

CNM Return to Campus Plan

**Summer Semester
2021
May 17 – August 8**

Table of Contents

Introduction 2

Return to Campus Phased Approach Overview 3

RETURN TO CAMPUS PHASE I..... 4

RETURN TO CAMPUS PHASE II..... 8

RETURN TO CAMPUS PHASE III..... 11

Appendix A: Mitigating the Spread of SARS-CoV-2 on Campus 13

Appendix B: Strategy for Student Safety 14

Appendix C: Guests and Customers 15

Appendix D: CNM Ingenuity Examinations 16

Appendix E: Tenants 17

Appendix F: Contractors and Vendors 18

Appendix G: Cleaning and Disinfecting Procedures..... 19

Return to Campus Plan Revision History 20

Introduction

With caring, creativity and courage CNM leadership and employees have continued college learning and processes through the Coronavirus crisis. As we adjust to the uncertainties of the pandemic, we must balance the need to maintain our operations and core mission with the protection of our employee's and student's health. This Return to Campus Plan (RTC Plan) provides a roadmap for CNM to bring employees, students, and community back to campus. Returning to a lively on-campus presence will depend on our community's ability to reduce transmission rates, conduct widespread testing and contact tracing, and isolate/quarantine infected and exposed persons. As we bring the CNM campus sites back, we should prepare for the possibility of a return of infections in the community that would lead to restrictive health and safety measures. Until a vaccine for SARS-CoV-2 is widely available or an effective treatment is discovered for COVID-19 (or both), testing, contact tracing, isolation/quarantine, and distancing with other safety behaviors are the only way to control the spread of this virus. The CNM RTC Plan adheres to the New Mexico Governor's executive orders and guidance; the NMDOH public health orders; the Centers for Disease Control (CDC) recommendations; Occupational Safety and Health Administration (OSHA) guidelines and Equal Employment Opportunity Commission (EEOC) rules and regulations. Additionally, CNM is adhering to the New Mexico Reopening Plan COVID Safe Practices (CSPs) that was released May 28, 2020.

Additions and revisions to the RTC Plan will be needed as the conditions of the Coronavirus pandemic develop and change. Amendments to the current RTC Plan can be proposed through a process that starts with a written request to the Vice President of your division.

- Return to Campus Plan point of contact is Stacey Blakemore; sblakemore@cnm.edu, (505) 252-2570.
- The [CNM](#) Return to Campus Plan is located at return.cnm.edu.

Objectives

- To protect the health and safety of students and employees of the College as we phase into an on-campus presence. This includes the elimination, as much as possible, of the transmission of the Coronavirus on campus. We are particularly aware of vulnerable individuals who have an increased risk of serious illness from the virus.
- To communicate the College's intentions for students and employees to plan for reintegration of on-campus operations.
- To ensure we are adhering to the mission and values of the College as we return services, students, and employees to campus.
- To establish phases that provide a framework for when and how to carefully bring services and people back on campus.
- To follow actions that will allow the college to recover from the Coronavirus pandemic as quickly and efficiently as possible.

Return to Campus Phased Approach Overview

	Criteria	Characteristics
Phase 0: Stay at Home	<ul style="list-style-type: none"> • During pandemic, transmission rate larger than 1.05 resulting in rapid increase in number of new cases daily • Stay home orders in place by local government and CNM 	<ul style="list-style-type: none"> • Essential employees only on campus, all others require approval through the Facility Authorization Usage Notification (FAUN) form • All services offered remotely • All learning virtual/online/remote • No visitors • Events held remotely • Group number allowed per public health guidelines
Phase I: Return with Max Safety Restrictions	<ul style="list-style-type: none"> • Effective transmission rate of Coronavirus 1.05 or less • Testing at least 5,000 people per day • NM health system at or below capacity • Governor relaxes closures by executive order • NMDOH relaxes health and safety guidance by public health order • Return to Phase 0 if NM returns to closures 	<ul style="list-style-type: none"> • Maintain strict safety measures per official guidelines as announced by Governor and NMDOH • Essential employees only on campus, all others require approval through the Facility Authorization Usage Notification (FAUN) form • Operations and services continue remotely • Learning offered virtual/online/remote. Exceptions for small numbers in highest priority hands-on learning with maximum safety protocols • Group number allowed per public health guidelines • Visitors by appointment • Events held remotely
Phase II: Return with Moderated Safety Restrictions	<ul style="list-style-type: none"> • Sustained reduction in Coronavirus cases in NM and Albuquerque • Criteria per NM state authorities • Governor relaxes restrictions by executive order. • NMDOH relaxes health and safety guidelines by public order • Return to Phase I if effective transmission rate >1.05 	<ul style="list-style-type: none"> • Maintain safety measures per state guidelines • Controlled number of employees on campus. Dates for specific employees to return to on-campus work will be determined by department leadership. At risk employees continue to work remotely • Majority of learning held remotely • Essential industry hands-on learning offered with authorized health and safety protocols • Group number allowed per public health guidelines • Off campus learning offered in partnership with industry with safety measures • Visitors by appointment • Events held remotely or per public health guidelines
Phase III: Return with Reduced Restrictions	<ul style="list-style-type: none"> • Effective transmission rate at a level determined by state • Criteria per NM state authorities • Governor opens businesses by executive orders. • NMDOH further relaxes guidelines by public orders. • Return to Phase I or 0 if rise in new cases prompts NM to return to closures 	<ul style="list-style-type: none"> • Maintain safety measures per state guidelines • Employees return to campus in waves and possible staggered schedules • Focus on virtual/online/remote learning. • Essential industry hands-on learning offered with authorized health and safety protocols • Group number allowed per public health guidelines • Event protocol per public health guidelines • Off campus learning offered in partnership with industry

RETURN TO CAMPUS PHASE I

Return with Maximum Safety Restrictions

Implementation/Actions:

I. CNM General Workplace

- Essential employees only on campus, all others work remotely and require approval through the Facility Authorization and Usage Form to come on campus.
- Guests will not be on campus.
- Events held virtually.
- No student/staff official CNM out-of-state/international travel.

II. Operations

- Human Resources
 - Ensure policies align with public health recommendations/laws.
 - Establish additional policies as needed for situations that arise due to the pandemic.
 - Establish protocol for employees who feel sick. Employees should isolate themselves if they are experiencing [COVID-19 symptoms](#). They can be encouraged to obtain free testing through NMDOH.
 - Develop a process for individual employees to return to on-campus work. This will include the opportunity for employees to tell their supervisors about concerns they have returning to campus. Those employees with an increased risk of serious illness after contracting COVID-19 will work remotely.
- Physical Plant
 - See Appendix G for cleaning and disinfecting procedures.
 - Schedule additional cleaning per [CDC guidelines](#).
 - Prepare for phased campus opening:
 - i. Map campus facilities and determine proper social distancing in preparation for Phase II and III. Close common areas inside buildings or set up for social distancing. This could include moving furniture or otherwise modifying spaces. Plan for moving one way through hallways and determining protocols around common areas such as bathrooms. Use visual markers as needed.
 - ii. Place floor markers for social distancing in front of elevators and other places people stand in line.
 - iii. Order additional protection and cleaning supplies as needed to prepare for Phase II and III.
 - Install hands-free hand sanitizers near elevators and in bathrooms, near printers and other areas as appropriate.
 - Provide hand sanitizer and cleaning supplies to departments.
 - Work with Academic Affairs to set up labs, classrooms inside buildings for social distancing as they receive information about what rooms are needed. Create schematics of rooms and laboratories needed for face-to-face instruction.
 - Increase ventilation and change filters where appropriate.
 - Evaluate water systems for safe drinking and fire suppression.

III. Employees:

- Essential employees on campus, all others continue to work remotely. Use of the FAUN form for employees to come on campus.
- Meetings held virtually.
- Employees will complete an online training: Keeping CNM Safe: COVID-19 Training. The training will include:
 - Avoid gatherings and maintain [6ft of distance between you and others](#).
 - Continuously monitor yourself for presence of COVID-19 symptoms.
 - If you have symptoms stay home (or leave the workplace) and follow CNM protocol.
 - Information about face coverings and the requirement to wear one.
 - Rigorously practice [hand hygiene, cough etiquette and cleanliness](#).
 - Maintain office cleanliness through removal of personal items and debris to create clean counter spaces. Clean and disinfect frequently touched surfaces in your office and shared spaces around you. If additional cleaning is needed, contact Facilities.
 - Safe handling of deliveries and shared office supplies.
 - Keeping a meticulous and up to date calendar of activities while on campus for contract tracing purposes if that becomes necessary.
 - Use of Microsoft Outlook is preferred so that the activities are available to others
 - Paper-based log can be used and made available to others
 - Reminder of CNM websites with COVID information and resources including mental health and well-being.
- Appropriate [face coverings](#) will be worn while on campus. If employees do not have a face covering it will be provided by CNM.
- Employees receiving approval for a Facility Authorization Usage Notification (FAUN) form will be reminded in the approval email to wear a face covering and informed about how to request one if needed.
- Keeping a meticulous and up to date calendar of activities while on campus for contract tracing purposes if that becomes necessary.
- Update telework agreements if continuing to work remotely.
- Employees will complete a daily health self-assessment before they come on campus, including self-reported temperature.
- Encourage the use of Employee Assistance Program (EAP) if employees need emotional support.

IV. Courses and Training (Academic Affairs and CNMI)

- All theory/lecture learning offered remotely.
- Conduct high priority hands-on credit laboratories and CNMI training under the following conditions:
 - Learning outcomes cannot be measured or achieved virtually.
 - Academic Affairs will use the Exceptions for Face-to-Face Instruction process for any face-to-face instruction that will take place before the Fall 2020 term
 - Decision on the number of students in lab based on at least 6ft distancing measures and group numbers allowed per public health guidelines.

- Students and faculty wear face coverings and practice other health and safety protocols appropriate to Phase I. If a student does not have appropriate face covering it will be provided by CNM.
- Instructors and students complete a health self-assessment including self-reported temperature before coming on campus.
- Flexible scheduling, reduced numbers, and development of physical distancing plan for each face-to-face course or training.
- Sanitizer in every lab and classroom where students will be learning.
- A documented plan for cleaning and disinfecting following CDC guidelines is in place including who will be responsible for cleaning and the schedule of cleanings before and after students have been in labs/classrooms.
- Instructors will keep careful attendance and seating arrangement records.
- Signage and flyers in labs and classrooms to remind students and faculty of distancing, hand washing and other health measures.
- Off campus learning (clinical, internships, practicums, apprenticeships etc.) can be conducted in collaboration with industry partners if the health and safety of students can be realized to the satisfaction of both CNM and industry partner. Develop a plan for students who are at increased risk of serious illness after contracting the Coronavirus.
- Books may be delivered to student's address of residence.
- [Academic Calendars 2020-2021](#)

V. Student Support:

- **Admissions and registration** services are offered remotely.
- **Financial Aid** services are offered remotely.
- **Cashiers** are on campus at pertinent times in limited locations with safety precautions.
- **Open Computer labs** remain closed.
- **ACE Tutors:** services continue remotely.
- **Connect and DRC Coaches:** coaching continues remotely.
- **Veterans Center:** services continue remotely.
- **TRIO:** services continue remotely.
- **Libraries:** services continue remotely.
- **Testing in SRC:** Testing continues remotely. Exceptions for high priority testing that cannot be conducted remotely with safety protocols.

VI. Safety and Security

- Map campus outside areas and determine proper social distancing in preparation for Phases II and III. List of outside areas that tend to “bottle neck” groups students and employees. Find and implement visual ways to route students and employees that enforce 6ft distancing on campus grounds outside of buildings.
- Plans in place to ensure safety of those on campus.

VII. Information Technology

- Initiate system changes needed as employees return to campus.
 - Phones revert to desk mode.
 - Check Wi-Fi capabilities and support.
- Desktop rounding support with safety protocols for those employees on campus.
- Begin open computer lab changes for distancing in preparation for Phase II. Could include removal of equipment.

- TSTC: No walk-up support in Phase I.
- Begin bringing back loaned equipment by appointment with safety protocols. Equipment will be sanitized upon receipt.
- Identify needed training. Conduct remotely in Phase I.

VIII. **Communication plan** developed by the CNM Marketing and Communications Office (MCO)

RETURN TO CAMPUS PHASE II

Moderated Safety Restrictions

Implementation/Actions:

I. General Workplace

- On-campus presence will continue to be limited. For those employees returning to on-campus work, furniture should be arranged to allow for at least 6 ft distancing.
- Guest will be limited and on campus by appointment only.
- Events held virtually when possible.
- Travel in-state allowed. Out of state travel will follow safety measures per state authorities.

II. Operations

- Human Resources
 - Continue Phase I actions as needed concerning policies and protocols.
 - Work with department leaders to implement a plan that details when individual employees will return to on-campus work.
 - Be a resource to employees and supervisors as they solve problems related to returning to on-campus work.
- Physical Plant
 - See Appendix G for cleaning and disinfecting procedures.
 - Continue Phase I actions as needed.
 - As information about employees and students coming on campus is available, collaborate with HR, faculty, and staff to implement distancing measures. Create schematics of employee spaces as well as rooms and laboratories needed for face-to-face instruction that show layout for distancing.
 - Schedule additional cleaning as needed as employees and students begin to come on campus.
 - Provide additional training for custodial staff if needed.

III. Employees:

- Employees selected to return to on-campus work will continue to be limited with numbers informed by the current virus conditions, state authority guidance and CNM leadership. HR will facilitate a process with each area supervisor that will determine when each employee will return to on-campus work
 - i. Vulnerable employees and those with underlying health conditions that put them at an increased risk of serious illness after contracting COVID-19 will work closely with their supervisors to determine when is the safest time for them to return to on-campus work.
 - ii. Employees who have other concerns about returning to on-campus work such as school and daycare closings can discuss with their supervisors.

- iii. Those on campus will keep a meticulous and up to date calendar of activities and attendees of meetings while on campus for contract tracing purposes if that becomes necessary.
 1. Use of Microsoft Outlook is preferred so that the activities are available to others.
 2. Paper-based log can be used and made available to others.
- Those employees continuing to work remotely can request assessment of equipment needed for effective work at home.
- Student employees continue to work remotely as much as possible.
- Hold meetings virtually as much as possible.
- Maintain at least 6 ft distancing and other safety measures per state authorities.
- Continue to wear face coverings on all CNM sites.
- Employees will complete the online training Keeping CNM Safe: COVID-19 Training once before returning to on campus work.
- Update telework agreements if continuing to work remotely.
- Employees will continue to complete a daily health self-assessment before they come on campus, including self-reported temperature.

IV. Courses and Training (Academic Affairs and CNMI)

- All theory/lecture credit courses continue to be offered remotely. CNMI theory training offered remotely. Exceptions will follow health and safety restrictions.
- Continue to conduct hands-on laboratories/training under the following conditions:
 - Learning outcomes cannot be measured or achieved virtually.
 - Decision on number of students in lab based on layout of space for social distancing and Governor's orders.
 - Practice health and safety protocols per state authorities.
 - Face coverings always worn by faculty and students on campus.
 - Faculty and students complete a health self-assessment including self-reported temperature before coming on campus.
 - Flexible scheduling, reduced numbers, and development of physical distancing plan for each face-to-face course or training.
 - Sanitizer in every lab and classroom where students will be learning.
- Instructors will keep careful attendance and seating arrangement records.
- Signage and flyers in labs and classrooms to remind students and faculty of distancing, hand washing and other health measures.
- Off campus learning (clinical, internships, practicums, apprenticeships) can be conducted in collaboration with industry partners if the health and safety of students can be realized to the satisfaction of both CNM and industry partner. Develop a plan for students who are at increased risk of serious illness after contracting the Coronavirus.
- Books may be delivered to student's address of residence.

V. Student Support:

- **Admissions and registration** Services largely continued remotely. Some on campus hours can be scheduled with 6ft distancing, face coverings and other safety measures as needed.
- **Financial Aid** Services largely continued remotely. Some on campus hours can be scheduled with 6ft distancing, face coverings and other safety measures as needed.
- **Cashiers** On campus at pertinent times in limited locations with safety precautions.

- **Open Computer labs** Number of students in an open computer lab will be limited to the group number TBA by the governor. Distancing and reduced numbers of students can be accomplished by removing keyboards and mice from computers. Computers will be cleaned, and keyboards and mice will be replaced with clean ones after each user.
- **ACE Tutors:** Most tutoring sessions will continue remotely. Small numbers of tutors can be brought on campus with a reduced schedule and distancing. Distancing can be accomplished visually (floor marking, taking out furniture). Tutoring will be by appointment. Offering in person tutoring supports students who are more successful in person for various reasons such as access to technology and DRC accommodations.
- **Connect and DRC Coaches:** Most coaching will continue remotely. Coaches have small offices that do not allow distancing. Minimal on-campus coaching can be done with safety protocols if needed for student success considerations. Staggered schedules and available larger rooms can be used to allow distancing and to maintain privacy.
- **Veterans Services:** Continue remotely. Exceptions will strictly follow safety guidelines of distancing and face coverings.
- **Libraries:** Services continue remotely. Exceptions will strictly follow safety guidelines of distancing and face coverings.
- **Testing in SSC:** Online when possible. On campus will be limited to testing that cannot be online and is essential to student progress or graduation and will strictly follow safety guidelines of distancing and face coverings.

VI. Safety and Security

- Continue Phase I actions as needed.
- Finalize mapping of outside areas to determine proper social distancing in preparation for Phase III. Visual cues are in place to route students and employees that enforce 6ft distancing on campus grounds outside of buildings. Collaborate with Maintenance and Operations as needed.
- Finalize plans to mitigate outside areas that “bottle neck” groups of students and employees in preparation for Phase III.

VII. Information Technology

- Initiate system changes needed as more employees return to campus.
 - Phones revert to desk mode.
 - Check Wi-Fi capabilities and support.
- Desktop rounding support with safety protocols for those employees on campus.
- Continue computer lab support for distancing as students are on campus.
- Walk up support for students and faculty with distancing and safety protocols.
- Continue bringing back loaned equipment by appointment.
- Identify needed training for employees. Continue training remotely when possible.

VIII. Communication plan developed and implemented by MCO

RETURN TO CAMPUS PHASE III

Reduced Restrictions

Implementation/Actions:

- I. General Workplace
 - Buildings are generally open to students, employees, and guests.
 - Continue distancing protocol established by state authorities.
 - Events continue to be held virtually when appropriate. On-campus events will follow protocol established by state authorities.
- II. Operations
 - Human Resources
 - i. Continue to support department plans for employees returning to on-campus work.
 - ii. Work with supervisors and employees to answer questions and solve problems.
 - Physical Plant
 - i. Schedule additional cleaning as needed as more employees and students are on campus.
 - ii. Continue to partner with Academic Affairs and CNM Ingenuity mapping and arranging rooms for proper group number and distancing protocols that will be announced.
- III. Employees (Faculty and Staff)
 - Following the process developed by HR, additional administrative, business, academic and student support operations and employees will come back to campus in waves and possible staggered schedules. Employees who have concerns about returning to on-campus will work with their supervisors and HR to determine the safest date for their return to on-campus work. Vulnerable employees work remotely.
 - Return any borrowed equipment to CNM when returning to on campus work.
 - Update telework agreements if continuing some or all work remotely.
 - Hold meetings virtually when appropriate.
 - Maintain distancing and other safety measures per guidance by state authorities.
 - Guidance from NM Governor, NMDOH and CNM leadership will be followed concerning face coverings.
 - Continue to monitor for presence of COVID-19 symptoms. If an employee has symptoms they should stay home (or leave the workplace) and follow CNM protocol.
 - Employees will complete the online training Keeping CNM Safe: COVID-19 Training once before returning to on campus work.
 - Those on campus will keep a meticulous and up to date calendar of activities and attendees of meetings while on campus for contact tracing purposes if that becomes necessary.
 - i. Use of Microsoft Outlook is preferred so that the activities are available to others.
 - ii. Paper-based log can be used and made available to others
 - Guidance from NM Governor, NMDOH and other authorities will be followed concerning completion of a daily health self-assessment.

IV. Courses, Programs and Training (Academic Affairs and CNMI)

- Continued focus on remote/online/virtual learning. Limited face to face theory learning with restrictions on number of students to align with NM state guidelines. All other safety measures per state authority will be practiced.
- Additional hands-on learning can be considered for on-campus presence.
 - i. Students and faculty will follow distancing and other safety measures established by NM authorities. Sanitizer in every lab and classroom where students will be.
 - ii. Signage and flyers will remind students and faculty of distancing, hand washing and other health measures.
- Off campus learning (internships, apprenticeships, clinicals) offered in cooperation with industry partners.

V. Student Support:

- **Admissions and registration** Some services continue remotely. On campus services will follow distancing and other safety measures per state authorities.
- **Cashiers** On campus with distancing and other safety measures per state authorities.
- **Open computer labs** Follow distancing and other safety measures per state authorities. Clean the computer and replace keyboard and mouse with clean ones after each user.
- **ACE Tutors:** Successful virtual tutoring sessions will continue. On campus tutors will follow distancing and other safety measures per state authorities.
- **Academic Coaches:** Successful remote academic coaching will continue. On campus coaches will follow distancing and other safety measures per state authorities.
- **DRC:** Successful remote coaching continued. On campus coaching will follow distancing and other safety measures per state authorities.
- **Libraries:** Services will follow distancing and other safety measures per state authorities.
- **Testing in SRC:** Online when possible. On-campus testing that cannot be online will continue social distancing protocols.

Appendix A: Mitigating the Spread of SARS-CoV-2 on Campus

A core team will assess each COVID-19 incident. Other key employees will be brought into the action item discussions as needed. [CDC guidelines](#) will be followed for all incidents.

General process for mitigating COVID-19 incidents on campus:

- Contact person for CNM COVID-19 incidents is Brad Moore (505-400-3632, <mailto:bmoore28@cnm.edu>).
- Core team will convene within one hour of receiving information that someone on campus has symptoms or has tested positive.
- Employees or students with COVID-19 symptoms will be asked to remain off campus until they have met CDC's [criteria to discontinue isolation](#). They will be advised to contact their health care provider and the NMDOH to get tested.
- If someone on campus tests positive for SARS-CoV-2:
 - Core team members will communicate with all persons who had close contact with the positive person to inform them of actions to take according to CDC guidelines. Close contact is defined by NMDOH as “spending 3 minutes or longer within 6 feet of someone who is confirmed to have COVID-19 when that person was in their infectious period. Wearing a mask or cloth face-covering does not affect the definition of close contact.”
 - 1 contact with a COVID-19 case in a [healthcare setting](#) where appropriate personal protective equipment (PPE) is worn is not considered a COVID-19 exposure.
 - Brad Moore, or designee, will communicate with the NMHED and NMDOH to coordinate rapid testing for all persons who had close contact with SARS-CoV-2 positive person and any other contact tracing efforts.
- CNM personnel will clean and disinfect all areas used by the infected person with appropriate supplies per CDC Cleaning and Disinfecting Guidelines.
- Monitor for additional Coronavirus cases.

Appendix B: Strategy for Student Safety

CNM is committed to keeping our students as safe as possible while on campus.

Phase 0: All learning online/remote/virtual. All student support virtual.

Phase I and II: Majority of learning will be online/remote/virtual. Student support also continues to be largely remote. The following support will be in place for students who come on campus for essential hands-on learning for which learning outcomes cannot be assessed or achieved in an online environment.

- Students will receive information about COVID-19 through automated email when they register.
 - Symptoms
 - How to keep themselves and others safe
- In Phase I students will be asked if they are experiencing symptoms of COVID-19. If a student is showing symptoms, they will be asked to leave class to protect the other students in the room. The CNM Safety Team will assess the risk and work with the instructor and student for next steps. The practice of asking students if they are experiencing symptoms will be reassessed for Phase II.
- For everyone's safety, students and faculty will wear appropriate face coverings while on CNM property in Phase I. Face coverings will follow guidance by state authorities for Phase II.
- CNM will ensure classrooms, labs, computers, and equipment are cleaned and disinfected per CDC guidance.
- CNM will ensure the students are in groups of <10 and that each class has a plan to maintain 6ft of distance between students in Phase I. Phase II group number will follow guidance by state authorities.
- If less than a 6 ft distance is needed to achieve learning outcomes, a plan will be in place for extra safety measures such as
 - A 6ft distance between all students who are not in designated pairs.
 - Minimize time spent in pairs.
 - Physical barriers between pairs if possible (face shields, plexiglass etc.).

Phase III: Continued focus on online/remote/virtual learning with essential hands-on learning in small groups

- If a student has a fever, or is showing other symptoms, they will be asked to leave class for that day and encouraged to get tested.
- CNM will ensure classrooms, labs, computers, and equipment are cleaned and disinfected after each use.
- CNM will ensure the student group number and distancing will follow state authority guidelines and conditions of virus.
- If close contact is needed to achieve learning outcomes, a plan will be in place for extra safety measures.

Appendix C: Guests and Customers

CNM Ingenuity and CNM receive customers and guests in spaces such as FUSE, SBDC and the Suncat Salon. Below is a guideline for how the customers and guests will come back to on-campus activities during the recovery phases of the Coronavirus pandemic. Please stay up to date with current CNM [Community information](#).

[Request to Hold Event at CNM Campus](#)

Phase 0: CNMI and CNM are closed to guests and customers except for FUSE by appointment only.

Phase I: Guests and customers will be limited and on campus by appointment only.

- Strict safety measures in place while on CNM property. CDC Social Distancing, Quarantine, and Isolation.
- Guidelines for the number of persons in a gathering and face coverings TBA by NM Governor and NMDOH.
- Continue to maintain at least a 6ft distance between you and others. Guest and customers will complete a daily health self-assessment before they come on campus, including self-reported temperature.
- If you have symptoms stay home or leave the workplace.
- Wear appropriate [face coverings](#) while on CNM property.
- Rigorously practice [hand hygiene, cough etiquette and cleanliness](#).
- Computers and equipment are cleaned and disinfected between after each use.

Phase II: Guests and customers will follow health and safety guidelines

- Number of guests and customers may be controlled to follow safety protocols.
- Guidelines for number of persons in a gathering and face coverings TBA by NM Governor and NMDOH.
- Continue to maintain at least 6ft of distance between you and others.
- Stay home if you have symptoms.
- Continue to practice hand hygiene, cough etiquette and cleanliness.

Phase III: Guests and customers will follow health and safety guidelines to be announced by NM Governor, NMDOH and CNM

Appendix D: CNM Ingenuity Examinations

CNM Ingenuity does a variety of testing and assessments for the Albuquerque community. Below is a guideline for how the testing operations and test takers will conduct business during on-campus testing in the recovery phases of the Coronavirus pandemic. Please stay up to date with current CNM [Community information](#).

Phase 0: Exams conducted with stringent safety protocols per the NM Governor's office and NMDOH guidelines

Phase I: Testing operations and participants will follow health and safety guidelines:

- Avoid gatherings of >5 persons and maintain a minimum of 6ft of distance between you and others.
- Stay home and do not participate in testing operations or test taking if you have symptoms.
- Wear appropriate [face coverings](#) while on CNM property.
- Rigorously practice [hand hygiene, cough etiquette and cleanliness](#).
- Provide face coverings for test takers who arrive without one. Gloves are available by request for test takers.
- Hand sanitizer will be readily available.
- Test takers are limited in the number of personal belongings allowed in the testing lab. No food or beverage is allowed.
- Signage reminds employees and guests of face covering and social distancing requirements.

Phase II: Testing operations and participants will follow health and safety guidelines

- Number of guests and customers may be controlled to follow safety protocols.
- Guidelines for number of persons in a gathering and face coverings TBA by NM Governor and DOH.
- Continue to maintain at least 6ft of distance between you and others.
- Stay home and do not participate in testing operations or test taking if you have symptoms.
- Continue to practice hand hygiene, cough etiquette and cleanliness.

Phase III: Testing will follow health and safety guidelines to be announced by NM Governor and NMDOH and CNM

Appendix E: Tenants

CNM and CNM Ingenuity (CNMI) have tenants in several locations on campus. Below is a guideline for how the tenants will phase in operations during the recovery phases throughout the Coronavirus pandemic. This guideline aligns with the CNM Return to Campus Plan for returning to on-campus operations. Please stay up to date with current CNM [Community information](#).

Phase 0: Tenants stringent safety protocols per the NM Governor's office, NMDOH and CNM. Everyone working offsite.

Phase I: Tenants will follow health and safety guidelines:

- Follow [COVID-Safe practices](#)
- Policy for COVID-19 occurrences at your organization:
 - Notify CNM's Human Resources department within 24 hours at these email addresses jziter@cnm.edu and kmontoya50@cnm.edu if the following occurs:
 - An employee notifies your organization of a positive COVID-19 diagnosis
 - An employee notifies your organization of exposure to an individual who has been diagnosed with COVID-19
 - An employee at your organization displays symptoms of COVID-19
 - Learn more about CNM's [Risk Assessment Policy](#) and ensuing steps that will take place.
- Avoid gatherings of >5 persons.
- Maintain a minimum of 6ft of distance between you and others.
- Have a policy that requires those with symptoms to stay home.
- Wear appropriate [face coverings](#) while on CNM property.
- Rigorously practice [hand hygiene, cough etiquette and cleanliness](#).
- Have hand sanitizer readily available and frequently disinfect your leased space.

Phase II: Tenants will follow health and safety guidelines

- Inform CNM if someone from your organization has been diagnosed with COVID-19 as in Phase I.
- Number of employees, guests and customers may be controlled to follow safety protocols
- Guidelines for number of persons in a gathering and face coverings TBA by NM Governor and NMDOH.
- Continue to maintain at least 6ft of distance between you and others.
- Stay home if you have symptoms.
- Continue to practice hand hygiene, cough etiquette and cleanliness and disinfecting.

Phase III: Tenants health and safety guidelines to be announced by NM Governor, NMDOH and CN

Appendix F: Contractors and Vendors

CNM and CNM Ingenuity depend on a variety of vendors and contractors. Below is a guideline for how the contractors and vendors will conduct business if they are on CNM property during the recovery phases of the Coronavirus pandemic. Please stay up to date with current CNM information with the following links:

[Community Information](#)

[Contractor and Vendor Information](#)

Phase 0: Follow stringent safety protocols per the NM Governor's office and NMDOH guidelines.

Phase I: Vendors and contractors will follow health and safety guidelines:

- Policy for COVID-19 occurrences:
 - Notify CNM's Human Resources department within 24 hours at these email addresses ziter@cnm.edu and kmontoya50@cnm.edu if the following occurs:
 - You have a positive COVID-19 diagnosis
 - You have an exposure to an individual who has been diagnosed with COVID-19
 - You display symptoms of COVID-19
 - Learn more about CNM's [Risk Assessment Policy](#) and ensuing steps that will take place.
- Avoid gatherings of >5 persons and maintain a minimum of 6ft of distance between you and others.
- Stay home if you have [symptoms](#).
- Wear appropriate [face coverings](#) while on CNM property.
- Rigorously practice [hand hygiene, cough etiquette and cleanliness](#).

Phase II: Vendors and contractors will follow health and safety guidelines:

- Notify CNM of a COVID-19 occurrence as in Phase I.
- Guidelines for number of persons in a gathering and face coverings TBA by NM Governor and NMDOH.
- Continue to maintain at least 6ft of distance between you and others.
- Stay home if you have symptoms.
- Continue to practice hand hygiene, cough etiquette and cleanliness.

Phase III: Follow health and safety guidelines to be announced by NM Governor and NMDOH and CNM.

Appendix G: Cleaning and Disinfecting Procedures

Safety

Before getting started on cleaning and disinfecting, all employees must wear proper personal protective equipment, including mask, gloves, safety glasses, and a Tyvek suit when necessary.

Cleaning Products

Due to COVID-19, CNM is following the EPA guidelines for safe and effective disinfection use that can be found on coronavirus.gov. CNM has researched and obtained a disinfectant (One Step) that is on the EPA's list of approved disinfectants and can be found under EPA REG NO 1839-166. Per the directions on the One Step label, it is to be mixed in a ratio of 1oz per gallon of water to effectively kill COVID-19. The facilities maintenance coordinator is responsible for properly mixing the One Step and disbursing quart size bottles to each campus with the proper labels.

Per the EPA's Steps for Safe and Effective Disinfection Use, all surfaces must be pre-cleaned before disinfecting. Pre-cleaning the surface allows for all visible dirt and grime to be removed to ensure the surface is as clean as possible before applying the One Step disinfectant solution. CNM is using the ENVIROX A-112 (Absolute™ Envirox® H2Orange2® Hyper-Concentrate 112 Sanitizer/Virucide Cleaner EPA-Registered) for all pre-cleaning. This product is diluted in two concentrations, one for light duty and the other for heavy duty cleaning. There are dispensers at each campus that have a red button for heavy duty and a green button for light duty. Due to COVID-19, CNM is only using the heavy-duty concentration to pre-clean all surfaces.

Procedures

- **Classrooms**
 - To bring students back to campus safely, all teachers will have multiple spray bottles of One Step to disinfect between classes. The One Step must be applied to each surface and allowed to dwell for at least ten minutes to effectively kill COVID-19. After letting the One Step sit for 10 minutes, it is to be wiped off with a clean towel.
- **Daily Cleaning**
 - To comply with the EPA's recommendations, CNM will be cleaning with the Envirox A-112 to remove all dirt and grime. One Step will then be applied to ensure all surfaces are disinfected.
- **Fogging**

When there is a positive COVID case, the contaminated area will be shut down per CNM's policy and procedures and Facilities and Maintenance will be contacted. CNM has a Hydro-force wet fogger that is used with the One Step disinfectant to properly disinfect large areas.

Return to Campus Plan Revision History

Revision Date	Description of Revision
September 29, 2020	Updated transmission rate from 1.15 to 1.05 (Return to Campus Phased Approach Overview)
September 29, 2020	Updated RTC Plan with Public Health Order, allowing group sizes >10, previously at >5
September 29, 2020	Added 'Request to Hold Event at CNM Campus' link to Appendix C
September 29, 2020	Added 'Bringing Vendors on Campus During COVID-19' link to Appendix F
October 14, 2020	Updated CDC COVID-19 Symptoms Link throughout document where needed
January 4, 2021	Updated group sizes per public health guidelines, color coding for RTC phases, definition of close contact
January 19, 2021	Updated information for points of contact, Phase I characteristics, Appendix C Phase I criteria
July 2, 2021	Updated main heading, phase, General Workplace section