Return to In-Person Work Stages
New Mexico State University – Grants

Current as of June 22, 2020 6:00am – Mickey D. Best, Ph.D., Campus President
This document may be amended by the Campus President at any time when advice provided by the NMSU Administration, NM Governor, NM Department of Health, or the Center for Disease Control (CDC) warrants.

Upon authorization from the NM Department of Health, NM Governor’s Office, and the NMSU system administration, the branch campus at Grants may adjust/terminate teleworking agreements with employees in planned stages. Although it has not yet been determined as of the currency date of this guiding document, allowance for community members and students to have in-person access to the campus will require all individuals to follow established social distancing guidelines and the directed use of Personal Protective Equipment (PPE) to include face coverings/masks. Social distancing guidelines within campus facilities and on institutional grounds will be mandated.

Depending upon the increase/decrease of the current pandemic, these plans may be adjusted with advisement to the campus community at any time.

Identification of positions for return to in-person work is determined based upon the following:

- Identification of “essential positions” for business continuity;
- Identifying at-risk employees and directing them to continue teleworking

1 Social Distancing and traffic flow patterns (beginning with the single, self-screen entrance station for the entirety of the campus in Martinez Hall’s main entrance into the Cyber Café and exit for each campus building) guideline information will be communicated via campus postings.

2 Employees who, due to preexisting health conditions, are advised by their healthcare provider to not return to in-person work as a way to avoid exposure to Coronavirus/COVID-19 will not be required to do so until such time the healthcare provider amends such guidance.

3 In such cases, the employee must be able to provide telework for the institution as directed by the Immediate Supervisor.
General expectations for employees returning to work on the campus of New Mexico State University - Grants:

- In all settings, it is strongly encouraged to avoid any form of physical contact between persons.
- Faculty and Staff who host persons in an office space will be required to wear a face covering/mask and require the same from those being hosted.
- Until further notice, Faculty are to conduct any face-to-face instruction following social distancing protocols provided by the Interim Vice President for Academic Affairs. 4
- In spaces other than offices when Faculty and/or Staff are hosting more than two persons, the employee will be expected to adhere to established social distancing guidelines as communicated by the administration of NMSU Grants.

4 The Interim VPAA, in conjunction with established NMSU provisions for face-to-face instruction, will ensure appropriate implementation of occupancy rates within classrooms/lab spaces, adherence to social distancing protocols, and the directed use of Personal Protective Equipment (PPE) provided by the institution to the employee.

General expectations for Faculty, Staff, Community Members/Visitors, and Students arriving on the campus of New Mexico State University - Grants:

- Beginning July 1, 2020, as per a collective decision made by the NMSU Grants President’s Cabinet, until further notice all Faculty and Staff must self-screen inside the main entrance of the Cyber Café in Martinez Hall. No Faculty or Staff should enter any other building on the campus until they have self-screened at this location, read the self-screen advisory (placed at the self-screen station) and signed the entrance log – indicating their adherence to the Coronavirus/COVID-19 NM Department of Health protocols.

If any Faculty or Staff member is ill, they should stay at home and advise their immediate supervisor of the need to do so.

Return-to-In-Person work Stages

Stage One: June 1, 2020 – June 30, 2020

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Position/s reporting in-person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academics</td>
<td>Vice President for Academic Affairs</td>
</tr>
<tr>
<td>Adult Education</td>
<td>CC Manager ABE</td>
</tr>
<tr>
<td>Business Office</td>
<td>Business Manager III</td>
</tr>
<tr>
<td>Campus President</td>
<td>Campus President</td>
</tr>
</tbody>
</table>
5 Manager of Facilities Services will direct custodial and facilities staff regarding established social distancing guidelines.

6 Morning and Afternoon rotation of service to ensure full coverage.

Stage Two: July 1, 2020 – July 17, 2020

In addition to the above positions, add the following:

<table>
<thead>
<tr>
<th>Area/Office</th>
<th>Position/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Office</td>
<td>Fiscal Assistant Senior</td>
</tr>
<tr>
<td></td>
<td>Fiscal Assistant Intermediate</td>
</tr>
<tr>
<td>Campus President</td>
<td>HR Operations Unit Coordinator</td>
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<tr>
<td></td>
<td>Web Designer</td>
</tr>
<tr>
<td>SBDC</td>
<td>CC Manager, SBDC</td>
</tr>
<tr>
<td>Student Services</td>
<td>Vice President for Student Services</td>
</tr>
<tr>
<td></td>
<td>Academic Advisor, Lead</td>
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<tr>
<td></td>
<td>Admissions Advisor</td>
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<td></td>
<td>Financial Aid Specialist</td>
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<td></td>
<td>Registration/Admissions Specialist</td>
</tr>
</tbody>
</table>

Stage Three: July 18, 2020 – July 31, 2020

In addition to the above positions, add the following:

Student Services Testing Coordinator

Stage Four: August 1, 2020

In addition to the above positions, add the following:

Library Library Specialist, Lead
| Library Assistant |

All designated (funded) Faculty positions may have access to campus as desired.
Campus re-opens

Prior to the re-opening of NMSU Grants to in-person service to community members, students, and visitors of any kind, the administration of NMSU Grants will establish “traffic flow” patterns to minimize physical contact between persons. These will include a single self-screening entrance into the Cyber Café in Martinez Hall, social distancing postings throughout campus buildings, and two-way traffic flow patterns for travel in hallways (i.e., ingress and egress).

Other:
Sessions I and II for Summer 2020 course offerings will be taught online. For Fall 2020, it is hoped the impact of the pandemic would lessen to the point where an appropriate balance of face-to-face, hybrid, and online course sections can be reestablished to meet the needs of students. CTE and other courses with components requiring “hands on” skills instruction and/or demonstration with assessment will be conducted as directed by the Interim VPAA.
In the event the pandemic worsens, Faculty will default to online-only instructional delivery for all didactic instruction.

The curriculum has components that cannot be taught through online-only instruction (i.e., Automotive, Certified Nursing Assistant, Natural Science Labs, Welding). Additionally, as soon as feasible, the IVPAA will provide direction to Faculty regarding any administrative decisions to alter/change instructional platforms.

Food Service
The NMSU Grants food service vendor, Hot Spot Café will reopen to curbside service only in the Fall 2020 semester. Food vending machines are placed throughout the campus and these will continue to be serviced by the contractors.

Contact Tracing
In the event any NMSU Grants’ faculty, staff, or students test positive for COVID-19, two employees serve as “Contact Tracers” and following are their contact information:

Mickey D. Best, Campus President  mbest@nmsu.edu   (505)-287-6624
Anne Semrau, Biology Faculty  aswmrau@nmsu.edu (505)-287-6661

Reopening Point-of-Contact
Any inquiries regarding the reopening of NMSU Grants should be directed to:

Mickey D. Best, Campus President  mbest@nmsu.edu   (505)-287-6624

Testing and Screening
NMSU Grants Faculty, Staff, and Students are required to participate in “Return to Campus” training. As a part of this process, each person acknowledges acceptance of a campus pledge to adhere to a process of “self-screening.” This relies on personal judgement, to the best of the person’s ability, to not come to campus if one is ill and/or displaying symptoms that may be
attributed to COVID-19. Additionally, the pledge serves as a personal commitment for every person to socially distance, make use of face covering/masking, washing of hands, and sanitizing of work surfaces and areas.

NMSU Grants encourages community members and the Faculty, Staff, and Students to take advantage of “drive up testing” conducted twice weekly by the local office of the New Mexico Department of Health. Visitors to campus, while not formally screened, are required to adhere to all social distancing regulations including the use of face coverings/masks. If a person is ill or displaying symptoms that may be attributed to COVID-19, the administration requests the individual to leave campus and seek assistance from a medical professional. Persons who do not wish to abide by these published guidelines (signs around campus) will not be permitted to remain inside any facility on campus.

Density of people on campus
Faculty and Staff are directed not to congregate and honor all protocols for social distancing and use of personal protective equipment (PPE) when occupying any institutional space. Additionally, each employee is charged with the responsibility of overseeing classroom and office space to the extent that they will advise persons to wear face coverings/masks in conjunction with required social distancing.

Current as of August 7, 2020 6:00am – Mickey D. Best, Ph.D., Campus President
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