



COVID-19 RETURN TO CAMPUS PLAN

Clovis Community College places the health and safety of our students, faculty, and staff first. This plan represents our efforts to ensure a safe learning environment for all of our constituents.

Versions and Distribution:

The initial response plan was distributed internally to the Campus Incident Management Team with summary emails provided to the campus.

- March 16, 2020
- May 15, 2020

The finalized CRCP distribution includes campus-wide distribution through our intranet Pathway Portal and local, regional, and state authorities.

- July 6, 2020
- July 14, 2020
- July 17, 2020
- July 27, 2020
- August 3, 2020
- August 11, 2020
- September 3, 2020
- September 10, 2020
- September 18, 2020

INTRODUCTION

Throughout the Coronavirus Pandemic, Clovis Community College leadership and employees continue to focus on “provid[ing] high quality education and training that improves the lives of all students and ignites economic vitality in the communities we serve” while ensuring the health and safety of our faculty, staff, and students. We continue to adjust to the uncertainties of the pandemic while balancing the educational and health needs of employees and students.

This COVID-19 Return to Campus Plan (CRCP) is a living document that outlines CCC’s efforts to bring employees, students, and the community back to campus. A complete on-campus presence depends on our community’s and state’s ability to reduce transmission rates, conduct widespread testing and contact tracing, and isolate / quarantine infected and exposed persons. It is essential to note that we must remain prepared for the possibility of a return of infections in the community that would necessitate the return to previous, more restrictive health and safety measures. CCC’s CRCP is aligned with the NM Governor’s “Phase” approach to return status, and we will continue our current Phase with that of the State, implementing or lifting restrictions as appropriate.

The CCC COVID-19 Return to Campus Plan adheres to the New Mexico Governor’s executive orders and guidance, the New Mexico Higher Education Department (NMHED) Reopening Campuses guide, the New Mexico Department of Health (NMDOH) public health orders, the Centers for Disease Control (CDC) recommendations, Occupational Safety and Health Administration (OSHA) guidelines, Equal Employment Opportunity Commission (EEOC) rules and regulations, and the New Mexico Reopening Plan COVID Safe Practices (CSPs) that was released May 28, 2020. CCC’s CRCP is also guided by the Clovis / Curry County Local Emergency Planning Committee guidance. CCC’s Director of Security will continue to serve on this committee.

Communication and transparency of CCC’s COVID-19 Return to Campus Plan are of utmost importance. It is noted that additions and revisions to the CRCP will be needed as the conditions of the Coronavirus pandemic continue to evolve. Amendments to the current CRCP shall be proposed through a process beginning with the department’s administrator who will present the changes to the Crisis Incident Management Team (CIMT). Once changes are finalized, the CRCP will be posted on CCC’s website and made available via our Pathway portal. All questions or concerns regarding the CRCP and contact tracing should be directed to Freddie Salazar, Crisis Incident Management Team Chair, at Freddie.salazar@clovis.edu.

Objectives

- To protect the health and safety of students and employees of CCC as we phase into an on-campus presence. This includes the elimination, to the greatest extent 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 in order 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.

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COVID-19 RETURN TO CAMPUS PHASED APPROACH: OVERVIEW

PHASE	CRITERIA	CHARACTERISTICS
Phase 0: Current Stay-at-Home Essential Personnel Only	<ul style="list-style-type: none"> State transmission rate larger than 1.15 resulting in rapid number of new cases Stay home orders in place by Governor 	<ul style="list-style-type: none"> Essential employees only on campus, all others work remotely where possible All services offered remotely All learning virtual No visitors Cancellation of all on-site events
Phase 1: Maximum Safety Restrictions 25% Staffing Capacity allowed Limited AH / OT Laboratory and Clinical Participation	<ul style="list-style-type: none"> State transmission rate of 1.15 or less Testing of at least 3,000 people per day NM Health system at / 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, up to 50% staffing per work area; all others 25% per work area and work remotely Operations and services continue remotely Virtual presentation of all lecture courses Students allowed on-site with appropriate distancing for simulation and laboratory participation in Allied Health and Occupational Technology courses Group number allowed per NMDOH guidelines Visitors by Appointment only Cancellation of all on-site events except those approved for official government business
Phase 2: Moderate Safety Restrictions Moderate Staffing Return Limited Student Return	<ul style="list-style-type: none"> Sustained reduction in Coronavirus cases in NM and local area Criteria per NM authorities Governor relaxes restrictions by executive order NMDOH relaxes health and public safety guidelines Return to Phase 1 if rise in new cases prompts increased restrictions by NM Gov. office 	<ul style="list-style-type: none"> Maintain safety measures per state guidelines Controlled number of employees on campus. Specific numbers determined by Governor and NMDOH Majority of learning held remotely Essential hands-on learning offered with authorized health and safety protocols Group number allowed per NMDOH guidelines Visitors by Appointment only Events held remotely or per Governor and NMDOH guidelines
Phase 3: Lessened Safety Restrictions Expanded Staffing Return Moderate Student Return	<ul style="list-style-type: none"> Effective transmission rate at level determined by State Criteria per NM authorities Governor opens businesses by executive orders. NMDOH further relaxes guidelines Return to Phase 2 if rise in new cases prompts increased restrictions by NM Gov. office 	<ul style="list-style-type: none"> Maintain safety measures per state guidelines Employees return to campus with staggered schedules where possible Mix of virtual learning and face-to-face presentation Off-campus learning offered in partnership with industry Essential hands-on learning offered with authorized health and safety protocols Group number allowed by NMDOH guidelines Event protocols per Governor and NMDOH guidelines

PHASE 0: URGENT PHASE

The New Mexico Governor's Order, dated March 11, 2020, initiated a state-wide Stay at Home order. Clovis Community College responded with an immediate campus closure beginning March 16, 2020. All employees were instructed to work from home where possible beginning on March 16. All full-time staff were paid at their regular wages during the closure, and all part-time and work studies were paid for their regularly scheduled hours while the campus was closed.

Initial Phase 0, only essential employees were allowed on campus with social distancing of at least 6 feet in place.

Status for Employees

During any subsequent return to Phase 0, only essential employees are allowed on campus with all health and safety precautions in place, including:

- social distancing of at least 6 feet,
- personal hygiene including regular hand washing and avoiding touching face,
- utilization of cloth masks at all times when not alone in a closed office,
- temperature checks by security office personnel upon entry, and
- daily entry logs of all personnel.

All full-time employees are expected to work remotely during normal business hours of 8am – 5pm, where possible. Any changes or alternations to these schedules are to be approved by the supervisor. Essential employees include those associated with the campus's infrastructure operations, security, financial services and financial aid, energy and water, communication and information technology, and essential administrative operations. These individuals are allowed on campus with supervisor approval to conduct essential business operations, only.

All official travel is cancelled.

CCC is examining options for managing testing and contact tracking. Employees who display symptoms of COVID-19 or come into contact with those who have been diagnosed with COVID-19 are instructed to follow the NMDOH guidelines regarding testing and isolation.

Status for Operations

All on-site campus operations are closed to the public including the snack bar and bookstore. End-of-term book buy-back available by appointment only. All students must enter and exit through designated routes with mandatory face masks and temperature checks upon entry.

Human resources personnel will:

- Continue to ensure institutional policies align with public health recommendations / laws.
- Additional policies shall be established as needed for situations that arise due to the pandemic. HR will develop and adapt a policy for individual employees to return to work following a COVID-19 related isolation. This policy shall include parameters for those employees who are considered high risk for severe illness resulting from exposure to COVID-19, including who to notify about their concerns returning to campus.

The Physical plant will:

- Schedule additional cleaning per the CCC guidelines for cleaning and disinfecting (See Appendix).
- Prepare for phased campus opening including: setting up common areas inside buildings for social distancing and installing Plexiglass in identified service areas.
- Place markers for social distancing and traffic flow in high-traffic areas.
- Order additional face masks, hand sanitizer, and cleaning supplies as needed to prepare for re-opening.
- Maintain grounds and conduct necessary maintenance of building and grounds.

The Security Office will:

- Ensure campus security and limit access through the front entrance of the main building and single-point entries of other campus buildings.
- Monitor entrances, logging all entries into campus buildings, checking temperatures, and ensuring utilization of face masks.
- Identify entry areas and traffic flow through buildings for Phase 1-3. Identify potential “bottle neck” areas, and identify alternative routing opportunities. Develop visual ways to route students and employees that enforce 6 ft. distancing on campus grounds, inside and outside of buildings. Collaborate with maintenance and institutional advancement as needed.

Information Technology will:

- Support all faculty moving courses to an online environment.
- Identify training needs and facilitate virtual training for faculty and staff to successfully work in a remote environment.
- Establish virtual conferencing capabilities.
- Establish virtual desktop and telephone capabilities for remote services access
- Identify plan for enhanced virtual classroom participation in Phase 3 for simultaneous on-site and virtual students.

Status for General Courses

All theory / lecture learning offered remotely.

Status for Specialty Courses

All hands-on credit laboratories are to receive incompletes for laboratory / simulation portions that are unable to be completed remotely until the status changes to Phase 1.

Status for Student Support Services

All student support personnel maintain virtual office hours through telephone, email and virtual meetings such as Zoom. Impacted services include:

- Admissions and registration – services offered remotely.
- Financial aid – services offered remotely.
- Cashiers – services are offered through TouchNet.
- Computer labs – remain closed. Laptops / Tablets available for check-out by students and staff.
- Tutoring Center – services offered remotely.
- Academic Coaching – services offered remotely.
- Veterans Services – services offered remotely.
- TRIO-SSS and Upward Bound- services continue remotely / virtual presentation of events.
- Library – services offered remotely.
- Testing Center – testing continues remotely through proctored services. No on-site testing available.

Starfish Retention platform utilized to identify students who may be adversely academically impacted by the COVID-19 pandemic through the utilization of a “COVID-19” flag. Follow-up outreach provided by student services personnel.

Status for Third Parties

- Guests are not allowed on campus.
- No events are held on campus; alternative virtual events created where feasible.

PHASE 1: INITIAL REOPENING PHASE

Beginning May 18th, CCC transitioned into Phase I. All employees were instructed to continue to work from home where possible with up to 25% of each department's staff able to return to a swing rotation on-site to answer telephones, conduct one-on-one appointments, and take care of other responsibilities. All full-time staff continued to be paid at their regular wages for remote and on-site work, and the majority of part-time hourly staff and student workers do not have contracts through the summer term.

This plan will continue to be updated and modified as the Governor and NMDOH guidelines evolve.

Status for Employees

During Phase 1, essential employees and up to 25% staffing are allowed on campus with all health and safety precautions in place, including:

- social distancing of at least 6 feet,
- personal hygiene including regular hand washing and avoiding touching face,
- utilization of cloth masks at all times when not alone in a closed office,
- temperature checks by security office personnel upon entry, and
- daily entry logs of all personnel.

All full-time remote employees are expected to work during normal business hours of 8am – 5pm, where possible. Any changes or alternations to these schedules are to be approved by the supervisor. Essential employees include those associated with the campus's infrastructure operations, security, financial services and financial aid, energy and water, communication and information technology, and essential administrative operations. These individuals are allowed on campus with supervisor approval at up to 50% staffing. All health and safety precautions must be followed.

All official out-of-state travel is cancelled.

CCC is examining options for managing testing and contact tracking. Employees who display symptoms of COVID-19 or come into contact with those who have been diagnosed with COVID-19 are instructed to follow the NMDOH guidelines regarding testing and isolation. More information is provided in the "Protecting Your Health" section of this document.

Status for Operations

The campus is open from 8am-5pm, Monday-Thursday and 8am-4:30pm, Friday. The CCC snack bar (Sweetwater's Coffee and Tea) is open on Wednesdays, 9am-1pm (beginning Sept. 2nd). The bookstore is open from 9am-4pm, daily during the interim and 8am-4pm beginning 0-week through the semester. All students must enter and exit through designated routes with mandatory face masks and temperature checks upon entry.

Human Resources personnel will:

- Continue to ensure institutional policies align with public health recommendations / laws.
- Develop protocols to ensure that employees who travel out-of-state follow all isolation / quarantine-related guidance as established by the NM Department of Health and the Governor's Executive Orders. These protocols will be revised to align with all current guidance.
- Additional policies shall be established as needed for situations that arise due to the pandemic. HR will develop and adapt a policy for individual employees to return to work following a COVID-19 related isolation. This policy shall include parameters for those employees who are considered high risk for severe illness resulting from exposure to COVID-19, including who to notify about their concerns returning to campus.

The Physical Plant will:

- Schedule additional cleaning per the CCC guidelines for cleaning and disinfecting (See Appendix).
- Set up common areas inside buildings for social distancing.
- Place markers for social distancing and traffic flow in high-traffic areas.

- Order additional face masks, hand sanitizer, and cleaning supplies as needed to prepare for continued re-opening.
- Maintain grounds and conduct necessary maintenance of building and grounds.

The Security Office will:

- Ensure campus security and limit access through the front entrance and HPE entrance of the main building and single-point entries of other campus buildings.
- Monitor entrances, logging all entries into campus buildings, checking temperatures, and ensuring utilization of face masks.
- Identify entry areas and traffic flow through buildings for Phase 1-3. Implement alternative routing opportunities to avoid “bottle neck” areas. Develop visual ways to route students and employees that enforce 6ft distancing on campus grounds, inside and outside of buildings. Collaborate with maintenance and institutional advancement as needed.

Information Technology will:

- Continue to support all faculty moving and conducting courses in an online environment.
- Identify training needs and facilitate virtual training for faculty and staff to successfully work in a remote environment.
- Support utilization of virtual conferencing capabilities.
- Support virtual desktop and telephone capabilities for remote services access
- Continue to develop plan for enhanced virtual classroom participation in Phase 3 for simultaneous on-site and virtual students.

Health and Fitness Center (effective June 8, 2020):

- Consistent with current Governor and NMDOH guidelines, the Health and Fitness Center will follow all operational occupancy limits (up to 50% capacity) and requirements for social distancing. Consistent with NM Public Health Guidance, masks shall be required while exercising (masks required, effective July 13, 2020).
- All equipment will be sanitized between users.
- Security will monitor the entrance, logging all entries into the facility, and conducting temperature checks.
- No high-contact (group) sports or swimming will be permitted in the facility.

Status for General Courses

All theory / lecture learning offered remotely.

Status for Specialty Courses

Conduct high priority hands-on credit laboratories under the following conditions:

- Complete hands-on and laboratory coursework where “incomplete” grades were given while in Phase 0.
- Complete hands-on and laboratory coursework for current term.
- Off campus learning (clinical, internships, practicums, etc.) can be conducted in collaboration with industry partners if the health and safety of students can be realized to the satisfaction of both CCC and the industry partner.
- Develop a plan for students who are at increased risk of serious illness after contracting the Coronavirus such as additional protective equipment or supervision.
- Utilize 6 ft. distancing measures and limited groupings in classrooms and laboratory / simulation spaces.
- Students and faculty wear face masks and practice other health and safety protocols appropriate to Phase I, consistent with CDC guidelines. If a student does not have an appropriate face covering, one will be provided by CCC.
- Hand sanitizer in every laboratory and classroom where students and faculty will be present.

Status for Student Support Services

All student support personnel maintain virtual office hours through telephone, email and virtual meetings such as Zoom. By-appointment-only services may also be provided, at up to 25% staffing. Impacted services include:

- Admissions and registration – services offered remotely and on-site, by-appointment-only.
- Financial aid (up to 50%) – services offered remotely and on-site, by-appointment-only.
- Cashiers – services are offered through TouchNet and on-site, by-appointment-only.
- Computer labs – remain closed. Laptops / Tablets available for check-out by students and staff.
- Tutoring Center – services offered remotely and on-site, by-appointment-only.
- Academic Coaching – services offered remotely.
- Veterans Services – services offered remotely and on-site, by-appointment-only.
- TRIO-SSS and Upward Bound- services continue remotely / virtual presentation of events. SSS services offered on-site, by appointment only.
- Library – services offered remotely and on-site, by-appointment-only.
- Testing Center – testing continues remotely through third party proctoring services. On-site testing available at 25% capacity with 6 ft. distancing rules, by appointment only.

Status for Third Parties

- Guests are only allowed on campus by-appointment.
- Limited events are held on campus; alternative virtual events created where feasible.
 - Any event must have full administrative approval.
 - 6-ft social distancing and other CDC and NMDOH health and safety protocols must be followed.
 - Daily entry logs of all persons must be maintained.

PHASE 2: CONTINUED REOPENING PHASE

Consistent with the Governor's and NMDOH guidance, CCC will move into Phase 2 as the number of Coronavirus cases in NM continues to fall. All departments will devise a schedule where each department's staff able to return to a swing rotation on-site to answer telephones, conduct one-on-one appointments, and take care of other responsibilities, at 50% staffing or a capacity consistent with current NM authority guidance, whichever is less. All full-time staff continued to be paid at their regular wages for remote and on-site work. Limited part-time hourly and work study employees eligible to return to work, based on priority need to carry out the campus mission under current campus staffing restrictions.

This plan will continue to be updated and modified as the Governor and NMDOH guidelines evolve.

Status for Employees

During Phase 2, essential employees and additional staffing are allowed on campus (not to exceed NM authority capacity guidance) with all health and safety precautions in place, including:

- social distancing of at least 6 feet,
- personal hygiene including regular hand washing and avoiding touching face,
- utilization of cloth masks at all times when not alone in a closed office,
- temperature checks by security office personnel upon entry, and
- daily entry logs of all personnel.

All full-time remote employees are expected to work during normal business hours of 8am – 5pm, where possible. Any changes or alternations to these schedules are to be approved by the supervisor.

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 and HR to determine when is the safest time for them to return to on-campus work. Employees who have other concerns about returning to on-campus work such as school and daycare closings can discuss these concerns with their supervisors and HR.

All out of state travel is cancelled; in-state travel is permitted as needed and must be approved by administrator.

CCC is examining options for managing testing and contact tracking. Employees who display symptoms of COVID-19 or come into contact with those who have been diagnosed with COVID-19 are instructed to follow the NMDOH guidelines regarding testing and isolation. More information is provided in the "Protecting Your Health" section of this document.

Status for Operations

The CCC snack bar (Sweetwater's Coffee and Tea) is open on Wednesdays, 9am-1pm. The campus bookstore is open from 9am – 4pm, daily. All students must enter and exit through designated routes with mandatory face masks and temperature checks upon entry.

Human Resources personnel will:

- Continue Phase 1 actions as needed.

The Physical Plant will:

- Continue Phase 1 actions as needed.
- Assist with classroom room arrangements to ensure 6 ft. spacing in all classrooms for Phase 3 preparation.

The Security Office will:

- Ensure campus security and limit access through the front entrance and HPE entrance of the main building and single-point entries of other campus buildings.
- Monitor entrances, logging all entries into campus buildings, checking temperatures, and ensuring utilization of face masks.

- Continue to monitor traffic flow through buildings. Implement alternative routing opportunities to avoid “bottle neck” areas. Develop visual ways to route students and employees that enforce 6 ft. distancing on campus grounds, inside and outside of buildings. Work with maintenance and institutional advancement as needed.

Information Technology will:

- Continue to support all faculty moving and conducting courses in an online environment.
- Identify training needs and facilitate virtual training for faculty and staff to successfully work in a remote environment.
- Support utilization of virtual conferencing capabilities.
- Support virtual desktop and telephone capabilities for remote services access.
- Continue to develop plan for enhanced virtual classroom participation in Phase 3 for simultaneous on-site and virtual students.

Health and Fitness Center:

- Consistent with current Governor and NMDOH guidelines, the Health and Fitness Center will follow all operational occupancy limits (up to 50% capacity) and requirements for social distancing. Consistent with NM Public Health Guidance, masks shall not be required while exercising.
- All equipment will be sanitized between users.
- Security will monitor the entrance, logging all entries into the facility, and conducting temperature checks.
- No high-contact (group) sports will be permitted in the facility.

Status for General Courses

All theory / lecture learning offered remotely. Select face-to-face courses allowed to be conducted on-site, following maximum group and social distancing protocols as outlined by NM authorities.

Status for Specialty Courses

Conduct high priority hands-on credit laboratories under the following conditions:

- Complete hands-on and laboratory coursework.
- Off campus learning (clinical, internships, practicums, etc.) can be conducted in collaboration with industry partners if the health and safety of students can be realized to the satisfaction of both CCC and the industry partner.
- Develop a plan for students who are at increased risk of serious illness after contracting the Coronavirus such as additional protective equipment or supervision.
- Utilize 6 ft. distancing measures and limited groupings in classrooms and laboratory / simulation spaces.
- Students and faculty wear face masks and practice other health and safety protocols appropriate to Phase I, consistent with CDC guidelines. If a student does not have an appropriate face covering, one will be provided.
- Hand sanitizer in every laboratory and classroom where students and faculty will be present.

Status for Student Support Services

All student support personnel maintain a rotating virtual and on-site presence. Meetings with students occur on a by-appointment-only basis. This includes: Admissions and Registration, Cashiers, Tutoring Center, Academic Coaching, Veterans Services, TRIO Student Support Services and Upward Bound, Library, and Testing Center.

The computer lab will continue to offer laptops and tablets for student and staff check-out on an as-needed basis.

Status for Third Parties

- Guests are only allowed on campus by-appointment.
- Limited events are held on campus; alternative virtual events created where feasible.
 - Any event must have full administrative approval.

- 6-ft. social distancing, maximum group size, and other CDC and NMDOH health and safety protocols must be followed.
- Daily entry logs of all persons must be maintained.

PHASE 3: INTRODUCTION OF STUDENTS

Consistent with the Governor's and NMDOH guidance, CCC will move into Phase 3 as the number of Coronavirus cases in NM continues to fall. All departments will devise a schedule where each department's staff able to return to a rotation on-site to answer telephones, conduct one-on-one appointments, and take care of other responsibilities, at a capacity consistent with current NM authority guidance. All full-time staff continued to be paid at their regular wages for remote and on-site work. Limited part-time hourly and work study employees eligible to return to work, based on priority need to carry out the campus mission under current campus staffing restrictions.

This plan will continue to be updated and modified as the Governor and NMDOH guidelines evolve.

Status for Employees

During Phase 3, essential employees and additional staffing are allowed on campus (not to exceed NM authority capacity guidance) with all health and safety precautions in place, including:

- social distancing of at least 6 feet,
- utilization of cloth masks at all times when not alone in a closed office,
- temperature checks by security office personnel upon entry, and
- daily entry logs of all personnel.

All full-time remote employees are expected to work during normal business hours of 8am – 5pm, where possible. Any changes or alternations to these schedules are to be approved by the supervisor.

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 and HR to determine when is the safest time for them to return to on-campus work. Employees who have other concerns about returning to on-campus work such as school and daycare closings can discuss these concerns with their supervisors and HR.

All out of state travel is cancelled; in-state travel is permitted as needed and must be approved by administrator.

CCC is examining options for managing testing and contact tracking. Employees who display symptoms of COVID-19 or come into contact with those who have been diagnosed with COVID-19 are instructed to follow the NMDOH guidelines regarding testing and isolation. More information is provided in the "Protecting Your Health" section of this document.

Status for Operations

The CCC snack bar and campus bookstore are open for operation, daily. All students must enter and exit through designated routes with mandatory face masks and temperature checks upon entry.

The Health and Fitness Center is open on a limited basis with all security health and safety protocols in place including 6 ft. distancing and maximum group occupancies in place. Routine cleaning of all equipment occurs between users. High-risk recreation sports will follow NM Governor and NMDOH guidelines.

Human Resources personnel will:

- Continue Phase 2 actions as needed.

The Physical Plant will:

- Continue Phase 2 actions as needed.
- Assist with classroom room arrangements to ensure 6 ft. spacing in all classrooms.

The Security Office will:

- Expand to up to six monitored main-building campus entrances as staffing capacity permits. Log all entries into campus buildings, conduct temperature checks, and ensure utilization of face masks.
- Implement alternative routing opportunities to avoid "bottle neck" areas. Implement visual ways to route students and employees that enforce 6 ft. distancing on campus grounds, inside and outside of buildings. Collaborate with maintenance and institutional advancement as needed.

Information Technology will:

- Continue to support all faculty moving and conducting courses in an online / hybrid / mixed modality environment.
- Identify training needs and facilitate virtual training for faculty and staff to successfully work in a remote environment.
- Support utilization of virtual conferencing capabilities.
- Support virtual desktop and telephone capabilities for remote services access
- Implement plan for enhanced virtual classroom participation for simultaneous on-site and virtual students.

Status for General Courses

All theory / lecture learning continues to be offered in an online format where feasible. Classes resume in hybrid and mixed modality formats. *Hybrid* instruction refers to instruction including a predefined schedule of face-to-face and distance components. *Mixed modality* instruction refers to a flexible instructional style incorporating synchronous face-to-face and virtual attendance.

Students allowed on-campus with the following restrictions:

- Follow all social distancing and maximum group protocols as established by NM authorities.
- Hybrid and mixed modality students who are off-site will complete synchronous instruction in a virtual format.
- All testing will be proctored for off-site students.

Status for Specialty Courses

Conduct high priority hands-on credit laboratories under the following conditions:

- Complete hands-on and laboratory coursework.
- Off campus learning (clinical, internships, practicums, etc.) can be conducted in collaboration with industry partners if the health and safety of students can be realized to the satisfaction of both CCC and the industry partner.
- Develop a plan for students who are at increased risk of serious illness after contracting the Coronavirus such as additional protective equipment or supervision.
- Utilize 6 ft. distancing measures and limited groupings in classrooms and laboratory / simulation spaces.
- Students and faculty wear face masks and practice other health and safety protocols appropriate to Phase I, consistent with CDC guidelines. If a student does not have an appropriate face covering, one will be provided by CCC.
- Hand sanitizer in every laboratory and classroom where students and faculty will be present.

Status for Student Support Services

All student support personnel maintain a rotating virtual and on-site presence. This includes: Admissions and Registration, Cashiers, Tutoring Center, Academic Coaching, Veterans Services, TRIO SSS and Upward Bound, Library, and Testing Center.

Computer labs are available for student-use with 6 ft. distancing and other health and safety protocols in place. Routine cleaning of all computer equipment will take place between users.

Status for Third Parties

Limited events are held on campus; alternative virtual events created where feasible.

- Any event must have full administrative approval.
- 6-ft social distancing and other CDC and NMDOH health and safety protocols must be followed.
- Daily entry logs of all persons must be maintained.

PROTECTING YOUR HEALTH AND SAFETY

COVID-19 Personal Accountability – Everyone’s Responsibility

Because COVID-19 is a disease that spreads primarily from person to person, all employees, students, and visitors are expected to take personal responsibility for their own health, protect the health of others, and keep the campus community safe from the spread of COVID-19 and other infections. Faculty and staff are asked to lead by example, including the following:

- Reminding others of the necessity to wear face coverings while on campus;
- Reminding others of the need for social distancing while on campus;
- Following NM Governor’s Executive Orders and NM DOH guidelines regarding travel restrictions, including notifying the HRS Office when returning from out-of-state travel;
- Following all self-isolation guidelines;
- Following all recommended social distancing, face covering, and hygiene protocols, both on and off campus;
- Immediately notifying Human Resources Office in the event of a positive COVID-19 test result.

In cases where reminding others to wear a face covering is not successful, the appropriate next step is to notify the Security Office. In cases where reminding others to observe social distancing protocols on campus is not successful, the appropriate next step is to notify the employees’ supervisor(s).

Any person who does not follow the CCC directives that protect public health and safety will be asked to leave campus, unless that person has received an approval for an exception.

Some members of the community will not be able to wear a face covering in situations when one is expected. Employees seeking to be excluded from the face covering requirement should notify their supervisor and the Human Resources Office for consideration for an exception approval. Part of the exception approval process may include protocols for the employee to follow, including working remotely, increased social distancing, isolation in an office, and others as deemed appropriate for the individual circumstance.

Monitoring COVID-19 Re-opening Transitions on Faculty, Staff and Students

Clovis Community College is dedicated to ensuring our employees and students continue to find success in their work and educational endeavors; therefore, the following plan will be utilized to monitor the impact the previously outlined Phase transitions have on our employees and students. Particular attention will be given to ensuring equity and access for all instruction and services for all employees and students.

- All supervisors will conduct weekly status-checks with their employees, inquiring as to success of current remote-work status and any obstacles currently experienced due to current Phase. This status-check can be performed formally or informally. Any significant challenges should be addressed with the appropriate supervisory administrator to determine the best course of action toward resolution. Identified challenges will be documented and analyzed to identify potential trends and develop larger-scale mitigation measures.
- In anticipation of an impending Phase transition, supervisors will contact all direct reports to discuss the transition and its potential impact on each employee’s responsibilities. Any significant challenges should be addressed with the appropriate supervisory administrator to determine the best course of action toward resolution. Identified challenges will be documented and analyzed to identify potential trends and develop larger-scale mitigation measures.
- In anticipation of a remote-start or partial-re-opening for the Fall 2020 semester, CCC conducted a student survey to identify any potential technology challenges. This survey was repeated during Week 0 with available student support service options presented. Identified challenges were documented and analyzed to identify potential trends and develop larger-scale mitigation measures including laptop and webcam checkout programs.
- Throughout Phases 1-3, CCC faculty will conduct regular status-checks with students, either formally or informally, documenting any noted challenges in the Starfish Early Alert system for follow-up by appropriate student support personnel.

- At least twice each semester, CCC will conduct a survey of all students currently enrolled in face-to-face, mixed-modality, and/or hybrid courses to identify challenges students may be facing with the current Phase of re-entry. Steps will be taken to mitigate challenges where possible.

COVID-19 Employee Positive Test Response

In the event that an employee reports symptoms of COVID-19, the supervisor and the Human Resources Office should be notified. The employee will be asked to immediately leave campus and encouraged to seek medical attention. It is the responsibility of the health care provider to determine when a viral test for COVID-19 is appropriate. Symptomatic individuals are encouraged to follow [CDC guidance for self-care](#) and to watch for [emergency symptoms](#). If these symptoms are observed, emergency medical care should be sought.

Clovis Community College will work with our PRMC, RGH, and NM Public Health partners to perform rapid response testing for employees and students in the event of a COVID-19 exposure on campus. Priority will be given for individuals currently experiencing symptoms of COVID-19. Results are expected to be returned within 72-hours when possible.

In the event that an employee tests positive for COVID-19, the HR Office should be immediately notified, and the employee will be asked to immediately begin self-isolation, consistent with current NM Department of Health (NM DOH) and Center for Disease Control (CDC) guidance. The employee's immediate work area will be thoroughly disinfected. The NM Department of Health will be contacted to begin contact tracing efforts. Contact tracing will be conducted and those with possible exposure will be informed of the possible exposure, but confidentiality will be maintained as required by the Americans with Disabilities Act (ADA). CCC's Security Office (freddie.salazar@clovis.edu) and Human Resources Office (hrs@clovis.edu) will work with the local Public Health department officials to determine which individuals may have had close contact with the employee with COVID-19 and who may need to take additional precautions, including exclusion from work and remaining at home. Those self-isolating should continue to monitor for symptoms.

Following the requirements of the New Mexico Environment Department (NMED), higher education institutions, including Clovis Community College, will report positive employee cases as follows: Occupational Health and Safety Bureau, NM Environment Department (<https://nmgov.force.com/rapidresponse/s/>) and then forward the submission report to the Office of the Secretary, NM HED (NMHED.COVID@state.nm.us). The following information will be provided:

- Name and address of the higher education institution
- Employer representative contact, email, and phone number
- Number of people employed and number of students enrolled at the higher education institution
- Number of individuals who tested positive
- Date each positive employee was tested
- Date and time employer was notified of the positive test(s)
- Last date each positive employee was in the establishment
- Date each positive individual began to self-quarantine
- Identifier for the positive COVID-19 case(s) → ex. "student," "faculty," or "staff member," excluding any Personally identifying information

Those instructed to work from home will be required to remote work where feasible. When remote work is not feasible, employees may qualify for up to 80 hours of paid sick leave under the [Families First Coronavirus Response Act](#) (FFCRA). Contact HR for more information.

COVID-19 Student Positive Test Response

In the event that a student reports symptoms of COVID-19, the instructor should direct the student to immediately leave campus and encourage the student to seek medical attention. It is the responsibility of the health care provider to determine when a viral test for COVID-19 is appropriate. Symptomatic individuals are encouraged to follow [CDC guidance for self-care](#) and to watch for [emergency symptoms](#). If these symptoms are observed, emergency medical care should be sought.

Clovis Community College will work with our PRMC, RGH, and NM Public Health partners to perform rapid response testing for employees and students in the event of a COVID-19 exposure on campus. Priority will be given for individuals currently experiencing symptoms of COVID-19. Results are expected to be returned within 72-hours when possible.

In the event that a student tests positive for COVID-19, the students should notify the CCC Security Office and immediately begin self-isolation, consistent with current NM DOH and CDC guidance. Any classrooms or other spaces where the student is known to have been while symptomatic will be thoroughly disinfected. The NM Department of Health will be contacted to begin contact tracing efforts. Contact tracing will be conducted and those with possible exposure will be informed of the possible exposure, but confidentiality will be maintained as required by the ADA. CCC's Security Office (freddie.salazar@clovis.edu) and Human Resources Office (hres@clovis.edu) will work with the local Public Health Department officials to determine which individuals may have had close contact with the student with COVID-19 and who may need to take additional precautions, including exclusion from on-campus classroom participation. Those self-isolating should continue to monitor for symptoms.

Following the requirements of the New Mexico Environment Department (NMED), higher education institutions, including Clovis Community College, will report positive student cases as follows: NM HED (NMHED.COVID@state.nm.us). The following information will be provided:

- Name and address of the higher education institution
- Employer representative contact, email, and phone number
- Number of people employed and number of students enrolled at the higher education institution
- Number of individuals who tested positive
- Identifier for the positive COVID-19 case(s) → ex. "student," "faculty," or "staff member," excluding any Personally identifying information
- Date each positive individual began to self-quarantine

Those instructed to attend classes from home will have the opportunity to attend (a)synchronous class sessions or provided other accommodations where necessary. When remote class attendance is not feasible, the student should contact the instructor and Educational Services department for other accommodations as necessary.

Clovis Community College Facilities Cleaning Schedule

Consistent with NM Department of Health and [CDC recommendations for colleges and universities](#), CCC is undertaking preventative cleaning measures to prevent the spread of COVID-19.

Key Definitions:

Facilities are buildings that are owned by CCC and are visited by the general public.

Cleaning refers to the removal of dirt and impurities, including germs, from surfaces to reduce the risk of spreading infection.

Disinfecting refers to using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces to reduce the risk of spreading infection.

These enhanced cleaning and disinfection procedures include:

- Installation of hand sanitization stations throughout the campus to be regularly stocked.
- Increased frequency of cleaning and disinfecting of high touch surfaces such as door handles, public restrooms, handrails, and tables.
- Disinfecting plexiglass barrier shields once per shift.
- Use of skin protection and face mask during all sanitization procedures.
- Laundering of all cleaning cloths after each use.
- Practice good hand hygiene after cleaning including washing hands with soap and water for at least 20 seconds.
- Sanitizing all classroom desks, chairs, and other high touch surfaces after each use.

APPENDICES

New Mexico Department of Health and Governor's Guidance

[All Together New Mexico: COVID-Safe Practices for Individuals and Employees](#)

[Mass Gatherings FAQs](#)

[NM Governor's Executive Order 2020-12](#)

[NM Governor's Executive Order 2020-36](#)

[NM Governor's Executive Order 2020-37](#)

[NM Governor's Executive Order 2020-63](#)

[NM DOH Public Health Order 3-13-2020](#)

[NM DOH Public Health Order 3-16-2020](#)

[NM DOH Public Health Order 3-19-2020](#)

[NM DOH Public Health Order 3-23-2020](#)

[NM DOH Public Health Order 3-25-2020](#)

[NM DOH Public Health Order 4-6-2020](#)

[NM DOH Public Health Order 4-11-2020](#)

[NM DOH Public Health Order 5-5-2020](#)

[NM DOH Public Health Order 5-15-2020](#)

[NM DOH Public Health Order 5-27-2020](#)

[NM DOH Public Health Order 6-1-2020](#)

[NM DOH Public Health Order 6-12-2020](#)

[NM DOH Public Health Order 6-15-2020](#)

[NM DOH Public Health Order 6-30-2020](#)

[NM DOH Public Health Order 7-13-2020](#)

[NM DOH Public Health Order 9-18-2020](#)

New Mexico Higher Education Department: Reopening Campuses (July 2020)

Available upon request.

New Mexico Public Education Department Reentry Guidance (June 2020)

[Available on the NMPED Website](#)

Other Information Resources

[CDC Guidance for Self-Care](#)

[CDC Recommendations for Colleges and Universities](#)

[Families First Coronavirus Response Act](#)

[NM Environment Department Emergency Amendment 8-7-2020](#)

CCC COVID-19 Employee Travel Guidelines

The CCC Administration and Human Resource Services has developed guidelines for employees that are required to travel during the current operational Phase I of the CCC COVID-19 Return to Campus Plan.

We must all continue to protect one another by being diligent in our COVID-19 practices of screening, maintaining social distancing, regularly washing our hands, and wearing masks while on campus as outlined in the CRCP. Additionally, we must be aware of the potential impact on campus operations by traveling to areas where there is a greater risk of contracting the virus, whether it is outside our state or here in New Mexico.

The health and safety of all our employees is our primary concern when considering the best course of action for keeping our campus COVID-free. In trying to balance employee privacy and campus safety, CCC Administration and HRS has developed the following guidelines so staff will know what level of self-quarantining or remote work will be expected after travel. Please tell HRS or your supervisor your plans before you travel.

Employees will still be expected to send a completed post-travel questionnaire to Human Resource Services. It is now available on Pathway/HRS/Employee Forms/CRCP Post-Travel Questionnaire. COVID-19 test results for return to work should also be sent for record keeping purposes.

The Governor of New Mexico has specific circumstances that would require self-quarantining. If you have any questions regarding the latest State regulations please visit <https://cv.nmhealth.org/> for guidance. It is important to note the difference between self-quarantining as required by the latest State of New Mexico Public Health Order and working remotely (if pre-approved) as specified by CCC Administration, HRS, or your supervisor.

The following is intended as guidelines only. The best practice is to be cautious during any travel. As with all COVID-19 policies and practices, this is a living document that may change to reflect state and federal regulations. When in doubt, call HRS for further information.

No Self Quarantining or Remote Work Necessary:

- Trips within a 100-mile radius of Clovis for the sole purpose of medical appointments, with no side trips to restaurants, entertainment, shopping or other contact with the general public.
- Employees living in TX who work at CCC entering New Mexico solely for work or medical appointments.

Self-Quarantining Not Necessary but Remote Work Necessary:

- Per the state of New Mexico, travel within the state does not require self-quarantining, but CCC Administrators and HRS require people traveling to densely populated areas (Populations >50,000) or known hot-spots as defined by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html>), The State of New Mexico DOH (or other Department of Health entities for states outside of NM) to work remotely for 14 days upon return. **Employees are required to communicate with HRS and their supervisor before departure to make necessary arrangements and get approval for remote work.** Please try to limit the number of times remote work will be necessary. Be mindful of how your absence will impact operations in your area. **Per NM Executive Order 2020-056:**
“The executive order underlines that state residents leaving New Mexico for vacation or other leisure activities must quarantine upon returning to the state and makes clear that those residents quarantining after vacation or other leisure activities are not eligible for paid sick leave pursuant to the Families First Coronavirus Response Act.”
- If remote work is not available, employees are responsible for letting HRS know how they want to record their hours for the pay period, with a comment on their timesheet to reflect if they are using regular sick leave, vacation, leave without pay, or emergency paid sick leave.
- If there was an unexpected change in plans during travel within the 100-mile radius of Clovis, or if there is any suspicion of having come into contact with someone who has tested positive for COVID-19, remote work will be required at the discretion of CCC Administration or HRS, based on input from supervisors.
- Travel outside of the 100-mile radius of Clovis for strictly medical purposes will be reviewed on a case-by-case basis. Please contact HRS for details.

Automatic 14 Day Self-Quarantining Necessary:

- Any employee not wishing to disclose the destination for extended travel plans (3 or more days) either within New Mexico or outside the state will **automatically be assigned 14 days of self-quarantining** without option for remote work. It will be the responsibility of the employee to report the 14 days on their timesheet, with a comment on how the time will be reported (Sick leave, vacation, comp time, emergency paid sick leave, leave without pay). We encourage employees to talk to their supervisors to avoid having to use paid time.
- **Per NM Executive Order 2020-056:**
“The executive order underlines that state residents leaving New Mexico for vacation or other leisure activities must quarantine upon returning to the state and makes clear that those residents quarantining after vacation or other leisure activities are not eligible for paid sick leave pursuant to the Families First Coronavirus Response Act.”

CCC Employer Paid Emergency Personal Leave:

- CCC will provide 80 hours of paid Emergency Sick Leave for use by qualified employees for a COVID-19 related reason as mandated by the federal government. Employees who need to self-quarantine for the reasons specified in the Department of Labor’s FFCRA/EFMLA guide will have to check with HRS to verify eligibility, and will have to note the hours as Emergency Personal Leave (EPL) on their timesheet. Employees may only use the 80 hours of EPL once (not repeatable), and it must be used as a block (not to be used intermittently). For more information and answers to frequently asked questions please visit:
<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>
- **Per NM Executive Order 2020-056:**
“The executive order underlines that state residents leaving New Mexico for vacation or other leisure activities must quarantine upon returning to the state and makes clear that those residents quarantining after vacation or other leisure activities are not eligible for paid sick leave pursuant to the Families First Coronavirus Response Act.”

Clovis Community College Post-Travel Employee Questionnaire

Consistent with the Governor’s Executive Order 2020-54, Clovis Community College employees who travel outside of New Mexico will be required to complete the following questionnaire upon return to New Mexico. The survey will be submitted to the Human Resource Services Office for review. Additional questions may be asked at that time.

Name _____ C-Number _____ Date _____

In the past 14 days, have you been on a commercial flight or traveled outside of New Mexico?

Yes No

Where did you travel? _____

Was your travel exclusively for medical purposes and within 100-mile radius of Clovis, NM? _____

Did you dine-in, shop, or otherwise engage with individuals during these travels? _____

In the past 14 days, have you been in contact with anyone diagnosed with or suspected to have COVID-19?

Yes No

Are you currently experiencing any of the following: fever, fatigue, cough, sneezing, shortness of breath, sore throat, runny or stuffy nose, chills, headache or muscle aches, nausea/diarrhea/vomiting?

Yes No

Have you been tested for COVID-19 since your return?

Yes No

If yes, were the results of that test positive or presumptive positive? Yes No

Is your position considered “essential” as included in the following: associated with the campus’s infrastructure operations, security, financial services and financial aid, energy and water, communication and information technology, and essential administrative operations?

Yes No

Those who test positive for COVID-19 will be required to self-isolate as per current NM Department of Health and CDC Guidelines.

All out-of-state travel, excluding those **exclusively** for medical care within 100-mile radius of Clovis, requires a minimum of (14) day self-isolation upon return to NM. In the event that an employee lives out-of-state, the employee is allowed to travel to NM to complete work responsibilities, then return to the home-state. Other, non-work-related activities, should not be conducted in NM except those related to medical care.

All employees self-isolating are expected to work remotely to the extent possible. A comment should be added to the timesheet stating “remote work due to COVID isolation.” When remote work is not feasible, employees may qualify for up to 80 hours of paid sick leave under the [Families First Coronavirus Response Act \(FFCRA\)](#). Contact HR for more information.

COVID-19 testing is available free-of-charge at the following testing facilities (an updated list can be found on the New Mexico Department of Health website): <https://cvprovider.nmhealth.org/directory.html>:

La Casa Family Health Center – Clovis

1521 W. 13th St.

Clovis, NM 88101

Call for appointment: 575-769-5008

NM DOH SE Region – Public Health Office – Curry County

1216 Cameo

Clovis, NM 88101

Call for appointment: 575-763-5583

La Casa Family Health Center – Portales

1515 W. Fir St.

Portales, NM 88130

Call for appointment: 575-359-3809

NM DOH SE Region –Public Health Office – Roosevelt County

1513 W. Fir St.

Portales, NM 88130

575-356-4453

FOR HRS USE ONLY: Self-Isolation Required for Days **Notes:** _____