May 15, 2020

Good Morning Employees,

With the news of the Governor’s plan to re-open businesses at 25% of pre-crisis staffing levels, the College would like to provide you with the following information.

First and foremost, the order still asks that employees continue to stay home and telework. The 25% of pre-crisis staffing occupancy allows for 35 employees to be in the building. Jeff Harris is reaching out to each department to determine how many employees have a need to work on site. A plan will be developed which, in turn, will be communicated by department heads to employees in their areas. We ask that employees not enter the building until the plan has been communicated to you by your department head. The building will be open Monday – Friday from 7am-5pm. The building will be closed after 5pm (except for custodial services) and on weekends.

If an employee enters the building, the following are required:

- The employee will be required to self-screen. If an employee does not meet the self-screening conditions for entry, the employee must stay home. Signage will be posted at the building entrance. Self-screening requirements are:
  - You have not traveled through an airport with a point of origin outside of NM within the last 14 days.
  - You have not had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days.
  - You have not experienced any cold or flu-like symptoms in the last 14 days (fever of 101.4°F or higher, cough, shortness of breath or other respiratory problem, chills, sore throat, muscle pain, headache, shivering, loss of taste or smell).
- The employee will be required to swipe their ID at building entrance.
- The employee is required to wear a face covering when entering the building.
  - Paper face masks are available at the entrance.
  - The employee may use their own face covering.
- The employee will be required to wear a face covering when not in their private office.
  - There are paper face masks at the entrance. A cloth face covering will be placed at each employee’s workstation. The provided cloth face covering includes instructions on cleaning and care. We recommend washing the provided face covering prior to first use.
  - Face covering must cover your nose and mouth.
  - Considerations for cubicle office spaces are being discussed.
- No mass gatherings are allowed per the State’s executive order. If an employee enters the building, the employee is expected to remain in their office (except for use of restroom). Currently, the College remains closed to students except for scheduled, supervised short-term functions.
  - Conference rooms are closed; please continue to use WebEx and or phone for meetings.
  - The Break Room is closed.
• Adhere to social distancing traffic patterns.
  o Front stairwell is used only for traffic going up the stairs and back stairwell is used only for traffic coming down the stairs.
  o No more than one employee in the elevator at a time; this is in effect for both elevators in the building.
  o Do not congregate in high traffic areas (restrooms, hallways, etc.). Employees are expected to remain in their offices.

• Cleaning
  o Utilize the provided wipes to clean your office after each use
  o Leave the trashcan outside your office if it needs to be dumped.
  o Vacuuming options are still being discussed.

As the Office of the Governor provides further relief, the above plan will be updated. Again, please wait for further communication from your department head.

Thank you!