



# NEW MEXICO STATE UNIVERSITY GRANTS READY NOW PLAN JANUARY 17, 2021

Your success as a NMSU Grants student is important to us. To best help you achieve your educational goals and remain safe the start date for the spring semester has been adjusted. **Classes will begin on January 25 and go through May 14.** Another adjustment to the spring calendar has been the re-allocation of Spring Break to several one day breaks throughout the semester (see the attached calendar). We have also adjusted our approach to instruction by offering online, hybrid, and face-to-face instruction with adjusted COVID safe capacities. We have established protocols for safe learning environments to protect you and your instructors. Some protocols may vary by subject and instructor, but here is what you can expect on campus and in your classrooms.

## GENERAL CAMPUS GUIDELINES

### **Update to Ready Now Plan**

This document may be amended by the Vice President for Academic Affairs/Associate Campus Director at any time when advice provided by the NMSU Administration, NM Governor, NM Department of Health, or the Center for Disease Control (CDC) warrants. Current information regarding COVID-19 updates for campus will be posted on the NMSU Grants website at [www.grants.nmsu.edu](http://www.grants.nmsu.edu). The NMSU System Ready Now plan can be accessed at <https://now.nmsu.edu/>.

### **Traffic flow Patterns**

Traffic flow patterns for each building at NMSU Grants have been established and are marked with appropriate signage. A single point of entry is identified for each building with self-screening station and check-in for students, staff, and faculty.

### **Self-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. Students, Staff and Faculty can also self-check for COVID-19 at <https://ready.nmsu.edu/tools-covid19/#self-check>.

### **Face masks are required**

NMSU Grants requires all students, faculty, staff and visitors to wear a mask in accordance with CDC recommendations. It is the goal of NMSU Grants to keep all stakeholders safe by

reducing the risk of the spread of COVID-19.

### **Hand Sanitation Stations**

To help protect our students, staff, and faculty, there are hand sanitizer stations located throughout all buildings. These stations can be found outside of every restroom, lab areas, and near water dispensers.

### **Density of people on Campus**

Faculty, Staff, and students are directed not to congregate and adhere to 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.

### **Campus Operations**

In person campus services will operate at the level stated in the most recent governor's public health order. These services include the Business Office, Student Services, Library Services, and Adult Education Services. NMSU Grants is currently operating at less than 25% capacity. However, all services are available remotely just call 505-287-6678 for more information.

### **Visitors on Campus**

Any person who intends to visit NMSU Grants should call 505-287-6678 to make an appointment. At the time of making an appointment, all prospective visitors will be pre-screened for COVID-19 symptoms. If a visitor is experiencing COVID symptoms we will kindly ask that you reschedule your visit to NMSU Grants.

Upon arrival to campus, all visitors will engage in a self-screening symptom check and verified by the department being visited. All visitors to campus 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.

### **Stay connected**

NMSU faculty and staff will communicate critical information throughout the semester. Pay close attention to your NMSU email, Canvas, and [www.grants.nmsu.edu](http://www.grants.nmsu.edu) for campus updates regarding COVID.

### **Check Canvas prior to the start of classes.**

Your instructors will release specific instructions for your classes prior to the start of the semester. Be sure to review this information and reach out to your instructors with any questions.

## **Food Service**

The NMSU Grants food service vendor, *Hot Spot Café* will remain open to curbside service only in the Spring 2021 semester. Food vending machines are placed throughout the campus and these will continue to be serviced by the contractors.

## **These guidelines are subject to change**

COVID-19 data and recommendations are released regularly by CDC and NMDOH and are evolving. As we look to local, state, and national officials for recommendations, our guidelines will be adjusted accordingly. We encourage you to refer to [www.grants.nmsu.edu](http://www.grants.nmsu.edu) for the latest updates.

## **IN THE CLASSROOMS**

### **Course Delivery**

Approximately 68% of the courses for Spring 2021 are online. The other 32% are delivered in a hybrid or traditional face-to-face format. The courses meeting face-to-face are primarily lab courses in Natural Sciences, career technical classes such as Welding, Automotive, Biology, and Allied Health. All classes meeting in person must adhere to the social distancing guidelines of maintaining 6 feet or 48 sq. ft. per person. Because of this, all on-campus classes have a reduced class size to practice social distancing.

### **Face masks are required**

NMSU Grants requires all students, faculty, staff, and visitors to wear a mask in accordance with CDC recommendations. **You will not be allowed to attend a face-to-face class without wearing a mask.** We recognize that there may be instances in which you cannot or may choose not to wear a mask. If you are unable or prefer not to wear a mask, you will be given the opportunity to participate in a remote session or you can enroll in an online section. It is the goal of NMSU Grants to keep all stakeholders safe by reducing the risk of the spread of COVID-19.

### **Social distancing and class meetings by group**

You will be expected to sit and work with social distancing of 6 feet between you, your classmates, and instructors. Seat capacities have been adjusted to allow for social distancing for all courses meeting face-to-face. This will allow for social distancing without sacrificing your hands-on learning experience. Some classrooms also have plexiglass barriers as an extra precaution. Be sure to check Canvas prior to the start of classes for specific instructions from your instructors.

### **Missed class meetings**

If you are unable to attend a class meeting, you should notify your instructor and check Canvas for any assignments that are due. Instructors may have recorded lectures and/or lecture notes posted in Canvas with information you will need to stay caught up; however, it is important to stay in communication with your instructor.

## DISINFECTING AND CLEANING PROTOCOL

NMSU Grants is implementing the following routine enhanced cleaning and disinfection protocol with the goal of ensuring a healthy and safe campus. This protocol reflects requirements and guidelines set forth by the New Mexico Department of Health and CDC guidelines.

The frequency of enhanced cleaning and disinfection has increased in all NMSU Grants facilities, focusing on high touch surfaces in areas such as public restrooms, lobbies, classrooms, science laboratories, computer labs, and libraries. High touch surfaces can include tables, handrails, faucets, doorknobs, light switches, drinking fountains, and shared equipment and computer workstations (e.g., monitors, keyboards, mouse, input devices).

The solution, NABC by Spartan, is used for sanitizing all surfaces including restrooms. Restrooms are sanitized daily. After initial cleanup the custodial staff will spray NABC on everything and leave wet for 10 plus minutes then proceeded to spray again and wipe up the area. paying attention to all contact areas (door handles, paper towel dispenser's, faucet handles etc.). Restrooms are deep cleaned every Friday using the power washer with NABC. Spraying everything in the restrooms and once again leaving it on for ten minutes before cleaning it up.

During the day, personnel in each area cleans frequently touched surfaces with NABC at least three times. The custodial staff cleans general areas, classrooms, and offices daily. At the end of the day, all tables, computer desks and countertops are sprayed with NABC left for 10 minutes then wiped daily. In addition, the custodial staff sanitizes all door handles at least four times per day. Dial antimicrobial Soap dispensers are in every bathroom and hand washing area.

Every classroom has a sanitation station equipped with a NABC bottle and paper towels to assist with sanitizing. After each class, the instructor and students spray all tables and computers wait 10 minutes then wipe the area down. At the end of the evening all classrooms are cleaned and sanitized by custodial staff. Two refill stations located in accessible areas, so staff can refill their sanitizer bottles.

During the intersessions all classrooms and commons area in all NMSU Grant Buildings are deep cleaned and sanitized. This includes wiping everything down with NABC disinfectant and carpet cleaning with sanitizer.

If a COVID-19 case is reported, the classroom(s) affected are immediately closed and deep cleaned. In addition, all restrooms are deep cleaned and sanitized including a power wash.

## STUDENT SERVICES

All Student Services departments including Admissions, Advising, Financial Aid, and Testing Services will be available for on campus and virtual appointments starting January 4<sup>th</sup>.

- Admission related services are offered 8am-6pm by telephone, email correspondence, live 1-to-1 webchat, and in-person appointments. Students may contact 505-287-6678

or [ssgrants@nmsu.edu](mailto:ssgrants@nmsu.edu) for more information.

- Academic Advising services are available by creating an appointment through Navigate ([navigate.nmsu.edu](http://navigate.nmsu.edu)) or by calling 505-287-6678. Once an appointment has been scheduled, advisors are able to meet via telephone, Zoom conference, or face-to-face appointments.
- Financial Aid services are offered M-F 8am-6pm via appointment. Students may contact Financial Aid at [nkormick@nmsu.edu](mailto:nkormick@nmsu.edu) or by calling 505-287-6678.
- The Testing Center is offering in-person and remote services from 8am to 5pm M-F. To schedule an in-person, or remotely proctored exam, contact the Center at 505-287-6691 or 505-287-6640, or email: [sscgrants@nmsu.edu](mailto:sscgrants@nmsu.edu)
- Veteran Affairs services are available to our students M-F 9am-1pm. Students are encouraged to contact the VA Coordinator at [sholewis@nmsu.edu](mailto:sholewis@nmsu.edu) to set up an appointment.

## TESTING SITES FOR THE GRANTS AREA

If you are experiencing COVID-19 symptoms or believe you have been exposed to COVID-19, it is highly recommended that you be tested. The following locations offer COVID-testing:

### *NMDOH NW Region – Grants Public Health Office – Cibola County*

700 E. Roosevelt, Suite. 100

Grants, NM 87020

505-285-4601

Call for an appointment

Tuesday 11:00 a.m. – 1:00 p.m.

Thursday 2:00 p.m. – 4:00 p.m. \*Times subject to change

Drive through

Register at <https://cvtestreg.nmhealth.org>

### *Presbyterian Medical Services - Grants Family Health Center*

1217 Bonita St.

Grants, NM 87020

505-287-2958

Call by 8:00 a.m. for an appointment

Monday, Wednesday, Friday

Drive through

## 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:

Anne Semrau, Biology Faculty	<a href="mailto:aswmrau@nmsu.edu">aswmrau@nmsu.edu</a>	(505)287-6661
Janie Gutierrez, HR Coordinator	<a href="mailto:janieg61@nmsu.edu">janieg61@nmsu.edu</a>	(505)287-6625

## REPORTING A POSITIVE TEST RESULT

Any student, faculty, or staff who test positive for COVID-19 should report to the NMSU Aggie Health and Wellness Center in Las Cruces at <https://ready.nmsu.edu/index.html> as well as inform the NMSU Grants Contact Tracers listed above.

## REOPENING POINT-OF-CONTACT

Any inquiries regarding the reopening of NMSU Grants should be directed to:

Marlene Chavez-Toivanen  
Vice President for Academic Affair & Associate Campus Director  
[marchave@nmsu.edu](mailto:marchave@nmsu.edu), (505) 287-6641

Updated on January 17, 2021

<b>Spring 2021 Calendar</b>	<b>Full-Term</b>	<b>8 Week I MS1</b>	<b>8 Week II MS2</b>
<b>New Student Orientation – Mandatory- Weekly sessions are planned. See front office to pre-register.</b>			
<b>Classes Begin</b>	January 25	January 25	March 19
<b>Late Registration</b> - A late fee of \$25 will be assessed beginning:	January 27- February 3	January 27- February 3	March 24-25
<b>Last Day to Add a Course without instructors permission</b>	January 26	January 26	March 22
<b>Last Day to Add a Course (Instructors Permission Required)</b>	February 3	January 28	March 25
<b>Degree Application Deadline</b>	January 29	January 29	January 29
<b>Disenrollment (Financial)</b>	February 12	February 12	February 12
<b>Last Day to Drop a Course without a "W" (Census Date)</b> *If a course is <i>dropped before</i> census date, course will be removed from class schedule. Students may drop themselves from courses through census date. After that, student must meet with an Academic Advisor.	February 12	February 3	March 31
<b>Presidents Day - No Classes</b>	February 15	February 15	February 15
<b>Certificate Application Deadline</b>	May 1	May 1	May 1
<b>Late Degree Application Deadline</b>	March 1	March 1	March 1
<b>Last Day to Drop a Course with a "W"</b> *A grade of "W" is assigned to all courses for which a student officially <i>withdraws</i> from <u>after</u> census date.	March 25	February 23	April 21
<b>Spring Break – No Classes</b>	March 23		March 23
<b>Spring Holiday - Campus Closed/No Classes</b>	April 2		April 2
<b>Last Day to Withdraw from the University</b> Students who do not officially withdraw from a course or from the University and fail to attend classes may receive failing grades and will be liable for all tuition and fees. Students may be required to repay a portion or all financial aid received (4:59pm)	May 7	March 11 (date ONLY applies if registered for all MS1 courses)	May 7 (date ONLY applies if registered for all MS2 courses)
<b>Final Exam Week</b>	May 10-14		
<b>Last Day of Classes</b>	May 14	March 18	May 14
<b>Final Grades Due</b>	May 18	May 18	May 18
<b>Final Grades Available to Students</b>	May 19	May 19	May 19