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***Burrell College of Osteopathic Medicine  
Re-Opening Plan  
2020-2021 Academic Year***

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Effective Date: 7.2.20  
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## Overview

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In light of current public health concerns related to the COVID-19 pandemic, the Burrell College of Osteopathic Medicine has documented strategies and considerations for preparing and conducting a successful re-opening for the 2020-2021 Academic Year. Our highest priority is the health and safety of our students, faculty, staff, and community. While the College cannot eliminate all risks, it intends to minimize and mitigate threats in every reasonable way possible. The College is committed to continual refinement in our ability to create a safe and productive educational environment for all students, faculty, and staff.

The duration of the pandemic remains unclear and, as such, this document will continue to evolve in accordance with recommendations, guidance, and/or directives from federal and state resources including the New Mexico Department of Health's COVID Safe Practices (CSPs):

<https://cv.nmhealth.org/covid-safe-practices/>

## Self-Monitoring and Hygiene

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All students, faculty and staff are asked to monitor themselves 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 include chills, repeated shaking with chills, muscle pain, headache, sore throat, and/or loss of taste or smell.

Anyone experiencing any COVID-19 symptoms should immediately contact the NMDOH using their COVID-19 hotline (1-855-600-3453) and their primary care provider.

Students, faculty and staff are also expected to adhere to the New Mexico Department of Health's CSPs which include:

- follow hand washing protocols as recommended by the CDC. The College has placed signage regarding handwashing protocols in the restrooms of the College.
- wear an appropriate face covering when in the presence of others; 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. Information regarding the care and cleaning for face coverings is provided to all employees and students.

When alone in a private office or cubicle space, a face covering is not required. Hand sanitizer stations have been setup in restrooms, common areas, entries, and instructional spaces. Additional hygiene protocols may be required for certain areas and/or lab activities.

## Conditions of Building Entry

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The College will follow the guidelines of the State of New Mexico Department of Health for student and employee health screening procedures. Conditions that must be met prior to entering a College facility include the following:

- You have not traveled from 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 COVID-19 symptoms in the last 14 days (fever, sore throat, chills, cough, headache, repeated shaking with chills, shortness of breath, muscle pain and loss of taste or smell).

Upon arrival at a College facility, all students, faculty and staff are required to swipe their ID at the entrance. The card swiping application is used to ensure employees followed the screening procedures as a condition of entry to the building. Card swiping also provides data for contact tracing, if needed. All visitors are required to check-in with the Security Desk upon arrival and provide a name and phone number. All entrance doors will remain controlled by keycard access. If the door is held open by a person, you must still swipe your ID card at the building entrance.

## Social and Physical Distancing

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All students, faculty and staff are required to follow CSPs and maintain a minimum 6ft distance between individuals. Traffic patterns have been marked in hallways, stairways and lobby areas to promote separation. The front stairwell (east side) of the building has been designated as the “up” stairwell. The stairwell at the back (west side) of the building has been designated as the “down” stairwell. Signage has been placed at the landings of all stairwells as a reminder. Only one person per elevator is allowed. Cubicle spaces and open desk spaces have been outfitted with additional barriers.

Shared spaces, such as the lecture halls, seminar rooms, library, physical diagnosis lab, anatomy lab, and common areas will have maximum occupancy placards placed visibly in the area. It is expected that all students, faculty and staff adhere to maximum occupancy limits posted. These areas will have reduced seating to accommodate a minimum 6ft distance between individuals. Please adhere to posted signage.

Students will be required to submit reservations for study spaces once allowed by State guidelines. Study spaces have limited capacities due to the minimum 6ft distancing measures. The College will continue to reassess the requirement of placing reservations for study space as additional NMDOH guidelines are released. Once study spaces are open, reservations can be placed by visiting our website: <https://bcomnm.org/students/student-life/study-space/>.

Whenever possible, students, faculty, staff, student organizations, and College committees should continue to meet remotely; even upon return to the building. WebEx is available for scheduling virtual meetings. If an essential face-to-face meeting is necessary, please schedule and refer to the occupancy limits in the Outlook calendaring system. Attendees are required to maintain a minimum 6ft distance and wear face coverings.

Bear Den services may open under modified hours; this is still under consideration. Microwaves and refrigerators are available for use. Sanitizing wipes have been stationed near the microwaves and refrigerators for students, faculty and staff to utilize. Food areas should remain a “grab and go” or “preparation only” environment during this time.

## Travel

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The New Mexico Department of Health recommends that non-essential travel be postponed. As a condition of entry into the building, you must certify that you have not traveled to New Mexico from a point of origin outside of NM within the last 14 days. Please see exemptions to the New Mexico executive order: <https://cv.nmhealth.org/wp-content/uploads/2020/08/Executive-Order-2020-056.pdf>

## Testing and Temperature Taking

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The College will be using the testing of body temperature to determine if students, employees, and visitors may engage in certain activities while state and federal mandated precautions are in place to limit the spread of COVID-19 infections.

All students and all employees who are engaged in an academic activity identified by the College, such as PCP, OMM, and Anatomy labs and exams, are subject to the additional requirement of having their temperatures verified by a Burrell College employee or contractor prior to entry into the room in which the activity is being held on that day. Students and employees are asked to arrive at least thirty minutes prior to the scheduled event for the temperature verification. To meet federal and state requirements, all students and all employees are required to independently determine that they are free of state-identified COVID symptoms, including that they do not have a fever (100.4°F or higher), as a condition of entry onto Burrell College premises. Please see the Testing and Temperature Taking Standard Operating Procedure: <https://bcomnm.org/GA009/>

## Pre-Clinical Education

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All OMS I and OMS II courses begin on July 20th, 2020.

The Molecules to People course, the Gastrointestinal System II course, and the lecture components of the Principles of Clinical Practice and Osteopathic Manipulative Medicine will commence in a virtual format with delivery through the College’s learning management system, LEO. Students should access LEO to view course content and information. The College anticipates the ability to provide face-to-face instruction for subsequent courses but is prepared to continue the delivery of course content

virtually, if needed. The College continues to follow the most recent guidelines and directives from the State of New Mexico.

The College has planned for essential laboratories (PCP, OMM and Anatomy), inclusive of competency testing, to be delivered face-to-face. Face-to-face instruction will adhere to occupancy limitations and social distancing limitations. Lab activities that require close contact will require PPE appropriate to the encounter, which will be provided by the College. Training will be provided by clinical faculty regarding the donning, removal, and disposal and/or disinfection of PPE. Upon arrival to a lab, student temperatures will be screened for participation (below 100.4°F will be permitted). The College does have contingency planning in the event labs need to be postponed.

Course exams are planned to be delivered remotely with remote proctoring. In the event State guidelines allow, the College may transition to delivery of on-campus exams using modified layouts to maintain the minimum 6ft distancing provisions. Upon arrival to the building for an exam, student temperatures will be screened for participation (below 100.4°F will be permitted).

Please refer to the standard operating procedure on COVID-19: Testing and Temperature Taking (<https://bcomnm.org/GA.009/>). In the event a student has a temperature 100.4°F or above, the student will be asked to leave the building and an excused absence request will be submitted to the Office of Student Affairs on behalf of the student.

## Clinical Education

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The OMS III Osteopathic Manipulative Medicine V (OMM V) course begins on June 22, 2020 and is being delivered virtually utilizing LEO. The OMS III Introduction to Clinical Rotations (ICR) course begins on July 20, 2020. The first week of ICR will be delivered in a virtual format. The second week of ICR will involve essential face-to-face sessions at each individual hub site. Face-to-face sessions will abide by CSPs. Period one of clinical rotations begins on August 3, 2020. Currently, COMAT testing is expected to be delivered face-to-face at each hub site following CSPs unless NBOME changes the format to virtual delivery.

OMS IV clinical rotations begin July 6, 2020. The OMM VI course also begins on July 6, 2020 utilizing a virtual format.

Students are required to follow the health and safety procedures for their clinical rotation sites. There may be instances that will require students to meet at their hub locations and CSPs will be followed.

## Academic Support and Other Student Services

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Most College office spaces do not provide for a minimum 6ft distancing measure between individuals. Students, faculty and staff are asked to refrain from entering personal office spaces unless a minimum 6ft distance can be maintained. Students are asked to seek faculty support virtually through email,

WebEx, and discussion boards in LEO. Educational Specialists, the Career Counselor, the Office of Student Affairs, the Office of the Registrar, the Office of Financial Aid, and the Office of Finance will also provide virtual support through phone, email and/or WebEx, as necessary. The Office of Admissions will provide virtual interviews of applicants and virtual assistance, as needed.

## Research

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The BioScience Research Laboratory is open and operating for faculty research only. All personnel must swipe their ID badge at the entrance. Bench assignments allow for a minimum 6ft distancing between individuals. Investigators must wear a face covering to enter the research laboratory space and adhere to the laboratory cleaning standard operating procedure. The College is currently developing its plan for student participation in the BioScience Research Laboratory. More information will be provided at a later date.

The Summer Research Experience commenced on June 3, 2020 as planned. Medical Student Research Day will be held virtually on July 17, 2020.

## Library

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The Library continues to provide virtual services and resources. The Library is physically closed until State guidelines provide for re-opening. When the Library opens, operating hours for the Library will be posted on the Library's website: <http://library.bcomnm.org/home>. The library space has a maximum occupancy limit which is posted on the library doors. Once the Library opens, individuals utilizing the library must maintain appropriate social distancing by using designated seating.

## Health and Wellness

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Students have continued access to NMSU health and wellness services. Currently, the NMSU Health Center is conducting telehealth appointments. Please visit their website for more information: <https://wellness.nmsu.edu/>. Students also have access to WellConnect 24 hours a day/7 days a week. Hub specific resources for OMS III and OMS IV are available on our website: <https://bcomnm.org/students/resources/health-services/>

The College offers an employee assistance program (EAP). The EAP is a free, confidential counseling and referral services for employees of the College. Please visit our website for more information: <https://bcomnm.org/human-resources/employee-assistance-program/>.

## Employee Specific Information

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The College employees are continuing on telework through Phase One. There may be a few situations where employees will need to telework for COVID-19 related reasons:

- The employee is subject to a federal, state or local quarantine or isolation order related to COVID–19.
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19.
- The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.
- The employee is caring for an individual who is subject to either of the two bullets above.
- The employee is caring for his or her child if the school or place of care of the child has been closed, or the child care provider of such child is unavailable, due to COVID–19 precautions.
- The employee is experiencing any other substantially similar condition specified by the US Secretary of Health and Human Services in consultation with the US Secretary of the Treasury and the US Secretary of Labor.

If any of these situations apply to an employee, please contact the Office of Human Resources to complete a request for approval of Extended Telework Assignment. If you need to request leave for COVID 19-related reasons, please select the appropriate link below to complete the request form and submit the completed form to the Office of Human Resources.

#### Expanded FMLA

- [https://bcomnm.org/wp-content/uploads/2020/04/FORM\\_Request-for-ExpandedFMLA-Leave.pdf](https://bcomnm.org/wp-content/uploads/2020/04/FORM_Request-for-ExpandedFMLA-Leave.pdf)

#### Emergency Paid Sick Leave

- [https://bcomnm.org/wp-content/uploads/2020/04/FORM\\_Request-forEmergency-Paid-Sick-Leave.pdf](https://bcomnm.org/wp-content/uploads/2020/04/FORM_Request-forEmergency-Paid-Sick-Leave.pdf)

## Exposure Containment

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The College has developed a standard operating procedure regarding its Exposure/Containment Plan in the event of a positive case of COVID-19 in a College facility. Please visit our website for more information: <https://bcomnm.org/GA007/>.

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 COVID-19, the employee or student is required to contact College. If the employee or student has a confirmed diagnosis of COVID-19, the employee/student is also required to contact the New Mexico Department of Health. The health department will provide direction. Employees must IMMEDIATELY notify the Office of Human Resources (HR) and students must IMMEDIATELY notify the Office of Student Affairs (SA) and STAY HOME. Please contact the New Mexico Department of Health through their COVID-19 hotline: 1-855-600-3453.

If a third or fourth year student is exposed to or contracts COVID-19 while at their clinical rotation site, please contact your Hub Coordinator immediately. Please see our standard operating procedure for more information: <https://bcomnm.org/GA011/>.



The Office of Compliance and the Assistant Vice President of Administration will review building access logs for contact tracing, determination of area closure and appropriate cleaning measures.

If a member of the College community identifies themselves as sick while in a College facility, please isolate yourself immediately and stay put. Employees and students must immediately notify Security at 575-674-2299.

If a member of the College community is in close contact with someone who is ill, please notify the Office of Human Resources (employee) or Office of Student Affairs (student) and self-monitor for symptoms.

If a student, faculty or staff has tested positive for COVID-19, the College will follow CDC guidelines for a return to the school/work environment. See <https://bcomnm.org/GA007/>

## Compliance

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Given the dynamic nature of the COVID-19 pandemic, the College's guidance will evolve as more information, data, research and resources become available. The College is committed to reflect the data provided by the NMDOH on maximizing educational opportunities while mitigating the spread of disease.

For complaints regarding compliance with the guidance provided in this document, please visit: [https://bcomnm.org/bcom\\_grievance\\_form/](https://bcomnm.org/bcom_grievance_form/).

Revision Date	Revision Comments
7.23.2020	Library is physically closed, but operating; OMS I and OMS II exams will be delivered remotely with remote proctoring until restrictions are eased/lifted. Change future tense language to present tense.
7.8.2020	Updated conditions of entry to include a required quarantine if traveling outside of NM (including driving and air travel).
8.12.2020	Added executive order PDF regarding travel and quarantine update by the state of NM under Travel