms associated with COVID-19. Staff members will be asked to stay home if they are symptomatic and seek out testing. Any employee who has had COVID-19 symptoms will need to be tested prior to returning to our building. Check-in/check-out only for essential needs to facilitate work from home. Where possible and practical, use emails, phone calls and text messages for communication. Using electronic forms, wherever possible. Minimizing campus errands. Preparation of building for higher occupancy in later phases by adding mirrors to blind corners, and flags to note when a room is occupied. Work on a web app for people to check in and out during later phases. Installing monitors at entries to show who is in the building and what rooms they will occupy during later phases.

**Phase II:** Access to building is granted on an as-needed basis to persons who do not need to work in a lab or in an office for the limited purpose of enabling work from home. Checking in and out with a web app is required. Social distancing and mask wearing required everywhere except in personal offices and spaces occupied by only one person. Masks, Cleaning products and hand cleaner would be widely available. Staff members asked to self-monitor for symptoms associated with the COVID-19 illness. Staff members will be asked to stay home if they are symptomatic and seek out testing. Any employee who has had COVID-19 symptoms will need to be tested prior to returning to our building. Where possible and practical, use emails, phone calls and text messages for communication. Using electronic forms, wherever possible. Minimizing campus errands. After hours work is allowed.

**Phase III:** Same as Phase II. Key restrictions are relaxed to include all staff, but not students.

### **STUDENTS**

**Phase I:** We are following guidelines developed by Academic Affairs. All check-in and check-out for the PRRC is through Kate Wavrik. Students must work under the direct supervision of their advisor and follow all campus and state safety policies

**Phase II:** We will continue to follow guidelines developed by Academic Affairs. All check-in and check-out via the web app. Students are able to work on their own.

**Phase III:** Same as Phase II.

### **VISITORS**

**Phase I:** No visitors permitted, except contractors visiting for required repair work in laboratories or building infrastructure (following Purchasing Department guidelines).

If outside visitors need to collect physical materials from us, or need to drop anything off, we would plan to do this via postal service, or to set up a curbside pickup on the loading dock, using appropriate protective equipment.

**Phase II:** Few visitors permitted on a case-by-case basis. Buildings will remain locked and visitors must be let into the building by designated host. Social distancing and mask wearing protocol, following guidelines from the governor.

**Phase III:** Essential visitors allowed as long as correct social distancing is maintained and their host takes responsibility for them. Each room will have a maximum occupancy.

### **FIELD WORK**

**Phase I:** Only essential field work allowed. Director's permission required.

**Phase II:** Field work permitted, in state. Follow state rules for restaurants and hotels.

**Phase III:** All field work permitted, Out-of-state field work may require special permission.

### **TRAVEL**

**Phase I:** Only essential in-state travel permitted at discretion of the Director

**Phase II:** Travel in-state allowed, following governor's guidelines.

**Phase III:** Limited out of state travel may be permitted on discretion of the director, if state and university policies allow.

## **OFFICE OF THE PRESIDENT**

**Phase I:** The President, Chief Executive Assistant and the Dept. Specialist are working 2-5 days in the office. For the other days, the work is done remotely. The 25% occupancy requirement is being maintained. Masks and social distancing, and proper cleaning and hygiene procedures are being followed.

**Phase II:** TBD

**Phase III:** TBD

## **HUMAN RESOURCES**

**Phase I:** The Human Resources staff continues to work both remotely and at Brown Hall with staggered schedules to maintain social distancing as much as possible. The individual schedules include approximately half of the staff time at Brown Hall on staggered schedules and the other half working remotely. Typically, two or three staff members will be at work in Brown Hall at a given time. We will continue to increase the in-office time by the mid-August unless COVID19 circumstances continue to recommend remote work and, in that case, we will continue the current schedule.

Re-Opening to Employees:

Very limited on an as-needed basis only with COVID19 protocols, masks, social distancing restrictions, hand washing, and implementing maximum group size of three.

Re-Opening to Students: Limited following COVID19 protocols and social distancing and maximum group size of three. Re-opening to Visitors: None only for emergency situations.

The 25% occupancy requirement is being maintained in all office areas.

**Phase II:** The Human Resources staff continues to work remotely and at Brown Hall with staggered schedules to maintain social distancing as much as possible. The individual schedules include approximately 60 – 75% of the staff time at Brown Hall on staggered schedules and the remaining time working remotely. Typically, three or four staff members will be at work in Brown Hall at a given time. We will continue to increase the in-office time as required unless COVID19 circumstances continue to recommend remote work and, in that case, we will continue the current schedule.

Re-Opening to Employees: Will be restricted following social distancing protocols, PPE, hand sanitizing, and COVID 19 cleaning and maximum group size of three.

Re-Opening to Students: Limited, following COVID19 protocols and social distancing and PPE use and maximum group size of three. Re-opening for Visitors: Restricted following social distancing and COVID19 protocols including PPE and maximum group size of three.

**Phase III:** TBD

## **OFFICE OF ADVANCEMENT/NMT FOUNDATION**



**Phase I:** Team continues to work remotely with limited office visits by key personnel (limited to one in the office at a time) to perform critical tasks such as checking mail, making deposits, scanning invoices and other critical documents. Travel may start with approval of the Governor and President of NMT (with 14-day quarantine upon return and COVID 19 testing). Travel will be by car if necessary. Limit to one-on-one visits with donors and alumni, with masks/face coverings and social distancing. Explore possibilities of small events/receptions (highly determined by prevailing state of quarantine and pandemic). Staff continues to work remotely except for essential personnel. Those employees with signs of illness will be required to notify their supervisor of their symptoms and stay home and seek medical attention. If an employee is determined to have such symptoms consistent with COVID-19 and is sent home, they are to receive a confirmation COVID-19 test by the New Mexico Department of Health (NMDOH) before being allowed to return to work. HR will be contacted and consulted regarding all medical information and leave options if necessary. Staggered office schedules for those whose jobs require office presence. Masks/face coverings and Social distancing protocols required. Office visitors allowed by appointment only and must wear masks/face coverings, wash hands and practice social distancing. Vulnerable employees will work remotely from home. The 25% occupancy requirement is being maintained in all office areas.

**Phase II:** TBD

**Phase III:** TBD

### **OFFICE OF INNOVATION COMMERCIALIZATION (OIC)**

**Phase I:** Possible face-to-face meetings with Joint Venture partners and potential customers, possible face-to-face meetings with potential Socorro Ventures I investors, possible face-to-face meetings with consultants such as California Life Sciences Institute.

Limited, careful travel as permitted and appropriate (14-day quarantine). On-campus for meetings and Research Park matters one or more days/week. Use of Zoom and non-face-to-face methods where possible and appropriate. NMT procedures regarding facemasks and social distancing will be followed. The 25% occupancy requirement is being maintained in all office areas.

**Phase II:** TBD

**Phase III:** TBD

### **TECHNOLOGY COMMERCIALIZATION ACCELERATOR (TCA)**

**Phase I:** Estefanita Rawlings will move into the Nusenda building and also the NMT Research Office Building once the 25% occupancy requirement is lifted. Face coverings and social distancing will be practiced by her and by clients. If an admin can be hired, admin will work at Nusenda building and also NMT Research Office Building and face coverings, and social distancing will be practiced. NMT procedures regarding facemasks and social distancing will be followed. Ms. Rawlings will work remotely as necessary.

**Phase II:** TBD

**Phase III:** TBD

### **AFFIRMATIVE ACTION/EEOC**

**Phase I:** Director Saavedra will work remotely from home two days a week and come into the affirmative action office three days a week to perform affirmative action reports and any employment issues, and will be available for any Title IX issues and investigations and training. Mask and social distancing will be followed. 90% of meetings are by zoom.

Visitors, such as faculty, staff and students, will practice social distancing and masks by all parties worn at all times. The Affirmative Action/EEOC office will be at least less than-or equal to 25% capacity to maintain social distancing. Hand sanitizer will be utilized in the office and the office will be sanitized daily.

**Phase II:** TBD

**Phase III:** TBD

## **MARKETING AND COMMUNICATIONS**

**Phase I:** All M&C employees continue to work remotely from home as required by the Key Requirements for NMT Campus policy. M&C employees will return to potential on-campus duties as the Key Requirements for NMT Campus Policy allows, pending potential changes to said policy. Office duties will continue to be carried out as spelled out in Phase I unless campus policy is modified. All in-person meetings will instead be conducted via phone/video conference. Any unavoidable in-person meetings will be conducted with appropriate sanitary, face covering, and social distancing protocols in place. The 25% occupancy requirement is maintained in all offices on campus.

**Phase II:** TBD

**Phase III:** TBD

## **OFFICE OF GOVERNMENT AFFAIRS**

**Phase I:** Director Manzano will work remotely from home, work in the Albuquerque Office or the Santa Fe Office or on campus as required. If required, the Director will be attending legislative interim committee hearings in-person. Those hearing will be in Santa Fe or other locations throughout New Mexico. Furthermore, during any upcoming legislative session, will travel to Santa Fe and perform job duties. If required to work anywhere outside of the home, the director will follow COVID-19 Safe Practices. Out-of-state travel may be required (mostly to Washington, D.C.) as part of job duties related to federal government relations. If travel is required, the Director will self-quarantine at home (working from home) for 14 days and get tested two (2) days after my return and will report any illnesses to the supervisor.

**Phase II:** TBD

**Phase III:** TBD

# Links and Information

## State of New Mexico

- [NewMexico.gov](https://www.newmexico.gov)
- [COVID Safe Practices](#)
  - [Guidance for All Employers](#)
  - [Guidance Document – English](#)
  - [Documento de Orientación - Español](#)
- [State Assistance Programs](#)
- [Report Non-Compliance w Mexico Higher Education Department](#)
- [HED.State.NM.us](https://hed.state.nm.us)  
Telephone: 505-476-8400

## New Mexico Department of Health

- [CV.NMHealth.gov](https://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

- Coronavirus Information Hotline
  - 1-833-551-0518
  - Purpose: General questions
- Coronavirus Health Hotline
  - 1-855-600-3453
  - Purpose: Health related questions
- Crisis and Access Hotline
  - 1-855-662-7474
  - Purpose: Emotional crisis, mental health and substance abuse support

## Watch for symptoms of COVID-19

Living in a COVID-positive world requires discipline from all of us. In order for the rate of spread of COVID-19 to decrease enough for businesses to safely reopen, it is imperative that New Mexicans stay home as much as possible.

- **Fever**
- **Cough**
- **Shortness of breath**
- **Sore throat**
- **Headache**
- **Muscle pain**
- **Chills**
- **Repeated shaking with chills**
- **Loss of taste or smell**





  
**NEW MEXICO TECH**  
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY  
**OFFICE OF THE PRESIDENT**  
PRESIDENT@NMT.EDU  
(575) 835-5600