

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>COVID-19 Related Procedures</b>		<b>SOP #: GA.006.12</b>
Effective Date	5.19.2020	
Last Revision/Review	5.26.2022	

### 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

### 5. Procedural Steps

1. Employee Health Screening Procedures
  - a. The College will follow the guidelines listed below stated by the State of New Mexico Department of Health (NM DOH), CDC and/or OSHA employee health screening procedures for entrance into the building:
2. Hygiene/PPE Procedures
  - a. All employees / students / visitors are encouraged to follow hand washing protocols as recommended by the CDC.
  - b. All employees / students / visitors are required to wear an appropriate face covering per the current CDC and NM DOH mask guidelines.
  - c. Additional hygiene protocols may be required for certain areas and / or lab activities. Those involved will be provided with additional guidance.
3. 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.
4. Travel Approval Procedures
  - a. 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

Approved by

5.26.2022

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AVP of Administration and Director of Compliance

Date

### 9. Distribution List

Internal/External

### 10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
6.3.2020	5	Removed Exposure Containment Information and reference it's own SOP GA.007		6.3.2020
6.17.2020	5	1ai. Updated travel condition of entry to add business travel		6.17.2020
7.2.2020	5	1ai. Updated travel condition to remove business travel and require quarantine for travel into NM by any means		7.2.2020
7.8.2020	5	Added cross reference to SOP GA.011		7.8.2020
8.12.2020	7	Added PDF Amendment on travel and quarantine executive order		8.12.2020
8.26.2020	8	Added subsection 8: Library Material Procedures		8.26.2020
3.4.2021	9	Added information about vaccine exemptions and travel information.		3.4.2021
3.10.2021	5	Updated quarantine requirement from 14 to 10 days per the NM DOH		3.10.2021
8.9.2021	5	Removed items about travel restrictions and building entrance per the CDC and NMDOH updates.		8.9.2021
11.17.2021	5	Update travel restrictions and information about signage at entrance		11.17.2021
5.26.2022	5	Removed guidelines on badging in		5.26.2022