SFCC CARES: COVID-19 Readiness Plan

Ready for the Now, Prepared for the Future

Empower Students, Strengthen Community.

Empoderar a los estudiantes, fortalecer a la comunidad.

www.sfcc.edu/cares
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Please note that as the situation with COVID-19 evolves, specifics of this plan may change.

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Definitions

Covid-19 Exposure: Per the current CDC’s guidelines and definitions means – an individual who has had close contact with a person with Covid-19 who has symptoms or a person who has tested positive for Covid-19. This definition will automatically be amended with any amendment to CDC’s guidelines and definitions.

Covid-19 Close Contact: Per the current CDC’s guidelines and definitions means – a person who has had a Covid-19 exposure by being within less than six (6) feet of distance for longer than fifteen minutes. This definition will automatically be amended with any amendment to CDC’s guidelines and definitions.

Covid-19 Positive Test: Per the current CDC’s guidelines and definitions means – a laboratory test conducted by a qualified medical provider or public health office. This definition will automatically be amended with any amendment to CDC’s guidelines and definitions.


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Contact Tracing
SFCC is partnering with Department of Health (DOH), Public Health Division for contact tracing. The college has identified appropriate contacts at (DOH) for coordination and rapid response testing. Furthermore, In alignment with emergency amendment to 11.5.1 NMAC, Section 16. The College will report COVID-19 cases within four (4) hours of learning that an employee positive for COVID-19. SFCC will report the positive test to the New Mexico environment department, occupational health and safety bureau at the email and/or telephone.

Contact Tracing and Rapid Response Procedure:

1. Janelle Moya, Nursing Faculty, (janelle.moya@sfcc.edu; 428-1326) and Level One nursing students will work with HR (Luis Olivas 505-428-1203, luis.olivas@sfcc.edu) and NM DOH (Kevin Aicher, Nurse Epidemiologist, 505-476-2617 or 505-946-8837)
2. Luis Olivas in HR will be the SFCC point of contact for reporting positive cases of COVID infection of SFCC employees and students to NM DOH, Public Health Division (Kevin Aicher) and the NM Environment Dept (NMED)- The bureau’s address, email, and telephone/facsimile numbers are: occupational health and safety bureau, New Mexico environment department, P.O. Box 5469, Santa Fe, NM 87502, email: nmenv-osha@state.nm.us, Tel: (505) 476-8700, Fax: (505) 476-8734. HR will report to NMED within four (4) hours of learning that an employee tested positive for coronavirus disease 2019 (COVID-19) and also notify contact tracing person for SFCC.
3. Rapid response testing: HR will notify NM DOH, Public Health Division for testing needs
   (a) Kevin Aicher, Nurse Epidemiologist - 505-476-2617 or 505-946-8837
   (b) James Elrod, RN, BSN, Nursing Coordinator, NE Region – 505-476-2665
4. Employee COVID-19 infection testing – SFCC has established partnership with NE region office of NM DOH Public Health Division so that COVID testing for SFCC employees can be done by appointment on Fridays. SFCC contact is Camilla Bustamante (505 428-1639, camilla.bustamante@sfcc.edu) and DOH contact is James Elrod (James.Elrod@state.nm.us, 505-476-2665). Employee testing is optional and encouraged for those who regularly come on campus.
Ready for the Now, Preparing for the Future

It is the ongoing priority of Santa Fe Community College to safely, compassionately, creatively, and effectively respond to the COVID-19 crisis while ensuring the delivery of high-quality education and exceptional student support services.

In alignment with SFCC’s 2020 COVID-19 Strategic Plan, the “SFCC CARES: COVID-19 Readiness Plan” for fall semester 2020 emphasizes a smart and compassionate return to campus. The carefully measured approach will continue to balance the educational and health needs of our campus.

Many in our community had hoped to return to campus by this fall. As most experts believe there will be a second wave of COVID-19 cases (or that we have not even exited the first wave), we have had to adjust to the pandemic to maximize the safety of our students, employees, and community members. As circumstances stand today, our fall semester may not feel significantly different than our summer.

The best way to ensure the safety of our community is to minimize our person-to-person contact. Therefore, even though the fall class schedule lists some on-the-ground classes, most classes will take place online, with very few exceptions.

The SFCC Readiness plan outlines the college’s efforts to bring students, employees and the community back to campus. SFCC’s ability to return to a full on-campus presence will greatly depend on our community and state’s ability to reduce transmission rates.

Until a vaccine for COVID-19 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 ways to control the spread of this virus. The college must be prepared to rapidly respond if there is an increase of infections in the community that would necessitate the return to previous, more restrictive health and safety measures.

Santa Fe Community College will continue to follow the Governor’s Public Health Orders and accompanying recommendations. We need to be constantly aware of how dangerous this virus is. As of this date, Main Campus and the Santa Fe Higher Education Center remain closed to the public. If employees must come to campus, they must continue to follow the COVID-19 protocols established by our Deans and Safety and Security staff and adhere to the CDC, state and campus guidelines. Per state health orders, anyone with approval to be on campus is required to wear a mask. We must work together to keep our campus safe.
Objectives

The SFCC readiness plan is designed to help protect the health and safety of students and employees of SFCC as we phase into an eventual on-campus presence. This includes the elimination, to the greatest extent possible, of the transmission of the COVID-19 on campus. We are particularly aware of vulnerable individuals who have an increased risk of serious illness from the virus.

This plan aims to accomplish the following:

- Communicate SFCC’s intentions in order for students and employees to plan for reintegration of on-campus operations.
- Ensure we are adhering to the mission and values of SFCC as we return services, students, community members, and employees to campus.
- Establish phases that provide a framework for when and how to carefully bring services and people back on campus.
- Follow actions that will allow SFCC to recover from the COVID-19 pandemic as quickly and efficiently as possible.

The SFCC readiness plan is guided by the New Mexico Governor’s executive orders, 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, SFCC’s 2020 COVID-19 Strategic Plan, and the New Mexico Reopening Plan COVID Safe Practices (CSPs) that was released on June 11, 2020.

This response reflects the college’s mission: “To Empower Students and Strengthen Community” and the mission of the COVID-19 Strategic Plan: “Take Care of Our People.” Every action on our campus in response to the pandemic is led by the guiding principle of ensuring the health and safety of our students, faculty and staff while adhering to our mission and values.

Sincerely,

Rebecca K. Rowley, Ph.D.

SFCC President
SFCC Campus Re-entry Procedures

The following procedures are to be used as a guide and are intended to help with safe and smooth transition back to the opening of SFCC and to determine the appropriate control measures that need to be implemented to minimize the threat of the COVID-19. As the pandemic conditions evolve and new information becomes available, the procedures may be modified to fit the safety and health needs of SFCC and the community.

Prior to Reentry (Phase 0)

The custodial crew will do a complete cleaning and sanitizing of all SFCC buildings and facilities after the Phase 0 of the stay-at-home order and the SFCC closure is lifted. The cleaning and sanitizing will be completed before staff, faculty and students will be allowed back on campus. The custodial cleaning crew will don appropriate personal protective equipment (PPE) before entering campus to clean and disinfect buildings and facilities.

The initial crew will be small (less than five people). They will use E-mist machine to sanitize each building and its contents. This will allow the rest of the custodial crew to follow and be able to work safely. The crew will then deep clean and sanitize all the buildings and facilities. This cleaning and sanitizing process will take about four days and will be performed before reentry of staff, faculty and students on to the SFCC campus. A complete cleaning and sanitizing plan and protocol for SFCC has been developed by the Facilities and Operation Department. Below is a summary list of the cleaning functions:

- Complete vacuuming and trash removal
- Complete wipe down of surfaces to include interior windows, counter tops, desks, etc.
- Machine clean all hard floors and carpets
- Clean all fixtures and load all paper goods dispensers
- Inspect all cleaning procedures

Workplace/Campus Controls

Amidst the COVID-19 pandemic, it may not be possible to eliminate the hazard of infection. Some of the most effective protection measures to minimize the hazard are engineering controls, administrative controls, safe work practices and personal protective equipment (PPE). There are advantages and disadvantages to each type of control measure when considering implementation, effectiveness, and cost. It will be necessary to use a combination of control measures to protect staff, faculty and students from exposure to the COVID-19 virus.
**Engineering Controls.** Engineering controls involve isolating staff, faculty and students from related hazards. In areas where engineering controls are appropriate, these types of controls reduce exposure to the virus and can be the most cost-effective solutions to implement. The following engineering controls have been initiated by the college:

- Installing high-efficiency air filters
- Increasing ventilation rates in the work environment
- Installing physical barriers, such as clear plastic desk shields
- Installing walk-up windows for customer service
- Installing specialized negative pressure ventilation in some areas
- Limiting access to work site by providing only a few access points
- Installing sanitizer stations around campus, especially in the bathrooms and at main entrances
- Posting COVID-19 safety information and workplace safety protocols in the workspace

**Administrative Controls.** Administrative controls involve making changes to the campus operations in order to minimize the risk of exposure. Examples of administrative controls include change in work and classroom policies and procedure to reduce or minimize exposure to the hazard. The following administrative controls have been initiated by the college:

- Checking daily temperatures for anyone entering SFCC facilities
- Denying campus entry to sick individuals, including employees and students
- Practice social distancing of six feet or more in all areas of campus (offices, classrooms, conference room common areas, etc.)
- Establishing alternating days, modified work schedules, or requiring employees to work from home
- Minimizing contact among staff, faculty, students, and community members by replacing face-to-face meetings with virtual communications and implementing telework whenever possible
- Developing emergency communication plans, including a forum for answering employee concerns and a website for students to learn the COVID-19 response by the college
- Providing employees with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g. PPE, hygiene, face coverings, cough and sneeze etiquette)
- Implementing a mandatory training program for employees and students, on proper use and wearing of PPE, safe work practices, and other procedures to minimize infection
- Transitioning most classes to an online modality or cancelling classes when it is not feasible or safe to offer classes in an on-ground environment

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Safe Work Practices and Cleaning Protocols. Safe work practices are procedures to follow for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Examples of what SFCC has done to promote safe work practices include:

- Providing resources and a work environment that promotes personal hygiene
- Requiring regular and frequent hand washing or use of alcohol-based hand sanitizer
- Providing hand-sanitizing stations in offices, classrooms, conference rooms and high touch areas
- Performing routine cleaning and disinfection of workspaces and equipment
- Posting of safe practices and procedure signs in the work area
- Identifying a facility or area that may have been exposed to or contaminated by the virus
- Misting the facility/area with E-23 disinfectant (virus killer) using E-Mist machine. The E-misting will enable safe access to the contaminated area for deep cleaning
- Cleaning and disinfecting with E-15 or E-25 disinfectant (virus killer), and sanitizing wipes, all contact surfaces in the contaminated area (door knobs, desks, walls, office equipment etc.)
- Machine cleaning floors (carpet, tile, cement) with E-23
- Isolating cleaned and disinfected facility/area for at least 48 hours
- All cleaning and disinfecting performed by a trained custodial crew using appropriate Personal Protective Equipment (Tyvek protective coveralls, masks, face shields, and gloves)
- Closing general elevator use except for individuals with accessibility needs and very limited equipment transportation purposes
- Closing the water fountains
- Each campus building may require specialized protocol and cleaning procedures.

Personal Protective Equipment (PPE). PPE is considered effective in minimizing exposure to the COVID-19 virus. When correctly used it can help with the risk of exposure, however, it should not take the place of other preventive strategies. PPE includes gloves, face mask, goggles, face shields, and respiratory protection when appropriate. During an outbreak of an infectious virus such as COVID-19, recommendations for PPE may change depending on locations, updates, risk assessments, and information on PPE effectiveness in preventing the spread of the virus.

PPE will be:

- Selected based on the hazard to the employee
- Properly fitted and periodically refitted
- Consistently and properly worn when required
- Regularly inspected, maintained and replaced
- Properly removed, cleaned, and stored or disposed of in order to avoid contamination of self, others or the environment
PPE will not be:

- Shared with others
- Disposed of improperly

SFCC will provide its employees with PPE needed to keep them safe while performing their duties. When selecting PPE SFCC will consider factors such as function, fit, decontamination ability, disposal and cost.

**Best Practices in Workspaces and Daily Screening.** Best workspace practices may change as we learn more about COVID-19, how it spreads, and how to minimize the risk of infection.

- All persons entering SFCC shall be temperature screened through the use of a hand-held infrared no-touch thermometer or a temporal Artery Scan Thermometer
  - Anyone with a temperature of 100.4 or above will not be allowed to enter campus
  - Screening questions will include:
    - Whether the individual has had contact with known infected patients
    - Whether the individual has recently traveled outside the country or state
    - Whether the individual has had any symptoms in the last 14 days:
      - Fever
      - Dry cough
      - Shortness of breath
      - Headache
      - Loss of taste or smell
    - There will also be a visual observation of the individual to see if they are displaying symptoms of the infection
- Entry into SFCC will be restricted by limiting access to main points of entry
- Screening stations will be staffed during the time the campus is open
- Station staff and persons entering campus will be required to wear the appropriate PPE
- Upon clearance of the screening station the person is given a marker to indicate that they have been screened prior to coming into campus
- While on campus, staff, faculty, and students shall monitor for adherence to safety protocols, and report any non-compliance to Safety and Security
- People who are sick or experiencing symptoms such as fever, cough, shortness of breath, sore throat, chills, or fatigue will be sent home, will not be permitted to come on campus for 14 days, and should seek medical attention
- Staff, faculty, and students will be required to stay close to their workspace or educational area and will have limited access to other parts of the campus
- SFCC will have limited or restricted access for visitors, vendors, and contractors
- Any person who has traveled out of state or out of the country within the last two weeks will not be allowed to be on campus for a period of 14 days after returning to the state.
- Faculty, staff and students will be required to follow posted special instructions in any laboratory or classroom as instructions may differ from place to place (i.e. the greenhouse vs. the welding lab)

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## Return to Campus Phased Approach Overview

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| **Phase 0: Previous Stay at Home Conditions** | - During pandemic, transmission rate higher than 1.15 resulting in rapid increase in number of new cases daily  
- Stay home orders in place by local government and SFCC | - Essential employees only on campus, all others require approval of supervisors  
- All services offered remotely  
- All learning virtual/online/remote  
- No visitors  
- Events held remotely  
- Cancellation of all on-site events |
| **Phase I: Return with Maximum Safety Restrictions** | - Effective transmission rate of Coronavirus between 1.05 and 1.15 for New Mexico  
- NM health care 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 | - Maintain strict safety measures per official guidelines as announced by Governor and NMDOH  
- Essential employees only on campus up to 25% staffing per work area  
- 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 orders/guidelines  
- Visitors by appointment only  
- Events held remotely or per public health guidelines |
| **Phase II: Return with Moderated Safety Restrictions** | - Sustained reduction in Coronavirus cases in NM: less than 1.05 and 14-day infection rate lower than previous 14day rate  
- Criteria per NM state authorities  
- Governor further relaxes restrictions by executive order.  
- NMDOH further relaxes health and safety guidelines by public order  
- Return to Phase I if effective transmission rate increases at 1.05 or greater for a period of time or NM returns to more restrictive closures | - 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 college 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 orders/guidelines  
- Off campus learning offered in partnership with industry  
- Visitors by appointment  
- Events held remotely or per public health guidelines |
| **Phase III: Return with Reduced Restrictions** | - 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 II, if rise in new cases or increased state restrictions | - Maintain safety measures per state guidelines  
- Employees return to campus incrementally by area and in staggered schedules  
- Mix of virtual learning and face-to-face presentation  
- Essential industry hands-on learning offered with authorized health and safety protocols  
- Group number allowed per public health orders/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. General Workplace
   - Only essential employees on campus (up to 25% staffing per work area). All others work remotely and require approval to come on campus by their supervisor
   - Guests will generally not be on campus (visitors by appointment only)
   - Events held virtually (or per public health guidelines)
   - No student/employee official out-of-state/international travel
   - SFCC will keep a log of who is on campus for the purpose of contact tracing
   - Food service will not be available
   - Bookstore will remain closed and books will be shipped to student’s address of residence
   - Cashiers will be available in person by appointment only, with appropriate social distancing precautions
   - In collaboration with SFCC, KSFR (radio station) will follow its own procedure within its respective leased space
   - In collaboration with SFCC, MASTERS program (early college high school) will follow its own procedure within its respective leased space
   - Kids Campus will follow both SFCC and its own procedures (listed in Appendix F)
   - La Familia medical center will follow its own procedures within its respective leased space
   - New Mexico SBDC and Santa Fe SBDC will follow SFCC procedures
   - In collaboration with SFCC, the SFCC Innovation Center business partners: Apogee Spirulina, Fab Lab Santa Fe, and NTxBio will follow their own procedures within their respective leased space

II. Management of Traffic Flow

During Phase I, the campus will have no more than 25% of maximum occupancy. In collaboration with the New Mexico State Fire Marshal’s Office, the new reduced occupancy for the campus has been determined to be 1,681.

Class room spaces also have been reviewed to ensure that no more than 25% of occupancy will be filled with appropriate social distancing protocols. The course enrollment size also has been adjusted appropriately.

There are four points of entry on campus: Main entrance, TATC entrance, Health and Science entrance, and the Higher Education Center entrance. There is a social distancing marker outside of the entrance for people to wait in line while maintaining 6 ft from each other. People will be instructed to go to a different entrance should there be any congestion in the waiting area. The TATC entrance and the Health and Science entrance should be accessed only by those who have a legitimate need to access these areas. Students and Employees must present their SFCC IDs or nametags in order to enter the building.

Please note that as the situation with COVID-19 evolves, specifics of this plan may change

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All entrances are stationed by an SFCC employee who will be responsible for administering screening questions and tracking the number of individuals who have entered the campus. If the campus reaches the new reduced 1,681 occupancy, no more individuals will be allowed to enter the campus building.

All individuals who come on campus are expected to follow SFCC’s COVID-19 protocols such as social distancing, following the 25% capacity, wearing a mask, etc. Any individuals who are unwilling to follow the COVID-19 protocols will be asked to leave the campus.

Should the individual who is trying to gain entry on to campus fail the screening protocol, Office of Human Resources (OHR) will be notified immediately. OHR will function as the coordinating body with other areas of the campus to ensure that appropriate protocols relating to failed screening will be followed.

Furthermore, screening information will be maintained and stored in the following area:

- All student information will be maintained and stored by Academic and Student Affairs
- All employee information will be maintained and stored by Office of Human Resources
- All visitor (non-student, non-employee) information will be maintained and stored by Safety and Security

Employees who wish to come on campus (strictly for work purposes) must receive approval from their supervisor. This will control the flow and number of individuals visiting a work area. Unless the employee’s position requires an on-site presence, their time on campus should be minimized during Phase I and II.

Students are expected to stay on campus only for academic purposes and must leave the campus once they are finished with their on-ground instruction.

Security staff will patrol the campus to discourage congregation on campus and video footage will be observed when not patrolling.

III. Employees

- Employees are determined to be essential status based on core job functions
- All employees are required to complete a one-time Knowbe4 training on Covid-19 best practices. Training serves as a reminder on how to minimize risk of exposure and transmission.
- All SFCC meetings held virtually
- Essential employees and anyone coming on campus will be required to:
  - Wear a mask or face covering (covering both mouth and nose) at all times. This is required, not optional
    - If an employee does not have a mask, the college will provide one for the day
    - If an employee refuses to wear a mask, they will not be permitted on campus
    - [CDC: Cloth Face Covering Information](https://www.cdc.gov/coronavirus/2019-ncov/face-masks/)
  - Submit to screening procedure which includes a temperature check and symptom screening

Please note that as the situation with COVID-19 evolves, specifics of this plan may change
- If an employee fails this screening, they will not be allowed to come on campus.
- Gain permission from their supervisor prior to coming on campus.
- Employees must maintain a social distance of at least 6 feet at all times including hallways, classrooms/labs, bathrooms, and inside/outside gathering spaces.
- Access to campus is restricted to the area approved for employees.
- No loitering or wandering around campus will be allowed.
- Employees will be required to provide a form of identification while coming onto campus. This can be a college ID or driver’s license.
- Avoid gatherings and maintain six feet of distance between individuals.
- Avoid having meals together and stagger breaks if possible.
- Self-monitor for presence of COVID-19 symptoms.
- Stay home or leave the workplace if symptoms occur. Follow SFCC protocol, and seek medical attention.
- Rigorously practice hand hygiene, cough etiquette, and cleanliness.
  - [CDC Prevent Getting Sick](https://www.cdc.gov/coronavirus/2019-ncov/your-health/healthy-habits.html)
- Take personal responsibility for increased office cleanliness.
  - Remove personal items and debris to create clean counter spaces.
  - Clean and disinfect frequently touched surfaces in offices and shared workspaces.
  - If additional cleaning or supplies are needed, contact Facilities.
- Ensure safe handling of deliveries and reasonably limit sharing of office supplies.
- Keep a meticulous and up-to-date calendar of activities and attendees of meetings while on campus.
  - This is important for contract tracing purposes, if that becomes necessary.
  - Use of Microsoft Outlook/Teams is highly preferred and encouraged so that the activities are available to others.
  - Paper-based log can be used, but it must be made available to others.
- Encouraged to check SFCC websites with COVID information and resources.
- All employees (regardless of working from home or on campus) will continue to abide by all SFCC policies, procedures, and contracts.
  - Employees working from home will also regularly update their supervisors of activities, and any issues they may encounter.
- Employees will complete a daily health self-assessment prior to coming on campus, including checking their own temperature and checking for symptoms.
- If an employee believes that they have either been Exposed to COVID-19, or had a Positive Test for COVID-19 they must inform Office of Human Resources immediately.
- Employees who has tested positive must follow the New Mexico Department of Health Home Isolation Guidance for a Confirmed COVID-19 Case (Appendix G).
- Employees who has come into close contact or has been exposed to Confirmed COVID-19 Case must follow New Mexico Department of Health Home Quarantine Guidance for a Close Contacts of a Confirmed COVID-19 Case (Appendix I).
- Employees are encouraged to use the Employee Assistance Program (Group ID: SFCC) if they need emotional support.
  - Employee Assistance Program is accessible through MySFCC.
IV. Human Resources

- Develop and implement procedures that align with public health recommendations/laws, including working from home
- Develop and implement procedures as needed for situations that arise due to the pandemic
  - Work from home expectations, leave time, etc.
- Establish screening protocol for employees that exhibit symptoms of COVID-19
  - Employees should isolate themselves if they are experiencing COVID-19 symptoms, and seek medical attention (1-855-600-3453).
  - CDC Symptoms of COVID-19
- Employees may be offered free testing through NMDOH and provided a list of Santa Fe testing sites: [https://cvprovider.nmhealth.org/directory.html](https://cvprovider.nmhealth.org/directory.html)
- Develop a process that results in a plan for individual employees to return to on-campus work if essential to core job function
  - This will include the opportunity for employees to provide feedback on returning to campus
  - Those employees with a documented underlying condition that increases risk of serious illness after contracting COVID-19 will work remotely or receive accommodation if applicable
- Continually assess and adjust strategy based on college needs, community developments, legal and public health requirements and recommendations tailored to our community and campus needs

V. Facilities and Operations

- Prepare for phased campus opening:
  - Map campus facilities and determine proper social distancing in preparation for Phase II and III.
  - Set up common areas inside buildings for social distancing:
    - This could include moving furniture or otherwise modifying spaces
    - For those hallways and stairways not large enough for 6’ distancing, plan for moving one way through hallways and determining protocols around common areas such as bathrooms
    - Installing markers to provide direction
  - Collaborate with Safety and Security as needed
  - Place floor markers for social distancing in front of elevators and other places people stand in line
  - 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 high-touch areas as appropriate
- Provide hand sanitizer and cleaning supplies to departments
- Work with Academic and Student Affairs to set up labs, classrooms and common areas inside buildings for social distancing as facilities receive information about what rooms are needed for on-ground instruction
  - Specialized equipment and lab spaces should be cleaned by qualified staff and faculty
- Create schematics of rooms and laboratories needed for on-ground instruction
• Increase ventilation and change filters where appropriate
• Evaluate water systems for safe drinking and fire suppression
• Should there be any positive COVID-19 case on campus
  o Once the positive case is confirmed, it should be assumed the person was infectious up to 48 hours prior to test result day or the onset of symptoms.
  o If the positive case was on campus within 48 hours of testing positive or the onset of symptoms, all areas visited by the positive case will be closed off for deep cleaning/sanitizing. Security will close off and secure these areas and will notify facilities management, and the appropriate executive team member(s) of the closure and expected reopen date/time.
  o If the positive case was NOT on campus within 48 hours of the onset of symptoms or a positive test result, no special cleaning procedures are necessary.
  o Deep cleaning/Sanitizing of areas should include 24 hours of ventilation prior to the physical cleaning/sanitation to protect custodial staff. Custodial staff then can come in after 24 hours to clean. Once the cleaning process is complete, the area can be reopened.
  o Only areas that the individual with a positive case was in contact needs to be shut down. Not the entire campus or building.
• Facilities staff has made physical barriers available for requested areas. If an employee believes that their area is in need of a clear physical barrier for safety purposes, they may notify their supervisor to submit a request.

VI. Safety and Security
• Map campus outside areas and determine proper social distancing in preparation for Phases II and III
• List of areas that tend to bottleneck groups students and employees
• Find and implement ways to route students and employees that enable six foot distancing on campus grounds outside of buildings
• Collaborate with Facilities and Operations Department as needed
• Plans in place to ensure safety of those on campus
• Log information of employees who come on campus:
  o Date, name, employee department or student program, phone # and a note column (to indicate if person was refused/referred)
  o Temperature of employees will be taken, but not logged
  o Logs will be kept in Safety and Security for four weeks and then disposed by shredding

VII. Information Technology
• Installation of critical patches and software updates may be required as employees return to their office computers
• Technology assistance will be primarily provided over the phone or through remote tools
• In-person technology assistance is by appointment only and with necessary safety protocols
  o Only available when no other options are available
• Appointment based checkout and return of laptops, webcams, hotspots, etc.
• Equipment will be sanitized upon return and just prior to delivery
• Begin open computer lab changes for distancing in preparation for Phase II
• Computer labs remain closed unless remote alternatives cannot be found for specific software and computing resources
  • Safety protocols and distancing will be required
• Removal of computer lab equipment and chairs may be needed to ensure social distancing protocols are followed
• Focus on delivery of campus technology through checkout equipment, free, or remote tools
• Spending of CARES funding to support these goals
  • Purchase of remote software tools
  • Additional checkout laptops for students and faculty
  • Wi-Fi Hotspots for students
  • Additional security software for remote employees and laptops
• Identify additional training requirements and methods for remote work including:
  • Security Awareness
  • Microsoft Teams training for staff and faculty
  • Delivery of Required HR Trainings
  • Office 365 Trainings – One Drive
  • VPN – Shared Drives
  • New Employee technology orientation
VIII. Academic and Student Affairs

Credit and Non-Credit Courses and Adult Education

- All theory/lecture learning offered remotely
  - Online Teaching and Learning (OTL) will provide training to instructors
- Conduct high priority hands-on credit laboratories, non-credit training, and adult education instruction under the following conditions:
  - Learning outcomes will be assessed virtually whenever possible for credit classes
  - Academic and Student Affairs will continue to make determination for exceptions to teaching virtually as appropriate
  - Academic and Student Affairs will make decisions on number of students in lab based on six foot distancing measures
    - Flexible scheduling, reduced numbers, and development of physical distancing plan for each face-to-face course or training
  - Students and faculty wear face coverings and practice other health and safety protocols appropriate to this Phase I CDC How to Protect Yourself and Others
    - If an employee or a student does not have appropriate face covering it will be provided by SFCC.
  - Instructors will be required to complete a health self-assessment including checking their temperature before coming on campus
  - Sanitizer in every lab and classroom where students will be learning
  - A documented plan for cleaning and disinfecting following CDC guidelines, CDC Guidelines for Cleaning and Disinfecting, is in place, including who will be responsible for cleaning and the schedule of cleanings before and after students have been in labs/classrooms
  - All campus protocols on safety will be followed
- Instructors will be required to keep careful attendance records for possible contact tracing if it becomes necessary
- 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 SFCC and industry partner
- Students who have contracted COVID should retest after two weeks of quarantine, then remain in quarantine until test results return before resuming on ground or off campus courses

Student Affairs

- Each Student Affairs department will offer all services online (to include but not limited to):
  - Receiving and sending documents, processing, approving, awarding, registering, and counseling
- Spontaneous on-campus visits by guests or prospective students will be provided a single ThinClient workstation and a telephone that will be located at the front kiosk at the main entrance so that they can receive appropriate service
- Return to work will be permissible; managers and supervisors will be flexible and allow employees to continue to work remotely to address at-risk needs or where productivity can be maintained from home

Please note that as the situation with COVID-19 evolves, specifics of this plan may change

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Employees will be responsible for cleaning their own work stations and the areas they work with the provided supplies.

Associate Vice President (AVP) for Student Success will determine the appropriate number of employees allowed within each unit to ensure social distancing.

- On-campus and in-person appointments may be held with approval, but only while following written guidelines to include on campus social distancing, wearing masks, sanitizing shared spaces and appropriate check-in processes.
- All events, meetings, advisement sessions, and student engagement and celebration sessions will be offered online.
- Continuous assessment of student and community needs and opportunities to provide services online or if in-person is required.
- Students have access to all Student Affairs services either online, over the telephone, or by appointment.
  - No student will be allowed to wait in the individual unit area: an appropriate waiting space will be identified in collaboration with facilities.
- If an employee is granted permission to be on campus they will be responsible for cleaning their own work stations and the areas they work with the provided supplies.
- If a student has an appointment on campus, they must first be granted permission by the AVP for Student Success and then be cleared by Safety and Security on the day they have their appointment.
  - They must follow all written guidelines which will be provided to them at the time of check in.
- The testing center will administer specific tests to specific students only on the scheduled days and by appointment only.
  - The testing center will only be open by appointment.

SFCC Library

- Patrons
  - The library space is not open to patrons.
  - Patron interactions are through virtual services.
  - All patrons can make appointments for virtual services.
  - Public “gatherings” occur online.
- Staff
  - Staff members who can and want to return to work are working in the library.
    - It may be necessary to develop rotating times for library staff to be in the library following the SFCC guideline.
  - Staff should not share computers and should limit sharing space and equipment as much as possible.
  - Staff meetings are virtual.
- Services
  - Limited services, using “curb-side-pickup” (or the campus equivalent) for pick up and drop off of items.
  - ILL services resumes.
  - Patron interactions are primarily through virtual services.
  - All patrons can make appointments for virtual services.
  - Donations will not be accepted.
- Teaching

Please note that as the situation with COVID-19 evolves, specifics of this plan may change.
• Teaching is virtual

Activities that need to be accomplished
• The library is prepared for public use (once this preparation occurs we should be able to develop a number for the number of patrons who can be in the library)
  ▪ One chair per table
  ▪ Computers are appropriately spaced
  ▪ Walking paths through the library are identified and seating through those areas removed
  ▪ Sneeze guards are built or purchased
  ▪ Protocol for cleaning is identified
  ▪ Walking path directions may need to be determined
  ▪ Take appropriate action with fabric covered chairs
• A new protocol for quarantining or sanitizing books and computers may be identified

IX. Campus Dining
• There will be no food services available during Phase I
• Students and employees are discouraged from eating on campus during Phases 1 and 2 of reopening. However if needed, students and employees are allowed to eat on campus only in the designated eating areas. The designated eating areas set up are designed to maintain 6-ft social distancing and the furniture in the areas must not be moved. If students or employees have decided to eat their meal on campus, they are encouraged to eat in their offices if possible or use the nearest available designated eating space. After students or employees finish their meals they are expected to either return to their classrooms / office spaces or leave the campus. No loitering on campus will be allowed. PLEASE SANITIZE YOUR EATING AREA BEFORE AND AFTER USE. Contact security (1224) if no cleaning supplies are available.

The following areas have been designated as authorized eating areas:
  o Health Science student lounge and atrium by the bio-wall
  o Study space outside of woodworking lab
  o Study space outside of culinary lab
  o Study space outside of the radio station
  o Study space outside of media lab
  o Campus center
  o Atrium outside of student development office
  o TATC: tables along the walls
  o TATC entrance lounge (after 5 PM)
  o Arts entrance
  o Arts: tables by the photography lab

X. Higher Education Center
• Essential employees only on campus, all others work remotely and require notification to the Higher Education Center (HEC) Interim Director and Security@sfcc.edu at least four hours prior to arriving at the HEC
• The Santa Fe HEC is closed to the public
SFCC Readiness Plan

Please note that as the situation with COVID-19 evolves, specifics of this plan may change
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XI. Communication Plan

Santa Fe Community College is committed to transparent, collaborative, and consistent communication with our students, faculty, staff, community and other external stakeholders. The college will effectively communicate the College’s intentions and operational plans based upon the COVID-19 phase that we are in, so that students, faculty, staff and the community are aware of SFCC’s situation and make their plans accordingly. Additionally, SFCC will communicate clearly and consistently so that students, faculty, staff and who seek guidance have accurate, current and official information. Per SFCC policy, only the President and MPR can speak on behalf of the college.

Students

- Provide clear instructions on everything from online coursework and the best strategies for working remotely, to the availability of support services and emergency financial support.
- Make sure they understand what services will remain available remotely and which will cease to operate.
- Identify how to reach the appropriate person and share the protocols when access to campus is required to complete a course or degree.
- Conduct meetings with Student Government Association and the President to keep students up to date on how the evolving COVID-19 situation affects their studies and respond to their questions and concerns.

Faculty and Staff

- Answer questions and provide information on core issues such as work-at-home expectations and the support services and training available to assist in this transition.
- Provide training for online teaching and conducting successful online meetings.
- Identify how to access campus when required and share the protocols.
- Provide policy details on subjects such as sick and family leave, time off while working at home, personal assistance services available, payroll, etc.
- Continue to share Employee Assistance Program information.

- Only essential personnel may enter the building to complete work that may only be accomplished on-site
- Events must be held virtually
- No student/employee official out-of-state/international travel is permitted
- Guidelines for managing COVID testing and contact tracing will follow the SFCC protocols
- Face masks are required by all HEC staff, faculty, students, partners and guests
  - Anyone without a mask will be asked to leave campus immediately
- Anyone entering the HEC must pass the COVID screening procedure
  - Anyone who does not pass the screen procedure will be asked to leave campus immediately
- Follow the guidelines as stated in the SFCC Employee/Student on Campus Protocol
- All partners will follow SFCC COVID-19 procedure
• Regularly send Updates from the President to keep everyone up to date on how the evolving COVID-19 situation affects their duties and responsibilities.
• Conduct faculty and staff meetings with the President to respond to questions and concerns.

**Community**

• Communicate updates about institutional changes, campus services, closures, etc.
• Share vital public health, wellness and safety advisories as well as information on other available community social services. SFCC is a trusted resource and at a time in which a lot of false information circulates, it is important that the community is able to rely on SFCC for the timely delivery of accurate information and to be a reliable conduit in linking and directing them to other official resources.
Please note that as the situation with COVID-19 evolves, specifics of this plan may change.

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<table>
<thead>
<tr>
<th>Channel</th>
<th>Student Messaging</th>
<th>Staff and Faculty Messaging</th>
<th>Community Messaging</th>
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<tbody>
<tr>
<td>Internet</td>
<td>Updated home page with link to central COVID info page</td>
<td>Updated home page with link to central COVID info page</td>
<td>Updated home page with link to central COVID info page</td>
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<tr>
<td></td>
<td>Information includes: safety best practices, academic guidance, online learning</td>
<td>Information includes: safety best practices, academic guidance, online learning resources,</td>
<td>Information includes: safety best practices, academic guidance, online learning</td>
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<td></td>
<td>resources, staff and student support guide, answers to frequently asked</td>
<td>staff and student support guide, answers to frequently asked questions, technology resources,</td>
<td>resources, staff and student support guide, answers to frequently asked questions,</td>
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<td>questions, technology resources, community support and food resources, updates</td>
<td>community support and food resources, updates from college administration, video updates,</td>
<td>technology resources, community support and food resources, latest updates from</td>
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<td>from college administration, video updates, links to national and state health</td>
<td>links to national and state health departments, online class registration information.</td>
<td>college administration, video updates, links to national and state health departments,</td>
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<td>departments, online class registration information.</td>
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<td>online class registration information.</td>
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<tr>
<td>Intranet</td>
<td>Slides, postings and links for students, faculty and staff</td>
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<tr>
<td></td>
<td>Content includes: online class registration information, contact info for advising</td>
<td>SFCC policy links, answers to frequently asked questions, technology resources, community</td>
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<td></td>
<td>and student support, services, answers to frequently asked questions, technology</td>
<td>service and food resources, latest updates from college administration, video updates, links</td>
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<td>resources, community services and food resources, updates from college</td>
<td>to national state health departments, access to campus protocols.</td>
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<td>administration, video updates, links to national and state health</td>
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<td>departments, online class registration information.</td>
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<tr>
<td>Email</td>
<td>Messages from President and key administrators including videos informing about</td>
<td>Messages from President and key administrators including videos informing about situation.</td>
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<tr>
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<td>situation. Reassure students, convey plans for online learning and other student</td>
<td>Reassure employees, convey plans, update them on policies, remote working, etc.</td>
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<tr>
<td></td>
<td>resources</td>
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<tr>
<td>Text</td>
<td>Messages from President and key administrators about closings, key dates or other</td>
<td>Messages from President and key administrators about closings or other important information.</td>
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<td>important information. SFCC Alert when appropriate.</td>
<td>SFCC Alert when appropriate.</td>
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<tr>
<td><strong>PR/Media</strong> Media alerts/Press releases. Accommodate press requests exploring various news angles of the institution or its students and employees.</td>
<td>Institutional messaging is carefully managed, frequently presented. SFCC leverages its relationship with local and national media to help create public awareness of our situations and plans as they change.</td>
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<tr>
<td><strong>Social Media</strong> Frequent postings across a variety of platforms as new information becomes available.</td>
<td>Messaging reflects immediate needs that may supersede college business. More focus placed on availability of medical resources, testing and basic needs community services. Student information provided on finding support for online learning and technical support to help people, particularly those with limited means, continue their education.</td>
<td>Broadly providing as much information as possible to support employees and faculty on appropriate platforms such as FB “SFCC – In This together” Promote availability of Support Services.</td>
<td>Focus placed on promoting availability of community resources for medical testing and other basic need community services. Support for community and how SFCC helps.</td>
</tr>
<tr>
<td><strong>On-Campus Signage and Digital Displays</strong></td>
<td>Convey campus is closed to traffic coming in and around the campus. Let community/students know the college is closed to the public. Post reminders for masks, social distancing &amp; hand-washing requirements.</td>
<td>Convey campus is closed to traffic coming in and around the campus. Let community know the college is closed to the public. Post reminders for masks, social distancing &amp; hand-washing requirements.</td>
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</tr>
<tr>
<td><strong>Online Meeting</strong> As appropriate</td>
<td>President and other college leaders meet virtually with students.</td>
<td>President and other college leaders meet virtually with faculty and staff.</td>
<td>President and other college leaders meet virtually with community—open forum.</td>
</tr>
<tr>
<td><strong>Radio</strong> Early to help spread message</td>
<td>Ads, interviews and PSAs that broadly inform our key audiences of SFCC’s present status, including closings and contact info for further follow up.</td>
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</tr>
<tr>
<td><strong>Social Listening</strong> Ongoing basis How are our messages being received? What questions still exist?</td>
<td>Get regular feedback from advisors and counselors on what students are asking about. Use social media listening tools to see what is being said.</td>
<td>Feedback from dept/faculty leaders about what they are hearing from staff. Employee posts on SFCC platforms.</td>
<td>Anecdotal feedback from campus community about what they are hearing from the broader community. Use social media listening tools to see what is being said.</td>
</tr>
</tbody>
</table>
Capture the kind of calls phone staff are fielding.

Campus Closed Messaging. A special emphasis on campus closure must take place during this time. Immediately following a decision, the communication protocol will include:

- The President will notify all division leaders, department chairs, supervisors and the Governing Board.
- Communications will go out to all students, faculty, staff and partners regarding campus closure via SFCC Alert, email.
- Communication of process and status of campus closure via website, social media and media alerts.

XII. Fitness Education Center

Based on New Mexico Governor’s current Amended Emergency Public Health Order, the Fitness Education Center (FEC) is considered a “Close-Contact Business” and therefore no group exercise will be allowed during Phase 1 or 2. However, per the Governor’s order, the Aquatic Lap pool can be opened during Phase 1, Reopening for individual lane swimming with the following limitations and precautions:

Lap Pool  COVID-19 Operating and Cleaning Procedures Phase 1

Personal Protective Equipment for Lifeguards/Staff:

In response to COVID, new guidelines have been released from the American Red Cross with regards to Lifeguarding, First Aid, and rescues. School of Fitness Education (SOFE) will follow all new guidelines as listed below.

- Ensure supply and reliable source for facemasks, eye protection & gloves. –Provide each lifeguard with their own PPE along with instructions on usage, cleaning, and storage.
- Pre-COVID guarding rotations will remain in place with dedicated pool surveillance while in that station.
- Masks will be worn in all areas of the Fitness Center except while life guarding and performing pool surveillance.
- In-water rescues will be performed using the Rear Rescue Technique as opposed to the Front Rescue Technique.
- Rescues requiring ventilations, such as Rescue Breathing or CPR, will be performed using a Bag Valve Mask (BVM). The use of pocket masks will be replaced with BVMs.
- Use bag valve mask only with high-efficiency particulate air (HEPA) and eliminate direct mouth to mouth resuscitation if possible. SOFE has purchased a dozen new BVM’s for adult and pediatric use.
- The New Mexico Environmental Department is not requiring a shower prior to entering pool facilities. The locker rooms adjacent to the pool will remain closed. Should a patron need access to the restroom during the scheduled time at the fitness center (FEC), only the bathrooms in the lobby may be accessed with a limit of two at a time.
Cleaning and Maintenance:
- Continue pre-COVID routine pool maintenance.
- If a person suspected/confirmed to have COVID-19 has been in the facility, follow CDC and SFCC guidelines for cleaning and disinfection. SOFE's policy is to follow SFCC guidelines to notify HR for staff: luis.olivas@sfcc.edu and for all others: Fitness Program Director ute.jannsenkerr@sfcc.edu. Contact Tracing Nurse Janelle.moya@sfcc.edu and SFCC Covid 19 Lead point of contact Ramar.jette@sfcc.edu
- Implement a routine cleaning schedule including opening, between reservations, and closing for the day. Lifeguards will sanitize all frequently touched surfaces during each 15 minute break after swimmers have exited the pool.
- Sanitizing frequently touched surfaces includes ladders & handrails, bleachers or chairs, light switches, doorknobs and handles (interior and exterior), deck furniture, toilets, faucets, sinks, etc. No drinking fountains will be permitted. Only bottle filling stations at water fountains will be functioning and permitted”

Areas open, hours of operation and traffic control:
- During the reopening phase of the FEC, the lap pool will be open only for SFCC Staff and faculty and only by appointment. The hours will be 10:00 am to 2:00pm Monday through Friday.
- One patron per lane
- Warm water pool and hot tub will remain closed
- Locker rooms and lobby area rest rooms will operate at limited capacity; locker rooms will be closed except to meet ADA requirements
- There will be a manager on duty at all times the pool is open
- Patrons will be required to reserve a timeslot
- Patrons will be instructed to wear face coverings when entering the FEC and at all times except when a face covering inhibits the participant’s ability to participate in a fitness activity (Lap Swimming)
- Signage will be at the entrance and throughout the building to remind patrons to wear face coverings to align with this guidance.
- All patrons will be screened at reception desk utilizing the SFCC COVID-19 Screening procedure
- FEC staff will screen patrons as they enter and will check reservation compliance
- Staff will monitor the number of people in the facility, and assist with and monitor the cleaning and disinfection of equipment between users
- Scheduling software has been purchased to ensure minimize contact between SFCC employees (https://sfcc.timetap.com/#/)
- Capacity signs will be posted at the entrance of each room/space of the FEC
- Closed areas will be secured to limit access.

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RETURN TO CAMPUS PHASE II
Return with Moderated Safety Restrictions

Implementation/Actions:

I. General Workplace
   • On-campus presence will continue to be limited
     o A process for employees to return to on-campus work will be facilitated by Human
       Resources with department leaders
     o For those employees returning to on-campus work, furniture should be arranged to
       allow for a six foot distancing by Facilities and Operations
   • Guests will generally not be on campus
   • Events held virtually or follow the appropriate DOH guidelines
   • Travel in-state allowed; official college out-of-state or out-of-country travel not permitted
   • SFCC will keep a log of who is on campus for the purpose of contact tracing
   • Food service will not be available
   • Bookstore will remain closed and books will be shipped to student’s address of residence
   • Cashiers will be available in person by appointment only, with appropriate social distancing
     precautions
   • In collaboration with SFCC, KSFR (radio station) will follow its own procedure within its
     respective leased space
   • In collaboration with SFCC, MASTERS program (early college high school) will follow its own
     procedure within its respective leased space
   • Kids Campus will follow both SFCC and its own procedures (listed in Appendix F)
   • La Familia medical center will follow its own procedures within its respective leased space
   • New Mexico SBDC and Santa Fe SBDC will follow SFCC procedures
     In collaboration with SFCC, the SFCC Innovation Center business partners: Apogee Spirulina,
     Fab Lab Santa Fe, and NTxBio will follow their own procedures within their respective leased
     spaces

II. Management of Traffic Flow
During Phase II, the campus will have no more than 25% of maximum occupancy. In collaboration
with the New Mexico State Fire Marshal’s Office, the new reduced occupancy for the campus
has been determined to be 1,681.

Classroom spaces also have been reviewed to ensure that no more than 25% of occupancy will
be filled with appropriate social distancing protocols. The course enrollment size also has been
adjusted appropriately.

There are four points of entry on campus: Main entrance, TATC entrance, Health and Science
entrance, and the Higher Education Center entrance. There is a social distancing marker outside
of the entrance for people to wait in line while maintaining 6 ft from each other. People will be
instructed to go to a different entrance should there be any congestion in the waiting area. All

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employees, students, and partners who has office spaces on campus will be required to present an ID to verify that there is a legitimate reason to be on campus.

All entrances are stationed by an SFCC employee who will be responsible for administering screening questions and tracking the number of individuals who have entered the campus. If the campus reaches the new reduced 1,681 occupancy, no more individuals will be allowed to enter the campus building.

All individuals who come on campus are expected to follow SFCC’s COVID-19 protocols such as social distancing, following the 25% capacity, wearing a mask, etc.. Any individuals who are unwilling to follow the COVID-19 protocols will be asked to leave the campus.

Should the individual who is trying to gain entry on to campus fail the screening protocol, Office of Human Resources (OHR) will be notified immediately. OHR will function as the coordinating body with other areas of the campus to ensure that appropriate protocols relating to failed screening will be followed.

Furthermore, screening information will be maintained and stored in the following area.

- All student information will be maintained and stored by Academic and Student Affairs
- All employee information will be maintained and stored by Office of Human Resources
- All visitor (non-student, non-employee) information will be maintained and stored by Safety and Security

Employees who wish to come on campus (strictly for work purposes) must receive approval from their supervisor. This will control the flow and number of individuals visiting a work area.Unless the employee’s position requires an on-site presence, their time on campus should be minimized during Phase I and II.

Students are expected to stay on campus only for academic purposes and must leave the campus once they are finished with their on-ground instruction.

Security staff will patrol the campus to discourage congregation on campus and video footage will be observed when not patrolling.

III. Employees

- Employees selected to return to on-campus work will continue to be limited with numbers informed by the current virus conditions and NM authority guidance and SFCC leadership
- HR and department supervisors will establish a process to determine when each employee will return to on-campus work
  - 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 provide feedback on returning to on-campus work
  - Employees who have other concerns about returning to on-campus work such as school and daycare closings can discuss those issues with their supervisors
  - 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
- Use of Microsoft Outlook/Teams is preferred so that the activities are available to others
- Paper-based log can be used, if made available to others
- Those employees continuing to work remotely can request assessment of equipment needed for effective work at home
  - If an employee needs to come on campus to obtain equipment for home use, they should coordinate with their supervisor
- HR, in consultation with department supervisors, will develop a process for student employees to return to campus
- Continue to hold meetings virtually as much as possible
- Continue to maintain six foot distancing and other safety measures (avoid eating together, and stagger breaks)
- Continue to wear face coverings on SFCC campus
- Employees will complete a COVID-19 online training before returning to on-campus work
- Update telework arrangements and expectations with supervisors if continuing to work remotely
- Employees will continue to complete a daily health self-assessment before they come on campus, including checking their own temperature
- Employees will continue to be subject to in-person screening once they arrive on campus
- All employees (regardless of working from home or being required to work from campus) will continue to abide by all SFCC policies, procedures, and contract
- If an employee believes that they have either been Exposed to COVID-19, or had a Positive Test for COVID-19 they must inform Office of Human Resources immediately.
- Employees who has tested positive must follow the New Mexico Department of Health Home Isolation Guidance for a Confirmed COVID-19 Case (Appendix G)"
- Employees who has come into close contact or has been exposed to Confirmed COVID-19 Case must follow New Mexico Department of Health Home Quarantine Guidance for a Close Contacts of a Confirmed COVID-19 Case (Appendix I)

IV. Human Resources
- Continue Phase I actions as needed concerning policies and protocols
- Work with department leaders to finalize and implement a plan for each work area that details the timeline/milestones for individual employees to return to on-campus work
- Be a resource to employees and supervisors as they solve problems related to returning to on-campus work. Including a health/safety training on COVID-19 symptoms and how to protect yourself and other via correct use of PPE and cleaning and disinfection
- Continually assess and adjust strategy based on college needs, community developments, legal and public health requirements and recommendations

V. Facilities and Operations
- Continue Phase I actions as needed
- As information about employees and students coming on campus is available, collaborate with faculty and staff to discuss and then implement distancing measures
- Create schematics of rooms and laboratories needed for face-to-face instruction that show layout for six-foot social distancing

Please note that as the situation with COVID-19 evolves, specifics of this plan may change

Last updated: 9/29/2020 10:53:11 AM
• Schedule additional cleaning as needed as employees and students begin to come on campus
• Provide additional training for custodial staff as needed

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 enable six-foot distancing on campus grounds outside of buildings
• Collaborate with Facilities and Operations as needed
• Finalize plans to mitigate areas that bottleneck groups of students and employees in preparation for Phase III

VII. Information Technology
• Computer labs open with distancing and safety measures as students return to campus
• Continue to provide appointment based checkout and return of equipment
• Continue to provide remote technology assistance as a primary resource
• Provide in-person technology assistance by appointment and as needed with appropriate safety measures
• Continue to identify training requirements for remote work environment
• Begin development of hybrid course classrooms for both onsite and remote learners

VIII. Academic and Student Affairs
Credit and Non-Credit Courses and Adult Education
• All theory/lecture credit courses continue to be offered remotely
• Non-credit theory training and adult education instruction offered remotely. Exceptions will follow health and safety restrictions
• Continue to conduct hands-on laboratories/training under the following conditions:
  o Learning outcomes will be assessed whenever possible for credit classes
  o Decision on number of students in lab based on Governor’s order for how many people in a group
  o Practice health and safety protocols per state authorities
  o Face covering protocol for students and employees will be determined with guidance from state authorities and SFCC leadership
  o Faculty and students complete a health self-assessment including checking their own temperature before coming on campus
  o Flexible scheduling, reduced numbers and development of physical distancing plan for each face-to-face course or training
  o Sanitizer in every lab and classroom where students will be learning
• Instructors will keep careful attendance records
• Continue to conduct hands-on laboratories/training under the following conditions:
  o Signage and flyers in labs and classrooms to remind students and faculty of distancing, hand washing and other health measures
o 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 SFCC and industry partner

o Students who have contracted COVID-19 should retest after two weeks of quarantine, and then remain in quarantine until test results return before resuming on-ground or in-person off campus courses
Student Affairs
- Each Student Affairs department will offer all services online (to include but not limited to receiving and sending documents, processing, approving, awarding, registering, and counseling)
- On-campus and in-person appointments may be held with approval, but only while following written guidelines to include social distancing, wearing masks, sanitizing shared spaces and appropriate check-in processes
- All events, meetings, advisement sessions, and student engagement and celebration sessions are offered online
- Continuous assessment of student and community needs and opportunities to provide services online or if in-person is required
- Students have access to all Student Affairs services either online, over the telephone, or by appointment
  - No student will be allowed to wait in the individual unit area; an appropriate waiting space will be identified
- A staggered schedule within each unit will be created:
  - The schedule will be created based on safety measures per state guidelines
  - Each office on campus will be open every day of the week
  - At-risk employees continue to work remotely
- Smaller student events, engagements, meetings, and sessions will be held remotely or per public health guidelines
- The testing center will administer specific tests to specific students only on the scheduled days and by appointment only
  - The testing center will not open to the public – by appointment only
- Continuous assessment of student and community needs and opportunities to provide services online or if in-person service is required

Library
- Patrons
  - The library space is opened to a limited number of patrons
  - Patron interactions through virtual services continue
  - Public “gatherings” occur online
- Staff
  - Staff members who can and want to return to work are working in the library
    - It may be necessary to develop rotating times for library staff to be in the library
  - Staff should not share computers and should limit sharing space and equipment as much as possible
  - Staff meetings are held in virtual settings. If there is a need of a in-person meeting it will follow the appropriate social distancing protocols.
- Services
  - Some “curbside-pickup” (or the campus equivalent) may continue
  - ILL services continue
  - Patron interactions are primarily through virtual services
  - All patrons can make appointments for virtual services
  - In collaboration with Facilities and Operations, and Office of Information Technologies, public computers are appropriately spaced
Please note that as the situation with COVID-19 evolves, specifics of this plan may change.

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- Patrons will use a self-checkout system to checkout items
- Study rooms are available for limited times
  - One person per study room
- Study tables are available
  - One person per table
- Patrons can make appointments for reference services
- Donations may be accepted

- Teaching
  - Teaching is virtual
  - A new protocol for quarantining or sanitizing books and computers may be identified
- New policies and procedures may need to be developed to handle issues with people coming into the library

IX. Campus Dining
- There will be no food services available during Phase II

- Students and employees are discouraged from eating on campus during Phases 1 and 2 of reopening. However if needed, students and employees are allowed to eat on campus only in the designated eating areas. The designated eating areas set up are designed to maintain 6-ft social distancing and the furniture in the areas must not be moved. If students or employees have decided to eat their meal on campus, they are encouraged to eat in their offices if possible or use the nearest available designated eating space. After students or employees finish their meals they are expected to either return to their classrooms / office spaces or leave the campus. No loitering on campus will be allowed. PLEASE SANITIZE YOUR EATING AREA BEFORE AND AFTER USE. Contact security (1224) if no cleaning supplies are available.

The following areas have been designated as authorized eating areas:
- Health Science student lounge and atrium by the bio-wall
- Study space outside of woodworking lab
- Study space outside of culinary lab
- Study space outside of the radio station
- Study space outside of media lab
- Campus center
- Atrium outside of student development office
- TATC: tables along the walls
- TATC entrance lounge (after 5 PM)
- Arts entrance
- Arts: tables by the photography lab

X. Higher Education Center
- On-campus presence will continue to be limited
  - A process for employees to return to on-campus work will be facilitated with HEC partners.
  - For those employees returning to on-campus work, furniture will be arranged to allow for a six foot distancing in collaboration with Facilities and Operations
- Public-facing work areas will be assessed by SFCC Safety and Security for additional safety equipment such as Plexiglas desk shields
- Face masks are required by all HEC staff, faculty, students, partners and guests
  - Anyone without a mask will be asked to leave campus immediately
- Guest access to the HEC must be requested through the HEC Interim Director and require at least 24-hour notice for approval
  - Guests without approval will not be allowed on campus
- Students from SFCC and HEC partners may schedule HEC study rooms for individual use during regular business hours
  - Study rooms will be limited to one individual at a time with a maximum four hour attendance
  - Study rooms must be thoroughly cleaned and sanitized between use
  - Study rooms must be reserved 24 hours in advance and will be scheduled through the HEC Interim Director
- Small meetings lasting less than two hours in duration with five or less individuals in attendance (following safety protocols, including face coverings and social distancing) may be conducted at the HEC by reservation only
  - Requests must be approved by the HEC Interim Director
- Large events held virtually
### XI. Communication Plan

<table>
<thead>
<tr>
<th>Channel</th>
<th>Student Messaging</th>
<th>Staff and Faculty Messaging</th>
<th>Community Messaging</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet</td>
<td>Updated home page with link to central COVID-19 info page</td>
<td>Updated home page with link to central COVID-19 info page</td>
<td>Updated home page with link to central COVID-19 info page</td>
</tr>
<tr>
<td></td>
<td>Updated as relevant, new information becomes available</td>
<td>Updated plans, online class registration information, academic guidance, online learning</td>
<td>Information includes: Reopening plans, online class registration information, academic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>resources, staff and student support guide, answer frequently asked questions, technology</td>
<td>guidance, online learning resources, staff and student support guide, frequently asked</td>
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<td>resources, updated campus safety protocols</td>
<td>questions, technology resources, updated campus safety protocols</td>
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<td>Links to local support resources</td>
<td>Links to local support resources</td>
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<tr>
<td></td>
<td>Updated home page with link to central COVID-19 info page</td>
<td>Updated plans, online class registration information, academic guidance, online learning</td>
<td>Information on community use of facilities</td>
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<td>resources, staff and student support guide, answer frequently asked questions, technology</td>
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<td>resources, online learning resources, staff and student support guide, frequently asked</td>
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<td>questions, technology resources, updated campus safety protocols</td>
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<td>Links to local support resources</td>
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<tr>
<td>Intranet</td>
<td>Slides, postings and links for students, faculty and staff</td>
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<td>Updated home page with link to central COVID-19 info page</td>
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<td></td>
<td>Content includes: Reopening plans, online class registration information, academic</td>
<td>Content includes: Reopening plans, SFCC policy links, frequently asked questions, technology</td>
<td>Information includes: Reopening plans, online class registration information, academic</td>
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<td></td>
<td>guidance, online learning resources, staff and student support guide, answer</td>
<td>resources, latest updates from college administration, updated campus safety protocols.</td>
<td>guidance, online learning resources, staff and student support guide, frequently asked</td>
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<tr>
<td></td>
<td>frequently asked questions, technology resources, updated campus safety</td>
<td>Social distancing, masks, hand washing when on campus.</td>
<td>questions, technology resources, updated campus safety protocols</td>
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<td>Links to local support resources</td>
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<tr>
<td>Email</td>
<td>Messages from President and key administrators including videos informing about</td>
<td>Messages from President and key administrators including videos informing about</td>
<td>Inside SFCC newsletter</td>
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<td></td>
<td>opening plans and impact on students convey info. regarding online learning and</td>
<td>reopening plans and impact on employees Reassure employees, convey info, update them on</td>
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<td></td>
<td>other student support services</td>
<td>policies, remote working, etc.</td>
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<tr>
<td>Text</td>
<td>Messages about reopening, key dates or other important information</td>
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<tr>
<td>As needed</td>
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</tbody>
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### PR/Media
Media alerts/Press releases. Accommodate press requests exploring various news angles of the institution or its students and employees.

Institutional messaging is carefully managed, frequently presented. SFCC leverages its relationship with local and national media to help create public awareness of our situations and plans as they change.

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### Social Media
Frequent postings across a variety of platforms as relevant, new information becomes available.

Message about reopening plans Safety protocol, Student information on finding support for online learning and other needs.

Reopening plan info to support employees and faculty on appropriate platforms such as FB “In it together”

Promote availability of Support Services

Reopening plans- what is open, i.e., pool/FEC Support for community and how SFCC helps.

### On-Campus Signage and Digital Displays
Let community/students know the campus access is restricted

Digital Display for Safety/Security protocols Social distancing, masks and hand washing when on campus.

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Let community/students know the campus access is restricted

Digital Display for Safety/Security protocols Social distancing, masks and hand washing when on campus.

### Online Meetings
As appropriate President and other college leaders meeting virtually with students

President and other college leaders meeting virtually with staff and faculty

President and other college leaders meeting virtually with community—open forum

### Radio
Ads, interviews and PSAs that broadly inform our key audiences of SFCC’s reopening plans

Ads, interviews and PSAs that broadly inform our key audiences of SFCC’s reopening plans

Ads, interviews and PSAs that broadly inform our key audiences of SFCC’s reopening plans

### Social Listening
Ongoing basis.

How are our messages being received? What questions still exist?

Get regular feedback from advisors and counselors on what students are asking about

Use social media listening tools to see what is being said.

Capture the kind of calls phone staff are fielding.

Feedback from dept/faculty leaders about what hearing from staff

Employee posts on SFCC platforms

Anecdotal feedback from campus community about what hearing

Use social media listening tools to see what is being said.
XII. **Fitness Education Center**

- Based on New Mexico Governor’s Amended Emergency Public Health Order 6-1-2020, the Fitness Education Center (FEC) is considered a “Close-Contact Business” and therefore no group exercise will be allowed during Phase II
- Capacity for the establishment will be limited to 50% of the maximum allowed occupancy unless able to expand outside
  - Currently max of 3 people in gym setting
  - Patrons will be required to reserve a timeslot for a particular area of the building, for 50 minutes at a time
- Patrons will be instructed to wear face coverings when entering the FEC and at all times except when a face covering inhibits the participant’s ability to participate in a fitness activity (pool, cardio)
  - Signage will be at the entrance and throughout the building to remind patrons to wear face coverings to align with this guidance.
- All patrons will be screened at reception desk: Temperature and current COVID-19 screening questions
  - Receptions desk staff will screen patrons as they enter and will check reservation compliance
- In-use machines and equipment must be separated by six feet or more
  - Cardio equipment and weight machines not spaced at 6’ apart will be marked off by caution tape and will not be available for use
- All equipment will have to be sanitized/ cleaned after each use
  - Cleaning supplies for handles, pins, seats, etc. will be available at each machine that will be used
  - Equipment will be moved to provide appropriate 6 foot distancing
- The status of the reopening will be reassessed prior to moving to Phase II
- Staff will monitor the number of people in the facility, screen clients upon entry for COVID-19 symptoms, and assist with and monitor the cleaning and disinfection of equipment between users
- Scheduling software has been purchased to ensure minimize contact between students and employees
- Capacity signs will be posted at the entrance of each room/space of the recreation center
- Lap swim pool will be open. One patron per lane (8 max)
  - Warm water pool and hot tub will remain closed
  - Locker rooms and lobby area rest rooms will operate at limited capacity

Please note that as the situation with COVID-19 evolves, specifics of this plan may change
RETURN TO CAMPUS PHASE III
Return with Reduced Restrictions

Implementation/Actions:

I. General Workplace
   • Buildings are generally open to students, employees and guests
   • Continue distancing and safety protocol established by state authorities
   • Events continue to be held virtually when appropriate
     o On-campus events will follow protocol established by state authorities
   • Bookstore and food service reopen
   • In collaboration with SFCC, KSFR (radio station) will follow its own procedure
   • In collaboration with SFCC, MASTERS program (early college high school) will follow its own procedure
   • Kids Campus will follow both SFCC and its own procedures (listed in Appendix F)
   • La Familia medical center will follow its own procedures
   • New Mexico SBDC and Santa Fe SBDC will follow SFCC procedures
   • In collaboration with SFCC, the SFCC Innovation Center business partners: Apogee Spirulina, Fab Lab Santa Fe, and NTxBio will follow their own procedures

II. Employees
   • Continue to Follow public health guidelines from NMDOH and CDC
   • If an employee believes that they have either been Exposed to COVID-19, or had a Positive Test for COVID-19 they must inform Office of Human Resources immediately.
   • Following the process developed by HR, additional administrative, business, academic and student support operations and employees will come back to campus in phases and possibly staggered schedules
     o All employees (regardless of working from home or being required to work from campus) will continue to abide by all SFCC policies, procedures, and contracts
   • Return any borrowed equipment to SFCC when returning to on campus work
   • Update telework arrangements and expectations with supervisors if continuing some or all work remotely
   • Continue to hold meetings virtually when appropriate
   • Maintain distancing and other safety measures per guidance by state authorities
   • Continue to self-monitor for presence of COVID-19 symptoms. Employees with symptoms must stay home (or leave the workplace) and follow SFCC protocol
   • Employees will complete a COVID-19 online training 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 contract tracing purposes if that becomes necessary
     o Use of Microsoft Outlook/Teams is preferred so that the activities are available to others
     o Paper-based log can be used, if made available to others

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• Guidance from NM Governor, NMDOH and other authorities will be followed concerning completion of a daily health self-assessment
• Employees who has tested positive must follow the New Mexico Department of Health Home Isolation Guidance for a Confirmed COVID-19 Case (Appendix G)
• Employees who has come into close contact or has been exposed to Confirmed COVID-19 Case must follow New Mexico Department of Health Home Quarantine Guidance for a Close Contacts of a Confirmed COVID-19 Case (Appendix I)

III. Human Resources
• Continue to support department plans for employees returning to on-campus work
• Work with supervisors and employees to answer questions and solve problems
• Continually assess and adjust strategy based on college needs, community developments, legal and public health requirements and recommendations

IV. Facilities and Operations
• Continue Phase I and Phase II actions as needed.
• Schedule additional cleaning as needed as more employees and students are on campus
• Continue to partner with Academic and Student Affairs to provide mapping and arranging of rooms for proper group number and distancing protocols that will be announced

V. Safety and Security
• Continue Phase I and Phase II actions as needed.

VI. Information Technology
• Focus on technology delivery of campus technology to support hybrid and remote instruction
• Walk-up support for students, staff, and faculty with appropriate safety and distancing protocols
• Continue to provide remote technology assistance as a primary resource
• Computer labs open with appropriate safety measures
• Continue to provide checkout equipment and resources for hybrid course deployment for students and faculty

VII. Academic and Student Affairs
Credit and Non-Credit Courses and Adult Education
• Continued focus on remote/online/virtual learning
  o Limited face-to-face theory learning with restrictions on number of students to align with NM state guidelines
  o All other safety measures per state authority will be practiced
• Additional hands-on learning can be considered for on-campus presence by Academic and Student Affairs
• Students and faculty will follow distancing and other safety measures established by NM authorities

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Last updated: 9/29/2020 10:53:11 AM
• Work with Facilities and Operations to place sanitizer in every lab and classroom where students will be in attendance

• Signage and flyers will remind students and faculty of distancing, face coverings, hand washing, and other health measures
  o Students and Faculty will also receive the campus protocols prior to coming on campus
  o Faculty will review the campus protocol with students in class as well

• Off-campus learning (internships, apprenticeships, clinicals) offered in cooperation with industry partners

Student Affairs
• Each Student Affairs department is offering all services online (to include but not limited to receiving and sending documents, processing, approving, awarding, registering, and counseling)
• On-campus and in-person appointments may be held with approval, but only while following safety measures per state guidelines
• All events, meetings, advisement sessions, and student engagement and celebration sessions are offered online or in-person per state health guidelines
• Continuous assessment of student and community needs and opportunities to provide services online or if in-person is required
• Students have access to all Student Affairs services either online, over the telephone, or in-person per public health guidelines
• A staggered schedule within each unit will be created
  o The schedule will be created based on safety measures per state guidelines
  o Each office on-campus will be open every day of the week
• Events, engagements, meetings, and sessions will be allowed while following public health guidelines

Library
• Patrons
  o The library space is opened to a limited number of patrons
  o Patron interactions through virtual services continue
  o Public “gatherings” occur online
• Staff
  o Staff members who can and want to return to work are working in the library
    ▪ It may be necessary to develop rotating times for library staff to be in the library
  o Staff should not share computers and should limit sharing space and equipment as much as possible
  o Staff meetings are virtual and maybe at a distance
• Services
  o Some “curbside-pickup” (or the campus equivalent) may continue but will be limited
  o ILL services continue
  o Patron interactions are ideally through virtual services
  o All patrons can make appointments for virtual services
  o Reference is primarily virtual, but distance protocols may be established for working in-person

Please note that as the situation with COVID-19 evolves, specifics of this plan may change

Last updated: 9/29/2020 10:53:11 AM
• Reserve materials - access may resume if new protocols for quarantining and/or cleaning books are identified
• Patrons may use public computers and the computers will be cleaned after each use
• Patrons will use a self-checkout system to checkout items
• Study rooms are available with restrictions
• Study tables are available with restrictions
• Instruction room may be made available to small study groups with applicable safety and distancing protocols
• Donations may be accepted

• Teaching
  • Teaching is virtual
  • Very small group teaching may be considered

• Activities that need to be accomplished
  • A new protocol for quarantining or sanitizing books and computers may be identified
  • New policies and procedures may need to be developed to handle issues with people coming into the library

VIII. Campus Dining

• There will be grab-and-go options available during Phase III. All applicable health orders and social distancing requirements will be followed.
• Students and employees are discouraged from eating on campus during Phases 1 and 2 of reopening. However if needed, students and employees are allowed to eat on campus only in the designated eating areas. The designated eating areas set up are designed to maintain 6-ft social distancing and the furniture in the areas must not be moved. If students or employees have decided to eat their meal on campus, they are encouraged to eat in their offices if possible or use the nearest available designated eating space. After students or employees finish their meals they are expected to either return to their classrooms / office spaces or leave the campus. No loitering on campus will be allowed. PLEASE SANITIZE YOUR EATING AREA BEFORE AND AFTER USE. Contact security (1224) if no cleaning supplies are available.

The following areas have been designated as authorized eating areas:
  • Health Science student lounge and atrium by the bio-wall
  • Study space outside of woodworking lab
  • Study space outside of culinary lab
  • Study space outside of the radio station
  • Study space outside of media lab
  • Campus center
  • Atrium outside of student development office
  • TATC: tables along the walls
  • TATC entrance lounge (after 5 PM)
  • Arts entrance
  • Arts: tables by the photography lab

Please note that as the situation with COVID-19 evolves, specifics of this plan may change
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IX. Higher Education Center
- 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

X. Communication Plan

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<tr>
<td>Intranet</td>
<td>Slides, postings and links for students, faculty and staff Content includes: Reopening plans, campus rules, social distancing, online class registration information, academic guidance, online learning resources, staff and student support guide, frequently asked questions, technology resources, updated campus safety protocols Links to local support resources</td>
<td>Slides, postings and links for students, faculty and staff Content includes: Return to work plans, campus rules, Social distancing, SFCC policy links, frequently asked questions, technology resources, latest updates from college administration, updated campus safety protocols</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td>Message from President and key administrators, regarding campus reopening, safety protocols and other student support services Social distancing, masks, hand washing when on campus.</td>
<td>Messages from President and key administrators back to work plans, safety, Social distancing, masks, hand washing when on campus.</td>
<td>Inside SFCC newsletter</td>
</tr>
<tr>
<td>Text</td>
<td>Messages about reopening, key dates or other important information</td>
<td>Messages about reopening, key dates or other important information</td>
<td></td>
</tr>
<tr>
<td><strong>PR/Media</strong></td>
<td>Institutional messaging is carefully managed, frequently presented. SFCC leverages its relationship with local and national media to help create public awareness of our situations and plans as they change.</td>
<td></td>
<td></td>
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<tr>
<td>--------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media alerts/Press releases.</td>
<td>Accommodate press requests exploring various news angles of the institution or its students and employees.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Social Media</strong></td>
<td>Messaging about back to campus social distancing, campus rules, and safety protocol.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frequent postings across a variety of platforms as relevant, new information becomes available</td>
<td>Student information on finding support for learning and other needs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>On-Campus Signage and Digital Displays</strong></td>
<td>Digital Display for Safety/Security protocols.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Display for Social distancing, masks, hand washing when on campus.</td>
<td>Social distancing, masks, hand washing when on campus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Online Meeting</strong></td>
<td>President and other college leaders meeting virtually with students.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>As appropriate</td>
<td>President and other college leaders meeting virtually with staff and faculty.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Radio</strong></td>
<td>Ads, interviews and PSAs that broadly inform our key audiences of SFCC’s reopening plans.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Social Listening</strong></td>
<td>Get regular feedback from advisors and counselors on what students are asking about.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ongoing basis.</td>
<td>Use social media listening tools to see what is being said.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How are our messages being received? What questions still exist?</td>
<td>Capture the kind of calls phone staff are fielding.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reopening plans- what’s open i.e. pool/FEC New rules and protocols Contact information</strong></td>
<td>Reopening plans- what’s open i.e. pool/FEC New rules and protocols Contact information.</td>
<td></td>
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</tbody>
</table>

Please note that as the situation with COVID-19 evolves, specifics of this plan may change.

Last updated: 9/29/2020 10:53:11 AM
Appendix A: COVID-19 Strategic Plan

SFCC’s Blueprint For 2020

MISSION
Take Care Of Our People

VISION
To Understand And Address The Challenges Of Our Time In Ways That Make All Of Us Stronger

VALUES
We value caring about each other.
We value compassion in our relationships with each other.
We value honesty in accepting the challenges we face.
We value working together to overcome those challenges.
We value courage in the face of adversity.
We value action in making our future brighter.

Goals For Now And The Foreseeable Future

1. Take Care Of Our Students
   • Provide information and support to our students and their families.
   • Work with students close to graduation to ensure they finish as soon as possible.
   • Provide ways to help current and future students keep their educational plans on track.

2. Take Care Of Our Community
   • Collaborate with community and state leaders to develop short and long-term solutions to the coronavirus pandemic.
   • Strengthen and expand pathways to high-need occupations including health care, public infrastructure, the creative arts and other areas that will be needed to rebuild our country.

3. Take Care Of Our College
   • Provide information and support to SFCC faculty and staff.
   • Strengthen SFCC’s infrastructure to provide on-line, remote learning, and flexible teaching options so that the College can respond quickly to student and community needs.
   • Revise and streamline policies and procedures so that SFCC’s operations are clearly defined and understood.
   • Develop clear and compelling plans for acquiring and using the College’s resources.
   • Ensure that SFCC remains important to its constituents and its community.

4. Monitor And Adjust These Goals As Needed
   • Develop a Covid-19 Nerve Center

Please note that as the situation with COVID-19 evolves, specifics of this plan may change.
Last updated: 9/29/2020 10:53:11 AM
Appendix B: Department Level Infectious Disease Control Guidelines

This form is designed to help department leadership along with the campus safety and security leadership in establishing a plan for your department’s COVID-19 Infection Control practices that meet the necessary standards for reopening and maintaining a safe environment for everyone at SFCC. Please complete the questions within each control area. There is no need to duplicate any of the items already listed in the campus wide Infectious Disease Control Policy and Procedures. (exp. The wearing of masks, identification badges, symptom screening, parking, etc.) If you have questions, please feel free to call Janelle Moya at 428-1326 or email janelle.moya@sfcc.edu. (If your department is holding classes online only, and you will not have any Students, Faculty or Staff on campus please indicate that in the first control section. No other steps are necessary.)

SFCC department: ___________________________ Areas of campus affected: ________________

Person completing this form: _______________________________ Phone #: ____________
E-mail:_____________________________________

Department/Workplace Controls: These types of control will address limits on the number of people congregating in one area within your department at any given time, and how people enter, move within, and exit your department to limit the transmission of the virus through direct contact, touching of surfaces and the air.

1. What level, and how many of people do you expect to be in your department during the initial phase of reopening?
   - ☐ Students: ________  ☐ Faculty: __________  ☐ Staff:________

2. What level and how many people will be on campus during the second (full) phase of reopening?
   - ☐ Students: ________  ☐ Faculty: __________  ☐ Staff:________

3. How will you maintain physical distancing (6 foot rule) within the areas of your department? ex. Flow of traffic through the department, limiting entrances and exits, # of students, faculty and staff allowed per classroom or lab. Keep in mind that everyone should limit their stay on campus to the area of their class or work. (Type your answer)

4. The CDC and NMDOH strongly recommend frequent proper hand washing and/or the use of hand sanitizer when entering and leaving a work area, classroom or lab. Please list the number and location of hand sanitizer stations you will need to fulfill this standard for your department. (Type your answer)
Administrative Controls: These controls describe how you will structure classes/work schedules and access to the department including hours of operation in order to provide an effective learning and working environment within your department given the limits imposed through your Department/Workplace controls.

1. How many course sections will you need to add to accommodate all your students? (Type your answer)

2. Is it possible to move your students to a larger classroom to accommodate the 6-foot physical distancing rule? (Type your answer)

3. How would you change the class and work schedules to accommodate the Department/workplace controls? (Type your answer)

4. What will be your department’s effective daily work hours each day to accommodate changes in work or class schedules? (Type your answer)

5. What teaching materials do you need to provide to Students, Staff and Faculty specifically for your department regarding the risks and prevention methods for staying safe during the COVID-19 crisis. (Type your answer)

Environmental Controls: These controls describe how your area is cleaned/sanitized throughout the day and between classes to reduce the risk of surface transmission of COVID-19. (Facility management already has put in place daily cleaning/sanitizing plans for each occupied area. As well as ongoing cleaning of common areas like bathrooms etc. throughout the day).

1. Who will be responsible for cleaning/disinfecting frequently touched areas within your department between classes and the end the day (ex. desks, tables, chairs door knobs. computer keyboards and screens and light switches)? You may want to have the students involved in helping with this task. (Type your answer)

2. What supplies and materials, etc. do you need to accomplish this control standard (exp. disinfecting wipes, protective gloves, etc.)? (Type your answer)

Engineering Controls: These controls describe how the physical work, classroom or lab environment needs to be modified/changed to reduce the risk of direct or indirect transmission of the virus. Or accommodating students Faculty or staff at high risk of serious complications from the COVID-19 virus. (exp. removing a number of desks and chairs to facilitate personal
distancing. Mounting clear plastic shields/barriers for student services departments, Cameras/microphones installed in classrooms or labs to facilitate online learning, doorstops for bracing classroom doors open to reduce surface transmission during entering and exiting classrooms and labs etc.

1. What changes and locations do you need engineering controls put in place? (Type your answer)

2. What equipment do you need to facilitate these changes? (Type your answer)

Special Risk Assessment:

Please identify areas of risk or concern regarding COVID-19 that is special to your area that you feel need to be addressed: Please list below and provide suggestions for mitigating these risks.
Appendix C: SFCC CAMPUS COVID SCREENING FORM

SFCC student and employee health screening questions

Out of an abundance of caution and to protect our employees and students during the COVID-19 pandemic, all people entering campus must complete the following prior to reporting to their departments for work.

Questions to answer:

1. Have you traveled in the past 14 days to any areas outside the state of New Mexico?

2. Have you been contacted by the CDC, your local department of health and/or placed under self-quarantine for COVID-19 for any reason?

3. Are you experiencing any of the following symptoms:
   • Fever
   • Cough
   • Chills
   • Headache
   • Sore throat
   • Muscle pain
   • Repeated shaking with chills
   • New loss of taste or smell
   • Shortness of breath or difficulty breathing

4. Have you had close association with anyone who currently has an infectious illness or is under quarantine?

5. Have you tested positive for COVID-19 or awaiting results for COVID-19 tests?

Your temperature will be taken and you will be asked to sanitize your hands.

Please note that as the situation with COVID-19 evolves, specifics of this plan may change.

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If you are an SFCC Employee who has been sent home due to a screening condition outlined in the NMOH guidelines and need guidance on the use of leave, please contact SFCC Human Resources at: (505) 428-1019. Go to the website for Department of Labor guidance/quick tips on your rights according to the Families First Coronavirus Response Act (FFCRA) for more information.

For current COVID-19 test site information, visit the New Mexico Department of Health COVID-19 Screening & Testing Sites: https://cvprovider.nmhealth.org/directory.html

Available COVID-19 Test Sites in Santa Fe:
Christus St. Vincent Regional Medical Center - CSV Car-based COVID-19 Assessment and Treatment
351 West Zia Rd, Santa Fe, New Mexico (505) 91
Types: Call For Appointment, Drive Thru
Monday 9:00 AM - 4:00 PM, Wednesday 9:00 AM - 4:00 PM and Friday 9:00 AM - 4:00 PM
Contact Info: 505-913-3627
Further Info: Drive by and register on site or reserve an appointment in advance.

Presbyterian Healthcare Services - Presbyterian Santa Fe Medical Center
4801 Beckner Rd., Santa Fe, New Mexico 87507
Types: Drive Thru
Tuesday 9:30 AM - 1:30 PM, Wednesday 9:30 AM - 1:30 PM, Thursday 9:30 AM - 1:30 PM and Friday 9:30 AM - 1:30 PM
Contact Info: 505-772-1234
Further Info: Drive up outside of Emergency Department.

NMDOH NE Region - Santa Fe Public Health Office
605 Letrado Street, Santa Fe, New Mexico 87505
Types: Call For Appointment, Drive Thru
Monday 10:00 AM - 12:00 AM, Wednesday 9:00 AM - 11:00 AM
Contact Info: 505-476-2600
Further Info: Open to all who meet screening criteria. Please call for appointment.
Appendix D: SFCC EMPLOYEE/STUDENT ON CAMPUS PROTOCOL
(Phase 0)

1. Requests will go to the Deans/Supervisors for days and timeframes
2. Employees/students must wash/sanitize hands before entering the building
3. Employees/students will need to be screened for COVID-19 risk factors
4. Employees/students must come alone (no family, visitors, or children)
5. Employees/students are required to wear masks (covering both nose and mouth) at all times
6. Employees/students must maintain a social distance of at least 6 feet at all times
7. Avoid using water fountains, microwaves, and break rooms (bring your own prepared food and drinks)
8. Use social distancing when sitting outside
9. Only one employee in a copy room at a time; no students in the copy rooms allowed
10. Do not sit or congregate in open areas, such as the student lounge or atrium
11. Only two people in a bathroom at one time
12. Wipe down any handle in the bathroom before touching
13. Wash/Sanitize hands before touching shared equipment such as copiers, phones, and computers or use gloves when using any shared equipment
14. Sanitize shared equipment with alcohol (monitors, electronics, copier touchpads) or cleaning wipes (table/desk tops and phones, etc.)
15. Wash/Sanitize hands after using copier or any shared equipment
16. Avoid touching doors when possible with hands (use elbows, arms, shoulders, etc.)
Appendix E: SFCC COVID-19 suspected cases, contact tracing, and rapid response.

The following steps for responding to an employee testing positive for the coronavirus are based on the U.S. Centers for Disease Control and prevention guidelines in order to minimize the spread of the virus in the work environment.

The point of contact for coordinating COVID-19 contact tracing with New Mexico Department of Health is Janelle Moya, Nursing Faculty, janelle.moya@sfcc.edu, 428-1326. Immediate Response

- Employees who have COVID-19 symptoms as specified in the SFCC Campus COVID-19 Screening Form (i.e., fever, cough, muscle pain, shortness of breath, etc.) should notify their supervisor and stay home.
- Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, vendors and visitors, and be sent home.
- Sick employees that have answered yes to any of the CDC screening questions which are concerns for the possible presence of COVID-19 or have a temperature of 100.4 should follow the recommendations of the New Mexico Department of Health (NMDOH) and contact your personal healthcare provider.
- Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- In accordance with the NMDOH guidelines you must provide proof of negative COVID-19 test before returning to work.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow the CDC and the NMDOH guidelines.
Appendix F: Kids Campus Plan

REOPENING PLAN

SUMMER 2020

kids campus

at SFCC

June 15, 2020

Please note that as the situation with COVID-19 evolves, specifics of this plan may change
Last updated: 9/29/2020 10:53:11 AM
• Plan Overview
• Limited Enrollment
• Physical Distancing
  o Classroom
  o Meal Times
  o Restroom
  o Playground
• Staffing Requirements
  o Testing
  o Trainings
  o Daily Routines
• Family Requirements
  o Contract and Release of Liability
  o Drop Off Procedures
  o Pick Up
  o Masks and Face Covering
  o Bedding, Clothing, etc.
• Infants
• Sanitation
  o Classroom
  o Playground
• Safety Plan
  o Staff Safety Requirements
  o Children Safety Requirements
  o Plan of Action
  o Guidelines for Returning
• Conclusion
Proposed Plan Overview

Childcare providers across the state have always prioritized the health and safety of the children in their care. With the spread of COVID-19, new health and safety protocols are necessary to ensure children, families and staff members are as safe as possible.

Kids Campus @ SFCC leads the state of New Mexico in reputation, programming and innovation. The reopening plan will follow CDC, NAEYC and the NM Department of Early Childhood guidelines and best practices. The Closed Circle format will be utilized which creates stable groups and controls the amount of exposure between children and staff.

This document provides guidance on creating safe spaces for children and staff members and information on limiting the spread of COVID-19. We will continue to update this document based on our best knowledge and partner with those in the field of early childhood to learn about how to continue to provide quality childcare in a safe manner.

Limited Enrollment

Kids Campus will offer reduced enrollment based on new regulations and guidelines for reopening Early Childhood Centers. Each classroom will function with two staff members; a lead teacher and teacher assistant. In alignment with NMkids-early childhood guidance a same group of teachers will oversee the same group of students each week. There will be no combining of students or teachers during this time.
Below are the proposed number of children that will be enrolled in each classroom during the summer programs and sports camps. The maximum number of total students will be as follows and restricted to children who live in the local geographic area:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>COVID-19 Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants A</td>
<td>8</td>
</tr>
<tr>
<td>Infants B</td>
<td>8</td>
</tr>
<tr>
<td>Toddler A</td>
<td>8</td>
</tr>
<tr>
<td>Toddler B</td>
<td>8</td>
</tr>
<tr>
<td>Early 2s</td>
<td>10</td>
</tr>
<tr>
<td>Late 2s</td>
<td>10</td>
</tr>
<tr>
<td>Early PreK A</td>
<td>10</td>
</tr>
<tr>
<td>Early Prek B</td>
<td>10</td>
</tr>
<tr>
<td>PreK A</td>
<td>10</td>
</tr>
<tr>
<td>PreK B</td>
<td>10</td>
</tr>
</tbody>
</table>

The Kids Campus Summer Program will operate for six weeks, from June 15 through July 23, 2020.

**Program Days:** Monday through Thursday

**Core Hours:** 8:30am – 2:00pm

**Before Care Available:** 7:30 – 8:30am ($5.00 per hour)

**After Care Available:** 2:00 – 3:00pm ($5.00 per hour)

**Staff Hours** 7:30 – 4:00; Fridays dedicated to deep cleaning, planning, and meetings

**Cost:** $1000 per child, all ages

NM Pre K Jump Start Summer Grant – we have applied for 3 Pre K classrooms. If awarded, the grant will fund each student at $1800 for the core program hours and the program will be free to families. The maximum number of Pre K students will be 30. The total maximum for full Kids Campus capacity would be 92.

**Physical Distancing**

Kids Campus children will be encouraged to maintain physical distancing in the classroom and on playgrounds. Kids Campus will limit group size, the number of
staff members caring for a child and the number of spaces a child is in during the
day as much as possible. We acknowledge that physical distancing is very
challenging in a child care setting. Classrooms will include the same group of
children and caregivers.

To maintain consistent groups, the same adults will remain with their groups and
contact with external adults will be limited. Common spaces will be closed and we
will create small child use zones when using large spaces to keep children from
gathering outside of their own groups.

IN THE CLASSROOM:
Classroom staff will make changes to their physical space to make it safer for
children and staff.

Furniture will be arranged to give children more space. There are a minimum of
five learning centers in each classroom. Two children will be permitted in a center
at one time. The areas will be sanitized frequently and children will rotate through
the activities. Most of the children are already accustomed to this procedure and
teachers will discuss the reduction in number of children per center with the
students.

Teachers will reduce clutter and shared toys and provide as much open space as
possible. Toys will be limited to items made of materials that can be easily
sanitized or disinfected. For example, wooden and plastic toys will be used, but
cloth toys are not recommended at this time. We will insure ventilation systems
operate properly and increase circulation of outdoor air as much as possible.
NAEYC recommends that rooms have open windows to provide ventilation and
fresh air.

Circle time will be conducted with proper spacing between children. Teachers
have the option of having two circle times during the day with two individual
groups. We will eliminate the use of sensory tables and shared bins and materials.
Activity kits will be maintained individually for each child; ex: for sensory items
such as teacher made clay and dough, each child will have his/her own bag of
sensory items they can retrieve and access from their cubbies.

Family style dining will be suspended during this time. Eating stations will be
rearranged and children will be appropriately spaced at several tables situated
throughout the classrooms during meal time. There will be no group meals and meals will only be served to the same group of students in the classroom. Furthermore, food will be individually served by staff to maintain health and safety.

During nap time mats, cots and cribs will be placed using 6 foot spacing. When needed, a shield/barrier between the children utilizing classroom materials such as a shelf or table will be utilized. Children will be placed to face head to toe.

Each classroom has its own restroom. Only one child at a time will be allowed to enter the restroom area. The room will then be sanitized by staff. Upon leaving the restroom children will reminded to wash their hands.

**ON THE PLAYGROUND**

We will stagger times for outdoor play between groups and put up barriers to maintain zones of play. There will be no combining of students or classrooms. Physical distancing will be practiced by controlling how many children are in a play zone or on each structure. Structures will be sanitized after use. Staff will create engaging individualized activities to generate interest. Water tables, mud kitchens and other outdoor equipment will not be used and we are encouraging teachers to create alternative activities.

**Staffing Requirements**

Staff must all receive testing for COVID-19 upon rehire and must present a negative test the day of reopening. All staff will be required to complete an online webinar distributed by the NM Early Childhood Department on health and safety practices and pass a test demonstrating competence.

When staff members arrive:

- Temperature checks will be performed.
- Staff will be screened for symptoms such as cough, shortness of breath, diarrhea, difficulty breathing and change in taste and smell.
- Staff arriving with a fever above 100.4 or other symptoms will be sent home.
- Staff will be asked to report contact with anyone outside of work who has a documented case of COVID-19.
• Staff will be instructed to self-quarantine if they have been exposed to COVID-19

Staff will be required to wear an apron and a cloth mask at all times unless alone on break in the office or out of the building. Staff must sanitize their hands upon entry and wash their hands upon entry to the classrooms.

Staff who is screening families will be required to wear a mask, face shield, gloves and either gown, apron or smock. The screening station will be equipped with sanitizer, wipes, questionnaire for screening, sanitized pens, and a no touch thermometer.

**Family Requirements**

Families will be asked to complete a Kids Campus Contract acknowledging new requirements for them as well as their children. This will include a release of liability form.

*Changes for Families and children:*

Drop Off/Screening:

One consistent family member will deliver the child(ren) to the front check-in station. There they will be asked a series of health related screening questions. Then both the child and the adult’s temperatures will be taken and written on the form. Once this is complete we will have the adult clock in their child using a swipe card, and one of their teachers will escort the child to the classroom. They will be required to wash their hands upon entry.

Pick up:

We ask that as a family member is approaching Kids Campus in their car, they call the front desk. We will use walkie talkies to have the child delivered to them by a classroom teacher. It is recommended that the same family member do the drop off and pick up procedure each day.

Masks and Protective Face Coverings:

For children two and older, Kids Campus will provide each child with an individual ‘sun hat with full face shield’. Families will be asked to provide masks for their children as they may have a personal preference and the children may already be
comfortable using what they have. They will be required to wear either the hat with shield or a mask throughout the day. The only exceptions will be at meal time and at nap time.

Bedding:
We ask that each child’s bedding be provided by the family at the beginning of the summer session and we will launder them in the center once a week. This will limit the amount of outside contact within the center.

Extra Clothing:
All families will be required to provide extra clothing for their child at the beginning of the program, stored in a small container or bag. Families may be asked to replace these as necessary. In this case we ask that when sending new clothing, diapers, wipes, they arrive sealed in a bag or container.

**Infants**
There will be absolutely no shoes allowed in the infant room. Disposable shoe covers are to be used once.

When staff feeds an infant that needs to be held because they cannot hold their own bottle, they will be required to have full frontal covering.

**Sanitation**

**CLASSROOM**
We will use current sanitation logs, and will implement daily cleaning routines. We will also continue to use our current cleaning solutions as they are recommended by CYFD. There may be additional changes made as new standards are released.

**OUTDOORS**
We will use current sanitation logs and will implement these logs daily. It will be a requirement that each class use cleaning solution to spray down the playground equipment following use. There will be a 15 minute wait period until the next class is permitted outside. There may be additional changes made as new standards are released.
Safety Plan

Staff Safety Requirements:

- All Kids Campus staff must be tested for COVID-19 and provide negative results to return to work.
- Safety shields will be installed at the front desk/reception desk.
- Staff will be required to be re-tested quarterly until further notice.
- Families and staff members will be required to sign a liability form.
- All staff must wear a cloth mask and smock, apron or gown at all times.
- We require all staff to get daily temperature checks and complete a health survey.
- If during an interaction with a child, a staff member gets a bodily fluid on them, they will be required to change and wash up immediately.

Children Safety Requirements:

- All families are required to sign a new contract and liability form and submit new Emergency Contact and Medical forms.
- Families are to be screened daily including temperature checks.
- Children 2 and older must wear a mask or hat with face shield.
- Handwashing and sanitation is a must.
- Physical distancing will be encouraged.
- We will no longer serve family style meals.

PLAN OF ACTION - POSITIVE CASE AT KIDS CAMPUS:
Should a child develop or show symptoms consistent with COVID-19 while in our care, we will follow isolation procedures:

- We will create a location to safely isolate individuals who develop symptoms. This will be located in an empty classroom, away from other children where the sick individual can wait until they are picked up.
- Parents and family members will agree to be available to respond to calls from the center should there be an emergency or if their child begins to show symptoms.
If a staff member, child, or family member of a child test positive for COVID-19, we will follow NM Department of Health and CDC recommendations. Kids Campus will notify local health officials, a designated official at SFCC and all families. The program will close for 2 – 5 days (depending on multiple factors) to allow local health officials to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the facility. We will work with local health officials to determine appropriate next steps.

Any staff member or child that tests positive must follow the New Mexico Department of Health Home Isolation Guidance for a Confirmed COVID-19 Case (Appendix G)

Any staff member or child that has been exposed or comes into close contact must follow the New Mexico Department of Health Home Quarantine Guidance for a Close Contacts of a Confirmed COVID-19 Case (Appendix I)

GUIDELINES FOR RETURNING TO KIDS CAMPUS FOR CHILDREN AND STAFF

Staff members and children should stay home and self-isolate if they show symptoms of COVID-19. It can be challenging to determine when to isolate children because they are ill more often than adults, and the cause of a fever is sometimes unknown. At this time it is recommended that children be fever free for 72 hours without fever reducing medication before returning to Kids Campus even if other symptoms are not present.

If a staff member or child exhibits multiple symptoms of COVID-19, we suspect possible exposure, or an individual tests positive for COVID-19, the individual must stay at home until:

- Has been fever free for at least 72 hours without the use of medicine that reduces fevers AND
- Other symptoms have improved AND
- At least 10 days have passed since symptoms first appeared.

Families will be encouraged to have back-up child care plans if the child or a family member becomes ill or is required to self-quarantine due to possible COVID-19 infection.

Please note that as the situation with COVID-19 evolves, specifics of this plan may change
REINFORCE BEST PRACTICES TO PROMOTE HYGIENE

Child care providers are experts in limiting the spread of illness. We will reinforce the best health and safety practices we already use with children and staff members to limit the spread of COVID-19. There will be frequent communication with families.

HAND WASHING

Staff will continue to implement CDC handwashing guidelines. We understand that wearing gloves does not replace appropriate hand hygiene. Hands will be washed often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, sneezing, using the bathroom and before eating or preparing food. Hand sanitizers with at least 60% alcohol will also be available and will be monitored for used by children but kept out of their reach.

CLEANING AND DISINFECTING

Staff will continue to use robust cleaning protocols on a daily basis for items touched frequently. We will also rely on the custodial crew for nightly deep cleaning. Toys will be cleaned frequently. Items from home will be discouraged to limit transmission of the virus.

ITEMS FROM HOME

Comfort items may especially be needed during this time of transition to reduce stress for children. To avoid these items coming into contact with many children, these items will be packaged and placed in the child’s cubby to be used at naptime. This comfort item should remain at Kids Campus to avoid cross contamination from another site. Items will be washed weekly by staff.
CONCLUSION

**The Importance of Resources to Support Children’s Social Emotional Needs**

We will partner with staff to develop a plan to support the emotional reactions of children returning to child care. Some children will be relieved, some will have initial challenges with separation from their parent(s), and some may act out toward other children. Whatever the reactions, staff may need some new tools in their toolkit to assist the child with emotional regulation.

**The Importance of Resources to Support Staff’s Social Emotional Needs**

To ensure the well-being of the children, it is also imperative to ensure the well-being of their teachers and caregivers, and to provide them with emotional and administrative supports necessary during this time of re-integration, and in the months ahead.

As essential workers in the COVID-19 pandemic, child care providers may have worries about their own physical or psychological health, and the potential risk to their family members at home. Because young children internalize the stress of the adults who care for them, it will be important to provide supports and services to Kids Campus staff to ensure their emotional well-being.

Strategies to “help the helpers” will include professional development supports such as access to behavior health consultation, and reflective consultation, which can help staff remain emotionally available, sensitive, and responsive to the needs of the infants and young children in our care.
Appendix G New Mexico Department of Health Home Isolation Guidance for a Confirmed COVID-19 Case

Home Isolation Guidance for a Confirmed COVID-19 Case
Updated May 8, 2020

Why am I being asked to self-isolate?

You are a confirmed COVID-19 case. You have been asked to self-isolate to minimize the possibility of passing on the infection to anyone else. COVID-19 is a virus that spreads mainly from person-to-person, i.e. between people who are in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes. The droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

How long do I need to self-isolate?

Your self-isolation will end when the New Mexico Department of Health clears you from self-isolation after the following conditions are met:

For persons with confirmed COVID-19 and were symptomatic:

Symptom-based strategy

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath) and
- At least 10 days have passed since symptoms first appeared

OR

Test-based strategy

- Resolution of fever without the use of fever-reducing medications, and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥24 hours apart (total of two negative specimens).

For persons with laboratory-confirmed COVID-19 who have not had any symptoms:

Time-based strategy

- 10 days have passed since the date of your first positive COVID-19 diagnostic test assuming you have not subsequently developed symptoms since your positive test. If you have developed symptoms, then the test-based or symptom-based strategy should be used.

OR

Test-based strategy

- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥24 hours apart (total of two negative specimens).

Please note that as the situation with COVID-19 evolves, specifics of this plan may change
Last updated: 9/29/2020 10:53:11 AM
What are the restrictions of self-isolation?

1. **Stay at home except to get medical care.** Do not go to work, school, stores, or other public places
   - Do not allow visitors into your home
2. It is very important to stay away from people who are at a higher risk of serious illness. This includes people who are age 65 years and older, pregnant or have a health problem such as a chronic disease or a weak immune system.
3. Separate yourself from other people in your home as much as possible
   - Stay in a specific room within your home, use a separate bathroom if available, and stay at least 6 feet from others
   - Avoid caring for children if possible
   - Do not prepare or serve food for others
   - Do not share dishes, drinking glasses, eating utensils, towels, or bedding
   - Do not handle pets or other animals if possible
   - Wear a cloth face covering over your nose and mouth if you must be around other people or pets. You do not need to wear a face cloth covering when you are alone.

How should I monitor my health during my self-isolation?

1. Monitor your symptoms carefully. If your symptoms get worse, call your healthcare provider immediately.
2. For medical emergencies, call 911 and notify the dispatch personnel that you have COVID-19.
   - Emergency warning signs include trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse, bluish lips or face
3. If you have a medical appointment that cannot be postponed, call your healthcare provider ahead of time and tell them that you have COVID-19.
### APPENDIX H SFCC Contact Information

<table>
<thead>
<tr>
<th>Registration</th>
<th>Thomasinia Ortiz-Gallegos</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions from students and parents regarding the registration process</td>
<td>Associate Vice President for Student Success</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:thomasinia.ortizgall@sfcc.edu">thomasinia.ortizgall@sfcc.edu</a></td>
</tr>
<tr>
<td></td>
<td>505-428-1238</td>
</tr>
<tr>
<td>Contact Tracing</td>
<td>Janelle Moya</td>
</tr>
<tr>
<td></td>
<td>Nursing Faculty,</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:janelle.moya@sfcc.edu">janelle.moya@sfcc.edu</a></td>
</tr>
<tr>
<td></td>
<td>428-1326</td>
</tr>
<tr>
<td>Employee Questions</td>
<td>Luis Olivas</td>
</tr>
<tr>
<td>All Employee COVID-19 related questions</td>
<td>Human Resources Director</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:luis.olivas@sfcc.edu">luis.olivas@sfcc.edu</a></td>
</tr>
</tbody>
</table>
APPENDIX I  DOH guidance on Home Quarantine Guidance for Close Contacts/Exposure of a Confirmed COVID-19 Case

Home Quarantine Guidance for Close Contacts of a Confirmed COVID-19 Case

Why am I being asked to self-quarantine?

You are a close contact or household member of a confirmed COVID-19 case. You may feel well now, but it is possible that you are also infected, as symptoms of COVID-19 can appear 2-14 days after exposure.

How long do I need to self-quarantine?

If you are not living with or caring for a confirmed COVID-19 case, your last day of self-quarantine is 14 days after the date of your last contact with the confirmed case.

If you continue to live with and/or care for a confirmed COVID-19 case, then self-quarantine during the confirmed COVID-19 case’s self-isolation period PLUS an additional 14 days after the confirmed COVID-19 case is “cleared” to stop their own isolation by the New Mexico Department of Health.

What are the restrictions of self-quarantine?

1. **Stay at home** except to get medical care. Do not go to work, school, or public areas.
2. Do not allow visitors into your home.
3. Separate yourself from other people in your home as much as possible.
   - Try to stay at least 6 feet away from others
   - Use a separate bathroom, if available
   - Do not prepare or serve food for others
   - Do not share dishes, drinking glasses, eating utensils, towels, or bedding
   - Do not handle pets or other animals

How should I monitor my health during my self-quarantine?

1. Monitor for signs and symptoms of COVID-19: fever, cough and/or shortness of breath
   - Other early symptoms to watch for are chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose
2. If you develop symptoms call your provider and the New Mexico Coronavirus Hotline at 1-800-660-4876 to discuss a plan for testing.

This guidance is not applicable to healthcare professionals with occupational exposure. Healthcare professionals please contact your employee health or infection control for guidance.

EPIDEMIOLOGY AND RESPONSE
1190 St. Francis Drive, NM 320 • Santa Fe, New Mexico • 87502-6110
(505) 827-0006 • FAX: (505) 827-2110 • www.nmhealth.org

Please note that as the situation with COVID-19 evolves, specifics of this plan may change

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APPENDIX J: COVID-19 EMPLOYEE RETURN TO CAMPUS GUIDE

COVID-19 EMPLOYEE RETURN TO CAMPUS GUIDE

Please note that as the situation with COVID-19 evolves, specifics of this plan may change.

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Please note that as the situation with COVID-19 evolves, specifics of this plan may change
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PURPOSE & UNDERSTANDING THE RISK OF COVID-19

Santa Fe Community College is committed to providing a safe and healthy learning space for students, staff, and community. Members of SFCC leadership are closely following COVID-19 developments and continue to follow guidance from local, state, and national levels. SFCC has developed a SFCC Reopening Plan that was required by the NM Department of Higher Education. This reopening plan is available on the SFCC external webpage and the SFCC Connect intranet as well. Employees are expected to understand and follow the measures included in the SFCC Reopening Plan, as well as, this Employee Return to Campus Guide.

Adhering to SFCC policies and procedures, New Mexico Department of Health and Center for Disease Control guidelines, and regulatory requirements is the best strategy to combat the risk of COVID-19. Every staff, student, faculty, and community member shares a responsibility in trying to maintain a healthy and safe environment at SFCC.

The information in this guide is intended to help employees understand their responsibilities and rights during the ongoing global COVID-19 pandemic. As more information about COVID-19 is learned, guidance and recommendations will evolve. Similarly, the contents of this guide and SFCC policy will evolve, and the community will be updated of changes. If you are unclear, encountering a new situation, or have concerns, please ask your supervisor for clarification and guidance.
Please note that as the situation with COVID-19 evolves, specifics of this plan may change
Last updated: 9/29/2020 10:53:11 AM
WHAT SFCC IS DOING TO HELP KEEP YOU SAFE

-Cleaning: Custodial staff are continuing to clean common areas on a daily basis, sometimes several times a day using “E-23” cleaner. In addition, we are disinfecting high traffic areas utilizing an “E-Mist” procedure.

-Facilities: Facilities staff has made physical barriers available for requested areas. If you believe your area is in need of a clear physical barrier for safety purposes, please notify your supervisor to submit a request. Facilities staff are also following industry standards on indoor air quality as it relates to heating and cooling needs.

-Mandatory Training: All employees are required to complete a one-time Knowbe4 training on Covid-19 best practices. Training serves as a reminder on how to minimize risk of exposure and transmission. Department specific training may also be required. This training has been sent to employees via email and also can be accessed through the SFCC Connect intranet at the Knowbe4 application.

-One Site Screening: All employees, students, and visitors to SFCC campus are required to undergo a screening when arriving on campus. If an employee fails this screening, they will not be allowed to come on campus.

-PPE and Mask Requirements: All SFFC employees, students, and visitors are required to wear a mask at all times. This is in accordance to
public health orders. Masks are available at check in stations if you do not have one. Please feel free to remind others to wear their masks or notify security/safety aides if you are uncomfortable doing so. For access to PPE please contact the SFCC Security Office at 505-428-1224.

- **Managing Building Occupancy Levels:** Currently the SFCC office of Security and Safety is monitoring that building occupancy is being held to 25% of Santa Fe Fire Marshall capacity as per the Governor’s Health Order requirements. This occupancy level is subject to change pursuant to Health Order directives.

- **Hand Sanitizer:** Hand sanitizer dispensers are located around campus, along with additional sanitizer in common office areas. These are routinely monitored and restocked daily.

- **Reopening Approval Process:** Every department head is required to submit a reopening plan that addresses internal cleaning procedures, employee schedules, and additional employee protocols.

- **Getting Tested:** All employees are encouraged to get tested for Covid-19 if they are experiencing symptoms or feel they have been exposed. To sign up for a testing slot use this link: [https://cvtestreg.nmhealth.org](https://cvtestreg.nmhealth.org). Follow up by calling 505-476-2600. Additional testing sites can be found at [https://cvprovider.nmhealth.org/directory.html](https://cvprovider.nmhealth.org/directory.html).
CUSTODIAL SERVICES AND INCREASED CLEANING

Custodial Services

SFCC custodial staff are working hard to help keep us all safe. The team has always placed real importance on a healthy work environment. The surfaces custodial staff will sanitize include but are not limited to: tables, floors, phones, and door handles. Custodial services is not responsible for cleaning specialized equipment or computer equipment.

In addition to daily schedule of custodial duties, additional Covid-19 precautions and duties have been assigned. These include:

- Extensive training in the proper use of chemicals.
- Extensive training in the proper use of all PPE.
- E-mist with E-23 all trafficked areas between 3:00pm and 7:00pm.
- Spray all walls and tiled surfaces with E-23.
- Clean all high contact surfaces: stair rails, door handles, etc.
- Clean all floors and carpet areas as needed with both carpet cleaner and E-23.

Increased Cleaning

Employees will take ownership of cleaning personal spaces (i.e. personal desk/cubicle/counter, keyboard, phone, etc.), so you will need to do this upon your return to the worksite. The level of use should determine the frequency of cleaning. Talk with your supervisor about your plan to maintain a clean work environment on a daily basis. If
necessary employees should share the responsibility of duties through a rotational schedule. For access to cleaning supplies please contact SFCC Facilities at 505-428-1650.
READY TO RETURN

When To Return

Knowing when to return can be difficult. When the Covid-19 pandemic started, all SFCC employees were sent home with pay. However, not all college operations can be performed effectively while working remotely. Returning to campus is first determined by the ability to return safely and, secondly, by department need. This guidance will come from your direct supervisor. **If you are able to work effectively from home, you should continue to do so.** If your essential job junctions can only be performed on campus, you will need to come on site.

If there is a need to come on campus, please notify your supervisor. Notifying your supervisor is an effort to control the flow and number of individuals visiting a certain area. Your time on campus should be limited and strictly for work purposes. Unless your position requires your on-site presence, your time on campus should be minimized.

Employees Right To Reasonable Accommodation

Although all individuals may be susceptible to contracting Covid-19, some individuals with underlying health issues may be more prone to severe illness and complications. If you believe your current health state may put you at higher risk, you may request a reasonable accommodation under the Americans with Disabilities Act. Please notify the Office of Human Resources at hrdept@sfcc.edu or notify your supervisor.

Employees who must miss work due to illness, quarantine, family care, or child care due to school closure may be eligible to utilize Emergency
Paid Sick Leave, as well as, Emergency Family And Medical Leave. Additionally, regular sick and annual leave can be utilized in accordance to SFCC policy.

**COMING ONTO CAMPUS: EMPLOYEE EXPECTATIONS**

**SFCC Policies**

All employees are to continue to work and adhere to college policies. The campus may be closed to limited operations, but SFCC is still open. It is important to continue to adhere to professional and civil interactions while performing duties for the college.

**Social Distancing:**

Employees must maintain a social distance of at least 6 feet at all times including hallways, classrooms/labs, bathrooms, and inside/outside gathering spaces. Access to campus is restricted to the area approved for employees. No loitering or wandering around campus will be allowed.

**Bathroom Use:**

Only two people in a bathroom at one time.

**Mental Health and Stress**

These are stressful and uncertain times for everyone, and we need to be mindful of our interactions. Extra patience needs to be practiced as we all adjust to a new situation. If you are feeling stressed or need
Please note that as the situation with COVID-19 evolves, specifics of this plan may change
Last updated: 9/29/2020 10:53:11 AM

someone to talk to, reach out to our EAP ComPsych at 1-855-399-2524 or www.Guidanceresources.com Group ID: SFCC.

If You Are Sick, Or Feeling Unwell, Stay Home.

Ultimately, you are responsible for your health. Only you know how you truly feel. If you are feeling sick or a bit off, stay home and seek medical attention as necessary. If you are truly feeling ill and cannot work at all, notify your supervisor and hrdept@sfcc.edu.

Covid-19 Best Practices Training

Prior to coming onto campus, you should complete the one-time online Knowbe4 training on COVID best practices. All employees will receive an email invitation to complete this training and employees can access this training via the SFCC Connect intranet at the Knowbe4 application. If you have been on campus previously, please access this training and complete it as soon as you can.

Mandatory Screening

Everyone coming onto campus must enter through a designated entry and be processed through the screening station. The screening consist of a temperature check, hand sanitizer station, and a series of questions. If you have a fever or fail the screening questions, you will not permitted to come on campus. Your phone number will be recorded for contact tracing purposes only.

Identification
Employees will be required to provide a form of identification while coming onto campus. This can be a college ID or driver’s license.

Masks

Bring and wear your mask at all times while on campus. Your mask needs to cover your mouth and nose. You are only allowed to remove your mask while eating and drinking. If you do not have a mask, one will be provided to you at the screening stations throughout the college. Face masks must be work appropriate in terms of imagery, material, and form. They should not be offensive. No Halloween masks are allowed.

Drinking

Water is available on campus from water filling stations. As this is a high touch surface, the college will be wiping down the filling stations with disinfectant and provide disinfecting wipes for employees to use when obtaining water. If employees do not feel comfortable utilizing the public filling stations, they are encouraged to bring their own water for the day.

Shared Equipment:

Sanitize shared equipment with alcohol (monitors, electronics, copier touchpads, table/desk tops and phones, etc) or cleaning wipes before and after use. Wash/Sanitize hands before touching and after using shared equipment such as copiers, phones, and computers. Avoid touching doors with hands (use elbows, arms, shoulders, etc ).
Meals

Meals and food should be eaten at designated break times only. If you have a health condition or feel your blood sugar is low, please have a snack. Snacking all day as a tactic for mask avoidance will not be tolerated. As a best practice, meals need to be eaten away from others and at a minimum distance of 6 feet from anyone at your table. Do not use microwaves, vending machines, or break rooms (bring your own prepared food and drinks).

Breaks

Breaks should be staggered if at all possible. This will be determined by your superior. While on break, you are required to keep you mask on and social distance.

Equipment

Supervisors must keep a record of all employee equipment that has been taken home as a result of work from home requirements. All equipment that was taken home to help facilitate remote working should be returned to the campus once on campus operations are permitted in your work area.

Shared Office Space

If you work in a shared office space, please try to minimize the sharing of office supplies and equipment if possible. If this is not possible, please sanitize shared equipment before and after usage. If your position requires you to operate a college vehicle, please ensure to sanitize high touch areas within that vehicle.
Work Space

Please be mindful of your own workspaces and how to best keep them clean and sanitized. Desks, counters, and work areas should be free of clutter and should be cleaned at the start and end of each workday or in accordance to your department specific protocol. The frequency of use should determine the frequency of cleaning office surfaces. Employees will be responsible for the sanitizing of their phones, computer hardware, office equipment, and other high touch areas in accordance with their department specific protocol.

Employee Visitors:

Employees must come to campus alone. No family, visitors or children are authorized to come to campus at this time.
SUPERVISORY ROLE

All supervisors are required to enforce and maintain adherence to the expectations in this guide. Supervisors must recognize that they are key to helping maintain a healthy and safe work environment. Staff members must have their supervisor’s approval to come onto campus. This is necessary to avoid situations that would violate social distancing requirements.

If an employee calls in sick or notifies you of Covid-19 diagnosis, supervisors must notify the Office of Human Resources immediately. If an employee is feeling unwell, their supervisor should send the employee home for the day and ask them to remain home and seek medical treatment if necessary.

As a supervisor, you may be contacted by the New Mexico Department of Health for contact tracing. Please comply with the questions they may ask, and notify your supervisor and the Office of Human Resources if you are contacted.

Lastly, all supervisors should avoid sharing misinformation and failing to protect employee privacy.

Thank you for everything you do under these challenging circumstances and thank you for keeping everyone safe at SFCC.