

## University of New Mexico-Taos

### REOPENING PLAN

One of the greatest challenges facing any educational institution right now is what to do about the fall semester. That decision is one that is impacted by institutional type, student characteristics, and location. Taking all of these factors into consideration, since March 19, 2020, UNM-Taos classes and workforce duties have been conducted remotely in concert with guidelines for COVID-19 safe practices for the Town of Taos (<https://www.taosgov.com/CivicAlerts.aspx?AID=349>), State of New Mexico (<https://cv.nmhealth.org/public-health-orders-and-executive-orders/>), and the University of New Mexico (<https://bringbackthepack.unm.edu/>). The decision was made to continue this model into the fall term, when the majority of courses and employee work will continue to be conducted remotely.

Limited building access and PPE guidelines have also been in place during this time. Following Governor Lujan Grisham's "Phase-in" model, UNM-Taos has developed the attached Phase-in Plan, which outlines the plan for when and how on-site operations will resume through the end of the year.

To safely reopen campus facilities for these limited face-to-face course offerings, a major area of consideration for UNM-Taos is the development of health protocols for the prevention and containment of COVID-19. Below, we outline key areas for consideration including prevention, contact tracing, travel, potential exposures among employees and students, and buildings, and course delivery methods for the fall term.

### PREVENTION

#### Physical Distancing and Hygiene

Regarding institutional activities, Facilities Management, in conjunction with the Office of Academic Affairs, are working to reduce on-campus traffic, increase social distancing, and marshalling resources for cleaning all UNM-Taos facilities. In order to reduce the spread of infectious diseases at our facilities, UNM-Taos will provide basic hygiene supplies to the community, clean and decontaminate buildings, classrooms, and labs that will be used on a limited basis for required face-to-face instruction, and post information on how to reduce transmission. This will reduce the spread of diseases through aerosolized droplets, and will also reduce diseases spread through contact, like COVID-19.

The UNM-Taos plan to reduce on-campus presence at any given time to maximize social distancing is in accordance with the "All Together New Mexico" plan (located here <https://indd.adobe.com/view/3f732e94-0164-424d-9ac6-a0ace27e70c8>) and the NM State Higher Education Department phased reopening planning document posted here: <https://www.gallup.unm.edu/pdfs/Reopening-Campuses-5-4-20.pdf>.

Also, sanitation measures visible to the community via signage and updates in labs, studios, and other types of classrooms will be made.

As recommended by the CDC, we will rearrange spaces and furniture, and create signage and other visual communication such as arrows, lines and Xs to enforce social distancing, such as:

- Blocking off seats to enforce six-foot distancing; removal of seats is less practical
- Close study rooms to groups
- Creating people traffic flow guidelines

To facilitate the above, the Facilities Department will develop COVID-19 responsive seating and capacity plans for all classrooms. These will be based on state-and institution-phased occupancy guidelines (currently at 25% of normal), fire-code prescribed capacity, room size, furniture type, and evidence to date regarding physical distance guidelines. The COVID-19 responsive capacity plans will be posted for each classroom, along with reminders for individuals to stay 6 feet apart and follow physical distancing guidelines.

#### Facility Management & Health Screening

No building will be used at greater than 25% total occupancy.

UNM-Taos Campus Access for employees

- Limiting in-person campus access to essential functions for Tier 1 employees: all other personnel will work remotely.
- Access to campus facilities will be granted for critical business-related purposes only, and upon supervisory approval.
- Each of the following tasks must be completed at least prior to gaining access. Please allow yourself ample time to complete the required training and request supervisor approval.
- Currently, employees may be allowed access only on the following days and times: Tuesday, Wednesday, Thursday, from 10 a.m. until 12 p.m.

If you need to access campus for a critical business-related need, employees are required to complete the following:

- Complete Required Training (One-Time Requirement)
- Complete Symptom Screening Check-In (Daily)
  - As of June 8, 2020, all employees who are scheduled to work on any given day are required to complete the Daily Symptom Screening survey prior to coming on to campus. When you are pre-scheduled to work on campus or end up needing to report to campus, you must indicate so by selecting “yes” in the email. Complete the survey to state whether or not you are experiencing COVID-like symptoms for instruction on if you should report to campus or not.
- Email your supervisor to request access to campus. Include the following information in your email.
  - Date
  - Times
  - Location (building/office number)
  - If you are meeting with a non UNM-Taos employee please include his or her name in your email request.
  - If you are meeting with a UNM-Taos employee, that employee will also need to request campus access as stated above.
- If approved, it is the supervisor’s responsibility to notify Jessica Sanchez Romero, Facilities/Project Manager. This must be done at least 24 hours prior to the day of the requested day to be on campus.

**Prior to accessing buildings, students, faculty, and staff will be administered a health screening which consists of the following measures:**

- The screening table will be located near the building entrance with adequate space to establish a line with people spaced 6-feet apart.
- Infrared thermometer
- Disinfectant (to clean thermometer) and work surfaces.
- Hand sanitizer.
- Disposable medical gloves.
- Disposable masks.
- Check-in data entry form.

### **Signage**

We will post signage to encourage hand washing and respiratory etiquette in all common areas to increase awareness and remind community members to practice and be vigilant about hygiene.

Hand hygiene [signage written in multiple translations is available for download here.](#)

Signs will be posted at the following:

- Entrances, hallways and exits
- Classrooms
- Communal gathering areas
- Bathrooms

## **KEY INFO FOR ALL UNM-TAOS COMMUNITY MEMBERS**

### **Educate the UNM-Taos Community**

All members of the UNM-Taos community should review the CDC website regarding personal protective measures and COVID-19, [How to Protect Yourself and Others](#).

### **Hand Hygiene and Respiratory/Cough Etiquette**

All members of the UNM-Taos community should review and follow these recommendations:

- Visit the CDC website for more information about [hand hygiene, procedures, and recommendations](#).
- UNM-Taos encourages more frequent handwashing and/or use of alcohol-based hand sanitizer when in group settings or when soap and water is not available.
- Place hand sanitizer at front desks, inside and outside community members' rooms, in community member offices, and have sinks available with soap and paper towels for hand washing.
- When coughing or sneezing, one should use tissue, or other paper or cloth product, or cough/sneeze into the bend of the elbow. This is critical to prevent the spread of respiratory droplets. This

### **When at UNM-Taos remember to:**

- [Wash your hands frequently](#) with soap and warm water for at least 20 seconds or use hand sanitizer when handwashing is not possible.
- Wear a cloth face cover that covers your nose and mouth. A face shield does not replace a face mask or scarf or other mouth/nose cover that fits closely to the face; we do not have data on the ability of face shields to protect against droplet spread.
- Cover as we do not have data on the ability of a face shield to contain droplets.
- Stay at least 6 feet apart when with others.
- Do not congregate in groups unless observing the 6-foot rule.
- Try to avoid face-to-face meetings. Community members are encouraged to use the telephone, online conferencing, email, or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is necessary, the meeting should be conducted as quickly as possible, and take place in a large meeting room, where people can participate by being at least six feet apart.
- Avoid person-to-person contact. Avoid handshaking as a means of greeting. Possible alternatives may include using a slight bow, elbow bump, or toe kick when greeting others.
- Use only your elbow to touch light switches, elevator buttons, etc.
- When opening doors (especially bathroom or other public area doors) or touching other public surfaces, use a paper towel, tissue or disposable glove.
- Avoid unnecessary travel for business or pleasure. Cancel or postpone any such travel, as well as nonessential meetings, gatherings, workshops, and training sessions. Instead, try to conduct business as much as possible via the Internet or phone.
- Do not congregate in workrooms, pantries, copier rooms or other areas where people socialize.

### **Students**

#### *Rotations/Field Experiences*

Students should not have in-person contact with known cases of COVID-19. Exceptions to this recommendation should only be made if there are extenuating circumstances including situations where such contact is an essential component of the educational experience, as approved by the respective dean.

## **GUIDANCE ON UNM-TAOS FACULTY/STUDENTS/STAFF AT HIGH RISK FOR COMPLICATIONS FROM COVID-19**

Figure 1. CDC Guidance On Conditions That Increase Risk of Severe Illness ([https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fgroups-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fgroups-at-higher-risk.html) last updated 6.25.20)

People of any age with the following conditions are at increased risk of severe illness from COVID-19:

- [Chronic kidney disease](#)
- [COPD \(chronic obstructive pulmonary disease\)](#)
- [Immunocompromised state \(weakened immune system\) from solid organ transplant](#)
- [Obesity \(body mass index \[BMI\] of 30 or higher\)](#)
- [Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies](#)
- [Sickle cell disease](#)
- [Type 2 diabetes mellitus](#)

The CDC has also identified other medical conditions which might increase a person's risk for severe illness with COVID-19 as identified at the above link.

### Faculty and Staff

1. Faculty and staff at UNM-Taos who are at high risk of severe illness are not prohibited from campuses.
  2. Faculty and staff who are at high risk of severe illness with COVID may seek out campus or workplace modifications to limit potential exposures.
  3. Faculty and staff requesting leave or an ADA accommodation due to an existing medical condition should work directly with their supervisor and the Office of Equal Opportunity regarding available leave programs. <http://policy.unm.edu/university-policies/3000/3110.html> or contact OEO at [oeo.unm.edu](http://oeo.unm.edu).
    - a. Those seeking leave from work due to conditions of household/family members should work directly with their supervisor, and if needed, ask for assistance from their HR Consultant. The HR Consultant list can be found at [https://lobowebapp.unm.edu/apex\\_ods/f?p=145:1](https://lobowebapp.unm.edu/apex_ods/f?p=145:1)
    - c. Those with other serious medical conditions not specified by the CDC. The UNM-Taos Title IX Coordinator can also assist pregnant or breastfeeding employees by contacting [oeo.unm.edu](http://oeo.unm.edu).
  5. UNM HR or OEO may ask for assistance from the EOHS clinic for individual situations.
    - a. Additional documentation may be requested by EOHS.
    - b. It is at the EOHS health care provider's discretion as to how much verification is requested due to potential difficulties in obtaining such information from treating providers under COVID19 pandemic conditions; however, there must be verification.
  6. Modifications that may be provided in response to employee requests relating to the COVID pandemic are temporary in nature and may include:
    - b. Working remotely
    - c. Modifications of the worksite such as placement into a secluded workspace, modify schedules to be on campus less frequently, or additional protective equipment.
  7. These modifications would be in place only for the duration of the State of New Mexico Public Health Emergency due to the COVID pandemic.
1. Students at UNM-Taos who are at high risk of severe illness are not prohibited from campuses.
  2. Students who are at high risk of severe illness with COVID-19 are encouraged to seek medical guidance from either UNM Student Health and Counseling (SHAC) or their community provider about safety and risk mitigation. SHAC is conducting medical and counseling visits can be scheduled via telehealth. Visit <http://shac.unm.edu/> for more information.
    - d. High risk students may bring documentation of such to the Accessibility Resource Center (ARC) and request evaluation for specific accommodations to mitigate this risk.

- e. Certain students may qualify for ARC services for existing disabilities that are uniquely impacted by COVID, for example hearing impaired students may require special accommodation related to facial coverings.
  - f. Those in the following categories are encouraged to meet with a medical provider to discuss appropriate COVID related risk reduction measures:
    - i. Pregnant women
    - ii. Those who are breastfeeding
    - iii. Other medical conditions not specified by the CDC
3. Students may request a Medical Leave of Absence for reasons associated with COVID-19 medical or mental health issues by contacting the Lobo Respect Advocacy Center or the designated person within a given campus or college to initiate this process.

## **CONTACT TRACING-FACULTY/STUDENTS/STAFF**

### **Overview**

Contact tracing is critical to contain and prevent the spread of infectious disease such as COVID-19. UNM-Taos will work, under the leadership of the New Mexico Department of Health (NMDOH) to identify, quarantine, and monitor all UNM-Taos faculty, staff and students with campus exposures. Campus exposures are defined as: 1) faculty/staff who work on campus, 2) students who live on campus, or 3) students who attend in-person classes. NMDOH will investigate and contact trace all exposed people with campus exposures for COVID-19 as conferred by the Notifiable Conditions Act.

### **Points of Contact (POC)/ Rapid Response**

All persons who test positive with SARS-CoV-2 are reported to the New Mexico Department of Health (NMDOH). Cases are then investigated per NMDOH protocol. If NMDOH becomes aware that the case currently lives, works, or attends in-person classes on UNM Main or Branch campuses<sup>2</sup> (i.e., has “campus exposure”) NMDOH will report to the UNM Point of Contact (POC). The POC will work with Facilities Management to support NMDOH in contact tracing, based on a schedule managed and maintained by Facilities Management, to determine anyone the positive person may have come in contact with.

### **For UNM-Taos:**

Roberta Vigil (greggy@unm.edu) will serve as the POC for UNM-Taos.

### **Local Health Care and Support Services**

UNM-Taos administration has direct lines of communication to not only local health care providers (Holy Cross Medical Center) and is an active member of the Enchanted Circle Community Organizations Active in Disaster (EC COAD), which is a centralized place for information and access to resources and support. Through this partnership, UNM-Taos can provide critical information to the campus community via EC COAD such as: facilitating emergency quarantine location at local hotel; coordinating volunteers to assist getting food or supplies; sharing access to a network of resource for emotional and mental support.

## **UNM-TAOS INSTRUCTIONAL MODALITIES**

### **100% Online**

Entirely remote instruction through BlackBoard Learn. Course is 100% asynchronous and has been officially vetted through accreditation standards of the Office of Educational Technology.

### **Face-to-Face+ Remote Scheduled**

Partial contact time is face-to-face – physical presence on designated days and times in a classroom on campus. Also, there may be partially remote delivery on set days and time. Should the situation with COVID dictate that face-to-face classes cannot be continued on campus, students will continue their course remotely, during the regularly scheduled face-to-face day and time.

### **Face-to-Face+ Remote Arranged**

Partial contact time is face-to-face – physical presence on designated days and times in a classroom on campus. Plus, there may be partially arranged remote delivery, no designated days and/or times. Arranged could refer to synchronous office hours or optional synchronous class meetings.

Class will be supplemented with remote online instruction.

**Face-to-face classes/programs:**

- Health Sciences: EMS Basic, Massage, Nursing
  - Commercial Driver's License (CDL): (one-on-one instruction after initial small group instruction).
  - Fine Woodworking (2 classes)
  - Construction Technology: Plumbing Theory and Solar Adobe (limit of six students per class).
  - Culinary Arts classes: Introduction to Culinary Arts, Fruit Carving, and International Cuisine.
  - Science Labs: Blue Planet and Geology (first 8 weeks live in our STEM Center).
  - Outdoor Forestry Labs (8 classes)
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- Focused cleaning and safety plans will be executed in areas where faculty and staff will be utilizing campus facilities for scheduled courses and limited student services. As state guidelines are released during the fall semester, we may revise our work structure to potentially allow for more personnel on campus.

**Remote Scheduled**

Much like traditional face-to-face, classes meet at specific days and times but held asynchronously. All course components are delivered remotely.

**Remote Arranged**

All course components are delivered remotely.

**NEXT STEPS**

Events, large gatherings, and other campus activities will also be canceled/postponed or held virtually through much of the fall semester. Until further notice, the UNM-Taos Library is closed. However, online collections are available.

UNM-Taos will continue to evaluate guidance from main campus and state guidelines to undergo what can be considered the next phase of reopening our campus. Over the course of the next several months, we will monitor the overall situation and revise our plans as necessary and revert to an earlier version of requirements and protocols as needed (i.e. discontinue any and all face-to-face classes and return to fully remote instruction).

The health and well-being of our students, staff, faculty, and entire community is of the utmost importance to us. We remain committed, during this challenging time, to providing the highest level of education in a safe learning environment.