1. **Purpose**
To inform the College community on procedures related to the COVID-19 situation.

2. **Related Policy/Authority**
State of New Mexico Executive Orders
NM Department of Health Guidelines
CDC Guidelines
OSHA Guidelines

3. **Faculty/Staff Responsibilities**
Asst. VP of Administration, Director of Compliance

4. **Procedural Steps**

5. **Employee Health Screening Procedures**
   a. The College will follow the guidelines of the State of New Mexico Department of Health, CDC and/or OSHA employee health screening procedures.
      i. You have not traveled through an airport with a point of origin outside of NM within the last 14 days (unless conducted under business travel as approved by the Dean or President).
      ii. You have not had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days.
      iii. 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).
   b. The College will utilize a card swiping application to ensure employees follow health screening procedures as a condition of entry to the building.
      i. Health screening procedures signage will be placed at entrance of doors.
      ii. Health screening procedures will be placed on the College website.

6. **Building Access and Monitoring**
   a. All entrance doors to the building will normally remain locked.
   b. A placard will be posted at each entrance card reader with a list of COVID 19 symptoms and other restrictions as defined by the NM DOH. Persons who do not meet all the criteria on the placard should return home.
   c. All students and staff will be required to use their ID badge to “swipe in” to gain access to the building.
   d. Presenting a key card ID badge will be considered an agreement with the posted placard.
   e. All key card accesses will be electronically recorded, which will create a record of everyone entering, along with date and time.
   f. If required, the main door may be unlocked when under the supervision of a security officer. In that case, anyone entering the building through the main entrance will be...
required to swipe in at one of the auxiliary lobby key card readers designated for that purpose.

g. All visitors will be required to provide a name and phone number to the Security Desk. These will be logged, along with date and time.

h. To encourage key card use, and minimize contact with others – individuals such as proctors and standardized patients may be issued temporary key cards to assist in monitoring their presence in the building. These cards will not necessarily provide access rights.

i. Every individual is required to swipe in, even if the door is open or held open. This is to ensure accurate counts, and agreement with entrance restrictions.

j. This information recorded will be used ONLY for recording presence in the building, and will not be used for employee timekeeping.

3. Physical/Social Distancing Procedures

a. Adherence to Mass Gathering Restrictions by the State of NM and COVID Safe Practices as described by the State of New Mexico.

b. Designating specific entrances for students and staff to reduce congestion at doorways:

c. Defining and marking traffic patterns in hallways, stairways, lobby areas, etc. to promote separation when people are in common areas

d. Designating and marking the both elevators for reduced occupancy

e. Adjusting the number of available fixtures in all restrooms.

f. Posting maximum occupancy placards in shared spaces such as classrooms and common areas.

g. Leaving doors to common areas such as office suites open when possible to reduce contact with door handles.

h. Reduce seating in 3rd floor break room

i. Reduce number of chairs in conference rooms

j. Close / rearrange seating in Bear Den

k. Establish marked, distanced traffic pattern for Bear Den.

l. Install plexiglass separation barriers in high customer transaction areas. This would include:

   i. Security Desk  
   ii. Bear Den  
   iii. IT Help Desk  
   iv. Library Circulation Desk

m. Install plexiglass separation barriers in other working spaces where appropriate.

4. Hygiene/PPE Procedures

a. All employees / students / visitors are encouraged to follow hand washing protocols as recommended by the CDC.

   i. Signage regarding handwashing protocols will be placed in restrooms.

b. All employees / students / visitors are required to wear an appropriate face covering when not alone in a private office. This includes 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.

   i. Information regarding the care and cleaning for face coverings will be provided to all employees and students.

c. Additional hygiene protocols may be required for certain areas and / or lab activities. Those involved will be provided with additional guidance.
d. Persons should stay at home if they are experiencing any COVID-19 symptoms, or are in an identified high risk category.

5. Cleaning Procedures
   a. Increased schedule of disinfection of high touch items - particularly entry doors, common area doors, restroom doors, elevator buttons, handles (faucet, door, refrigerator, microwave, stairway rails, etc.)
   b. Additional hand sanitizer stations have been set up in restrooms, common areas, entries, and instructional spaces.
   c. Custodial services will NOT clean individual offices or work areas. Employees will responsible for cleaning personal areas. Trash cans should be left outside of doors for custodial services to empty.

6. Exposure Containment and Response Plan
   a. Refer to SOP GA.007 COVID-19 Exposure and Containment Plan

7. Travel Approval Procedures
   a. Non-essential travel should be postponed
   b. All business-related travel must be approved by the Dean and/or President
   c. Follow all travel guidelines and restrictions provided by the State of NM

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance
   BiWeekly or As Needed during the COVID-19 Situation

8. Signature

<table>
<thead>
<tr>
<th>Signatures on File</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Harris, Assistant Vice President of Administration</td>
<td>6.3.2020</td>
</tr>
<tr>
<td>Nina Nunez, Director of Compliance</td>
<td>Date</td>
</tr>
</tbody>
</table>

9. Distribution List
   Internal/External

10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.3.2020</td>
<td>5</td>
<td>Removed Exposure Containment Information and reference it’s own SOP GA.007</td>
<td></td>
<td>6.3.2020</td>
</tr>
<tr>
<td>6.17.2020</td>
<td>5</td>
<td>1ai. Updated travel condition of entry</td>
<td></td>
<td>6.17.2020</td>
</tr>
</tbody>
</table>