Burrell College of Osteopathic Medicine
Preparation Phase
Re-Opening Plan
Town Hall
May 13, 2020
Thank you to the following for your input and review of this presentation:

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- Richard Garcia
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- Robert Goldstein
- Renee Huber
- Robert Ketchum
- Jon Jackson
- Vanessa Richardson
- Michael Woods
The Stay At Home Executive Order for the State of New Mexico is still in effect (as of May 13, 2020).

The College is continually monitoring this dynamic situation.

Still awaiting information from the State regarding the Phase One Re-opening Guidelines and Directives.

The following slides reflect the College’s preparation for re-opening and are subject to change.
What Should Employees Expect From the College?

- Ongoing review and application of CDC, OSHA and the State of New Mexico Department of Health guidelines and best practices for the health and safety of all employees, students and the community.
- Frequent communication regarding operations, policies, procedures, and requirements
  - Email remains primary source of communication
  - COVID-Related Information and Signage
  - Employee Assistance Program and Mental Health Resources
- Workplace Safety
  - Employee Health Screening
  - Building Access and Monitoring
  - Physical/Social Distancing Procedures
  - Hygiene/PPE Procedures
  - Cleaning Procedures
  - Exposure Containment and Response Plan
  - Travel Approval Procedures
What the College Expects from its Employees

- Confirm you are well before you enter the building; self-monitor
- Comply with daily screening as part of building entry
- If you are sick, notify your supervisor - STAY HOME
  - Supervisors are not to ask employees for details as to maintain confidentiality. If an employee has symptoms of COVID-19, the employee should notify the Office of Human Resources directly.
- If someone in your house is sick, notify your supervisor - STAY HOME
- Wash your hands often and for the recommended 20 seconds
- Stay at least six feet apart when moving through the workplace
- Wear a face covering in the workplace
- Telework and video conference as much as possible
- Clean your workspace after use using supplies provided
- Adhere to the 14-day isolation if you travel by air (see slide on travel)
- Be conscious and understanding of co-workers who may be dealing with child-care issues, illness or loss of loved ones, financial insecurity and other issues
Self-Monitoring

- Monitor for signs and symptoms of COVID-19:
    - Fever, cough and/or shortness of breath
      - Fever is defined at 100.4°F or higher (https://cv.nmhealth.org/stay-at-home-faqs/)
    - Other early symptoms to watch for are chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, runny nose, new loss of taste or smell.
  - If you develop symptoms call your provider and the New Mexico Coronavirus Hotline at 1-800-600-3453 to discuss a plan for testing
Employee Health Screening Procedures

- The College will follow the New Mexico Department of Health and/or CDC requirements and/or guidance.
- Employees must pass screening for building entry.
  - 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-100.4°F or higher, cough, shortness of breath or other respiratory problem, chills, sore throat, muscle pain, headache, shivering, loss of taste or smell).
- Daily text message reminder to self-screen for building entry.
To Help Ensure the Safety of Students, Employees, and Visitors – Please Observe These Conditions of Entry to the Burrell College Building and Grounds

You have not traveled through an airport with a point of origin outside New Mexico 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, cough, shortness of breath or other respiratory problem, chills, sore throat, muscle pain, headache, shivering, loss of taste or smell).

Face Coverings Are Required to Enter This Facility

Thank you for your understanding

Visit BCOM COVID-19 Web Site – www.bcommm.org/covid19 or Call (575) 674-2299 FOR MORE INFORMATION
Building Access and Monitoring

- Must pass employee screening procedures for entrance
- Entrance Doors locked
- Signage Outlining Requirements for Building Entry
- ID Card **Must** Be Swiped at the Entrance
  - Even if the door is open, please swipe
- ID Card Swiping for Facilitating Contact Tracing if Requested by the NM DOH
  - Anyone who enters the building is expected to swipe their ID
  - Visitors will be required to provide information to security
Physical/Social Distancing Procedures

- Encouraging 6-foot separation of all individuals while in the building. Specific actions will include:
  - Adherence to Mass Gathering Restrictions by the State of NM
  - Specified entrances
  - Traffic patterns
  - Restrooms fixtures
  - Open doors
  - Removed/Closed seating
  - Plexiglas separation barriers in areas of potential regular contact (eg. Bear Den, Security Desk)
  - Closing and/or limiting of common areas; signage will be posted
  - Utilization of remote conferencing rather than in-person conferencing
  - Closing conference rooms
- If instructional activity requires close contact, further instructions will be provided.
Hygiene/PPE Procedures

- All employees/students/visitors are encouraged to follow proper hand washing protocols.
- Face coverings required in hallways, restrooms, instructional spaces, and other common areas. Face coverings can be medical grade masks, cloth mask (homemade is OK), bandana or other covering as recommended by the NM DOH.
- All employees/students/visitors required to wear an appropriate face covering when not alone in a private office.
- Face coverings will be made available to you, if needed. Each employee will be issued a cloth face covering by the College. Proper face coverings include covering the mouth and the nose.
- Face shields and other PPE may be a requirement in lab settings, as instructed.
- Employees/students/visitors should stay at home if they are experiencing any COVID-19 symptoms.
- Employees who are in a CDC identified high risk category are encouraged to work from home: (https://cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html)
Cleaning Procedures

- Increased schedule of disinfection of high touch items such as door knobs - particularly entry doors, common area doors, and restroom doors.

- Additional hand sanitizer stations have been set up in restrooms, common areas, entries, and instructional spaces.

- Custodial services will NOT clean individual offices or work areas.
  - Employees will be responsible for cleaning personal areas after each use. Supplies will be provided.
  - Trash cans should be left outside of doors for custodial services to empty.
Travel Procedures

- All non-essential travel should be postponed
- All business-related travel must be approved by the Dean or President
- A 14-day quarantine order remains in place for out-of-state airport arrivals (State of NM Executive Order).
Employee Compensation and Benefits

- No Compensation or Workload Impact Anticipated

- Benefits Changes
  - First Coronavirus Response Act Summary
    - Extended FMLA
    - Emergency Paid Sick Leave
  - Temporary negative balance allowance for sick/vacation associated with COVID-19 related absences

- Employee Assistance Program
  - As a reminder, employees and their household members have access to New Directions, our employee assistance program. The program is a free, confidential counseling and referral service: https://bcomnm.org/humanresources/employee-assistance-program/.
Employee Considerations for Return to Building

- Must pass screening requirements to enter the building
- Impacted by Occupancy Allowances by the State of NM
- Staggered Shifts
  - Based upon State of New Mexico occupancy guidelines
    - When determined, supervisors will be asked to assist with scheduling
    - Will be impacted by physical space capacity of each department.
- Impacted by Curricular Requirements for Hands-on Activities.
  - Adjustments to schedules and telecommute procedures may need to be adjusted for certain activities
Telework Procedures

- **Continued Telework Encouraged**
  - If work can be done remotely, it should continue remotely
  - Department Head responsible for monitoring effectiveness
  - Employee requests to continue telework - submit to supervisor
    - Will coordinate with public school and child-care restrictions

- **Employees May Be Required Under Executive Order to Continue Telework**
  - State of NM Requirements and Guidelines; CDC Guidelines will be followed

- **Employees are Encouraged to Follow State Guidelines for Self-Isolation**
  - Contact the Office of Human Resources

- Please telework if you are ill, someone at home has symptoms or if you have traveled by air (unless taking sick or personal leave).
Exposure Containment and Response Plan

- If an employee develops COVID-19, has symptoms associated with COVID-19, or has known contact with someone who has COVID-19, please contact the NM Department of Health immediately and the College’s Office of Human Resources. The health department will provide further direction.

  - Employees should notify HR and **STAY HOME**
    - Confidentiality is critical and will be maintained to the greatest extent possible
  - The College, upon our reporting to NMDOH or upon notification from NMDOH, will work with the NMDOH on the appropriate course of action
    - Short term closure of the building/facility
    - Notification to exposed individuals
    - Self-Isolation for individuals exposed
  - Cleaning and disinfection often requires the closure of the building for at least 48 hours (CDC advises to wait at least 24 hours prior to commencing cleaning/disinfection). All cleaning and disinfection will follow CDC recommendations.

- **NM DOH Confirmed Case Guidance:**
Exposure and Containment Response Plan cont.

- If an employee identifies themselves as sick at work:
  - The College will isolate the employee in a designated area until the employee can go home.
  - Engage proper cleaning and disinfection measures.

- If an employee has close contact with someone who is ill:
  - Notify your supervisor and stay home

- If an employee travels by air, the employee is subject to 14-day quarantine per State of NM Executive Order
State of New Mexico Executive Orders Currently in Place

- Stay At Home Order Currently in Effect Through May 15.
- As quoted from the New Mexico Department of Health Website Accessed on May 7, 2020 (https://cv.nmhealth.org/stay-at-home-faqs/):
  - All individuals are instructed to stay home except to maintain continuity of functions critical to public health and safety.
  - Mass gatherings (groups of five or more) are prohibited.
  - All businesses and nonprofits must remain closed, including offices, workplaces and retailers (except for curbside/delivery).
  - A 14-day quarantine order remains in place for out-of-state airport arrivals.