COVID-19 Exposure/Containment Plan | SOP #: GA.007.01
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Effective Date | 6.5.2020
Last Revision/Review | 6.17.2020

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

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, HR, SA

4. **Definitions and Abbreviations**
1) Definitions per [https://www.cdc.gov/coronavirus/](https://www.cdc.gov/coronavirus/)
   a) Quarantine: used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.
   b) Isolation: used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it’s safe for them to be around others.
   c) Potential exposure: household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

2) Abbreviations
   a) HR – Office of Human Resources
   b) SA – Office of Student Affairs

5. **Procedural Steps**
1) Exposure Containment and Response Plan
   a) If an employee or student has a confirmed diagnosis of COVID-19, symptoms associated with COVID-19, or has potential exposure to someone with confirmed or suspected COVID-19, the employee or student is required to contact the NM Department of Health. The health department will provide direction.
      i) Employees must IMMEDIATELY notify the Office of Human Resources (HR) and students must IMMEDIATELY notify the Office of Student Affairs (SA) immediately and STAY HOME.
      (1) If an employee notifies his/her supervisor, the supervisor must IMMEDIATELY contact HR immediately and refrain from further health questioning. The supervisor must maintain confidentiality.
      (2) If a student notifies an employee, the employee must contact SA IMMEDIATELY and refrain from further health questioning. The employee must maintain confidentiality.
ii) HR/SA will instruct the employee/student to STAY HOME, contact NMDOH and follow NMDOH instructions regarding isolation/quarantine.

iii) HR or SA will immediately notify the Office of Compliance and the AVP of Administration
   (1) AVP of Administration will review building access logs for contact tracing and determination of area closure and cleaning.
   (2) AVP of Administration will identify the area utilized by sick person/potential exposed person. The area will be closed off by Facilities Director under directive from AVP of Administration until cleaning and closure protocol have been decided.
   (3) If it is determined that the employee or student was in the building within the past 7 days, the Office of Compliance will contact NMDOH and work with them for contact tracing purposes and follow their protocol for notifying individuals of potential exposure.
      (a) HR or SA will file an incident report.

(4) Cleaning and Closure Protocol
   (a) If the individual has not been in the building within the prior 7 days, no additional cleaning measures are necessary.
   (b) If the individual has been in the building within the prior 7 days, a closure, cleaning and disinfection of the of the area will occur as determined by AVP and Office of Compliance. These will be in accordance with CDC guidelines for “Cleaning and Disinfection for Community Facilities” https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html.
      (i) In the event the NMDOH recommends closure of the building, key card access will be turned off, and signage will be posted.
         1. Based on CDC recommendations – a 24-hour period of full closure period will begin. During the period, only critical personnel will be allowed to enter, and must be approved by the AVP of Administration. Full PPE, including gloves, masks, and disposable gown will be required. PPE will be discarded appropriately upon exit.
         2. After 24 hours, a decontamination will be performed per CDC guidelines.

b) If an employee or student identifies themselves as sick in a College facility:
   i) If able, immediately walk to the identified isolation room on the first floor, in the clinic area. If not able to walk to the isolation room, STAY PUT!
      (1) See attached diagram of isolation room.
   ii) The employee or student must immediately notify Security at 674-2299 who will then contact HR or SA.
      (1) A phone is available in the isolation room if needed.
   iii) Upon notification, HR/SA should notify the Office of Compliance and AVP of Administration immediately.
      (1) Office of Compliance or AVP of Administration will facilitate the individual’s exit from the building; HR/SA will be consulted as necessary.
      (2) AVP of Administration will conduct contact tracing and commence cleaning and disinfection measures of the areas in which the employee/student was located as recommended by the CDC.

c) If an employee/student is in close contact with someone who is ill:
   i) Notify HR or SA and stay home
   ii) Recommend self-monitoring for symptoms
2) Return to Work after Positive COVID-19 Diagnosis
   i) If a student faculty or staff has tested positive for COVID-19, a return to the school/work environment will require authorization from the NM Dept. of Health.

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

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

8. Signature
   Signatures on File
   Jeff Harris, Assistant Vice President of Administration
   Nina Nunez, Director of Compliance
   6.5.2020

9. Distribution List
   Internal/External

10. Revision History

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<td>Step 2 (i) – Clarification</td>
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