



The University of New Mexico-Taos

REOPENING PLAN SPRING 2021

This document can be viewed and downloaded at <http://taos.unm.edu/home/covid19/>

INTRODUCTION

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, where the majority of courses and employee work will continue to be conducted remotely. These plans will continue through the Spring 2021 semester, where 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 continuation and refinement 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.

ACADEMIC CALENDAR

January 19: Spring semester begins. First week of classes are remote, except for a few simulation and clinical hours for licensure programs.
March 14 – 21: Spring Break
May 15: Term ends

COURSE DELIVERY METHODS

80% are of courses for the Spring 2021 are scheduled as remote/online (39% asynchronous online courses and 41% of classes synchronous, Remote Scheduled and Remote Arranged).

11% of course are **Face to Face Plus**, which means there is an online component should the class have to be moved to an all online format. That would make a total of 91% online ready.

100% Online (39% of the classes at UNM-Taos are totally online in spring 2021)

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 (9% of spring classes are Face-to-Face)

Full contact time is face-to-face with no online component.

Face-to-Face Plus (11% of spring classes are Face-to-Face Plus)

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/Face-to-Face Plus classes/programs:

- Health Sciences: EMS Basic and Intermediate, Massage, Nursing
- Commercial Driver's License (CDL): (one-on-one instruction after initial small group instruction). These classes lead to licensure and do not begin until March 6, 2021.
- Fine Woodworking (2 classes)
- Construction Technology: Layout and Framing, Introduction to 3D Printing, Co-op Education, and Sustainable Food and Farming, limit of six students per class, second 8 weeks start March 22, 2021.
- Culinary Arts classes: Nuevo Latino, Basics of Pastry, second 8 weeks, starts March 22, 2021. Limit of 5 students per class.
- Science Labs: There are no face-to-face LAB classes in spring 2021.
- Outdoor Forestry Labs: Field trips TBD and not until later in the spring semester.
- Art Studio – 5 Art Studio Face-to-Face Plus classes for spring 2021. Limit 6 students per class. No Face-to-Face ARTS classes before February 8, 2021.

- 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 (25% of spring 2021 classes are 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 (16% of spring 2021 classes are remote arranged)

All course components are delivered remotely.

STUDENT SERVICES

Student Services are conducted in an online “virtual” format including:

- Admissions and financial aid
- Advising
- Tutoring and library services
- Faculty Office Hours
- Campus events, including New Student Orientation, Faculty Orientation, Open Houses, Convocation, and Commencement

Events/Food Services

- Events, large gatherings, and other campus activities will also be canceled/postponed or held virtually through much of the spring semester.
- The “Food for Thought Café” snack bar has been closed since March 18, 2020 and will remain closed until on-campus operations resume fully and it is indicated by state, local, and UNM authorities that it is safe to reopen. Additionally, all vending machines have been emptied as of March 18, 2020. Vending services will continue when deemed safe to do so.

Essential Services

On campus presence is limited to vital functions for the campus, including:

- limited face to face classes as described above
- facilities personnel
- bursar's/business office (mail pick up, check processing, etc.)

- library staff for processing of lap top, book, and hot spot checkout to students with outside distribution
- placement testing for EMS, TABE, and ATB (conducting in small groups, as defined by NM DOH)

COVID-SAFE PRACTICES

Physical Distancing

Regarding institutional activities, Facilities Management, in conjunction with the Office of Academic Affairs, have reduced 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>.

Traffic Flow

As recommended by the CDC, we rearranged spaces and furniture, and created 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 (e.g. “one way only”, “entrance only”, “exit only”, six-foot markings on floor.

Capacity limits

Additionally, the Facilities Department developed COVID-19 responsive seating and capacity plans for all classrooms. These were 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 have been posted for each classroom, along with reminders for individuals to stay 6 feet apart and follow physical distancing guidelines.

Sanitation/Hygiene

We have posted 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 are posted at the following:

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

Also, sanitation measures visible to the community via signage and updates in labs, studios, and other types of classrooms have been implemented.

Education/Communication

These recommendations have been provided to all members of the UNM-Taos community to review and follow:

- Visit the CDC website for more information about [hand hygiene procedures and recommendations](#).

- CDC website regarding personal protective measures and COVID-19, [How to Protect Yourself and Others](#).
 - 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.
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- [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.
 - 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.

UNM-TAOS CAMPUS ACCESS FOR ESSENTIAL AND NONESSENTIAL VISITORS

Essential Employees

Access to campus facilities is limited to essential functions for Tier 1 Employees. Non-essential employees have been working remotely since March 2019 and will continue to do so until which time it is deemed safe by state and local governing authorities to return to campus. Campus access is limited to:

- Tier 1 employees with critical business-related purposes only AND
- during the hours of Tuesday, Wednesday, Thursday, from 10 a.m. until 12 p.m. AND
- upon supervisory approval.

The Facilities Department maintains a master schedule of visitations to campus— to ensure social distancing can be maintained, the capacity levels are not exceeded, and to assist in contact tracing should the need arise.

To access campus for a critical business-related need, employees are required to complete the following steps and supervisors are responsible for ensuring the steps are completed:

- Complete Required Training (One-Time Requirement). Employees working in fall 2020 who needed any kind of access already completed this training. As new hires are onboarded, they complete the training as part of their new employee orientation.

- Complete Symptom Screening Check-In (Daily). This will continue throughout the spring semester.
 - Starting 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, or her designee. This must be done at least 24 hours prior to the day of the requested day to be on campus.

Non-essential Employees and Visitors

There are no nonessential visitations to campus allowed at this time.

All outside visits to campus have ceased since March 2019. Meetings, conferences, etc. are conducted remotely.

SCREENING

Prior to accessing buildings, students, faculty, and staff who have been authorized access as described are 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.

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 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.

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.

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 oio.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
 - b. Those in the following categories may decide to discuss their concerns about being in the workplace with their own health care providers: pregnant women, those who are breastfeeding, 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 oio.unm.edu.
4. 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 healthcare provider's discretion as to how much verification is requested due to potential difficulties in obtaining such information from treatment providers under COVID19 pandemic conditions; however, there must be verification.
5. Modifications that may be provided in response to employee requests relating to the COVID pandemic are temporary in nature and may include:
 - a. Working remotely
 - b. Modifications of the worksite such as placement into a secluded workspace, modify schedules to be on campus less frequently, or additional protective equipment.
6. These modifications would be in place only for the duration of the State of New Mexico Public Health Emergency due to the COVID pandemic.

- a. Students at UNM-Taos who are at high risk of severe illness are not prohibited from campuses.
- b. 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 and can be scheduled via telehealth. Visit <http://shac.unm.edu/> for more information.
- c. High risk students may bring documentation of such to the Accessibility Resource Center (ARC) and request evaluation for specific accommodations to mitigate this risk.
- d. 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.
- e. 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
- f. 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 (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. Note: for the fall of 2020, UNM-Taos hired a contact tracer, who works directly with Carla Domenici, Safety and Risk Services, at UNM Main Campus, who in-turn, works directly with the DOH. This process will continue through spring 2021.

Randi Archuleta, Dean of Instruction and Patricia Gonzales, Director of Student Services will serve as the Points of Contact for UNM-Taos for faculty and staff/students respectively, for the purposes of campus contacts for contact tracing. Cynthia Rooney, Interim Chancellor, and Anita Bringas, Strategic Support Manager, serve as the Points of Contact for updates to, and dissemination of, this campus reopening plan. The UNM Main Campus COVID Coordinator and Point of Contact is Carla Domenici.

UNM-Taos Contact Tracing Points of Contact

Dr. Randi Archuleta
 Dean of Instruction
randia@unm.edu
 575-770-0213

Patricia Gonzales
 Director of Student Affairs
patrodr@unm.edu
 575-741-0424

Reopening Plan Point of Contact

Dr. Cynthia Rooney
Interim Chancellor
crooney@unm.edu
505-695-0122

Anita N. Bringas
Strategic Support Manager
abringas@unm.edu
575-779-5340

UNM COVID Coordinator and Main Campus Point of Contact
Carla Domenici
Covidcoordinator@unm.edu
cprando@unm.edu
505- 234-4224

Dr. Archuleta receives reports of positive COVID test from faculty, accompanied by a report. That information is then immediately communicated to Carla Domenici at main campus. Main campus coordinates with DOH and contact tracer and communicates guidance for how to proceed. Patricia Gonzales receives reports from student COVID screenings daily. If she receives a positive report, same process is followed.

Local Health Care and Support Services

UNM-Taos administration has direct lines of communication to 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.

While UNM-Taos has the facilities capacity to host a testing site on campus, there are several ongoing options for free public testing in the community. To date, campus has not hosted a testing clinic but regularly provides information on community clinics. The campus community is encouraged to take advantage of testing at one of the community clinics, even if asymptomatic as part of the surveillance testing efforts.

In the event of a reported positive case on campus, following the contact tracing process, any individuals who may have been in contact or have had possible exposure, UNM-Taos representatives have an immediate point of contact at the Holy Cross Medical Center who will expedite testing for those individuals, either at HCMC or the local DOH office.

Holy Cross Medical Center offers free public testing at a COVID-19 Testing Clinic by appointment at the Holy Cross Annex Building (1421 Weimer Rd.) Monday-Friday, 9am-6pm (closed for lunch noon-1pm).

The Town of Taos and Taos County in conjunction with the NM DOH have employed Curative testing services (<https://curative.com/>) for mass public and on-site employee testing for the community and have hosted free drive through COVID-19 Testing at the Taos Youth and Family Center, Parking Lot. 407 Paseo del Canon East.

NEXT STEPS

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.

Employees are encouraged to register for vaccination at NM DOH