

**MESALANDS COMMUNITY COLLEGE  
RE-OPENING PLAN**



September 3, 2020

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## INFORMATION ON COVID-19

According to the Centers for Disease Control (CDC), “Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness” ([cdc.gov/coronavirus](https://www.cdc.gov/coronavirus/)).

The spreading of COVID-19 happens in various ways mainly from the following:

- By coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. (person to person)

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... Infected people can transmit the virus both when they have symptoms and when they don't have symptoms. This is why it is important that all people who are infected are identified by testing, isolated, and, depending on the severity of their disease, receive medical care. Even people confirmed to have covid-19 but who do not have symptoms should be isolated to limit their contact with others. These measures break chains of transmission.

<https://www.who.int/news-room/q-a-detail/q-a-how-is-covid-19-transmitted>

- From respiratory droplets when an infected person coughs, sneezes, or talks
- By touching a surface or object, that has the virus on it, and then by touching your mouth, nose, or eyes ([cdc.gov/coronavirus](https://www.cdc.gov/coronavirus/))

The World Health Organization (WHO) provides additional information on how COVID-19 may spread from person to person.

To help in protecting yourself and others from COVID-19 follow the guidelines listed below:

- Practice social distancing by staying at least 6 feet away from others
- Wash your hands often with soap and water for at least 20 seconds
- Cover you mouth and nose with a cloth or other covering when around others
- Cover coughs and sneezes

- Clean and disinfect frequently touched surfaces daily
- Monitor your health daily

For more information on guidelines to prevent, the spread of COVID-19 visit the CDC, World Health Organization, or New Mexico Health Department:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://cv.nmhealth.org/>

## **INDIVIDUAL RESPONSIBILITY**

While we are all in the fight against the spread and prevention of COVID-19, we are also responsible as for our own health and safety. Therefore, as members of the Mesalands Community it is our responsibility to follow all safety guidelines, including practicing proper social distancing, wearing face coverings when around others, and staying home when we are sick.

Before the start of the fall 2020 semester, all faculty and staff will be *required* to participate in safety training online by SafeColleges. The training will focus on reducing the spread of COVID-19 by practicing safety and following established guidelines.

*Mandatory* online safety training will also be provided to students. Students will be required to complete the training before the start of the fall semester.

## **COMMITMENT TO COVID-19 SAFETY**

Mesalands Community College is committed to the safety of its faculty, staff, and students. To help in reducing the spread of COVID-19 on-campus, faculty, staff, and students must follow to the guidelines listed below:

- Social distance by staying 6 feet away from others
- Wear a face covering or personal protective equipment

- Wash hands frequently for at least 20 seconds or more
- Monitor your health daily and stay home if you feel sick
- Clean and disinfect your work area (includes classroom or laboratory space) at the beginning and end of the day
- Test positive for COVID-19 **and** if you have been on campus in the 48 hours before you were tested or you developed symptoms, you agree to immediately notify your supervisor or notify Tammy Hall, Personnel Specialist at [tammyh@mesalands.edu](mailto:tammyh@mesalands.edu)
- Agree to follow all guidelines established by Mesalands Community to protect the safety and health of all

Failure to follow these guidelines may result in corrective actions as per Mesalands Community College's policies.

Additional guidelines and/or recommendations related to safety measures, including but not limited to, face coverings, monitoring, self-quarantine, etc. will be provided, as guidance is set forth by the New Mexico Department of Health. Such changes will be communicated to the College Community.

## **PERSONAL RESPONSIBILITY AND ACCOUNTABILITY**

COVID-19 is an illness caused by a virus that can spread from person to person. You can become infected by coming into close contact with a person who has COVID-19. COVID-19 is mainly spread from person to person. With this knowledge all on-campus are expected to take personal responsibility and accountability to help prevent the spread of COVID-19 and keep others safe.

Remember to remind others to maintain a proper social distance of 6 feet or two arm's length and to wear a face covering or other personal protective protection while on-campus and around others.

For those individual who choose not follow to follow the guidelines and safety practices set forth by Mesalands Community College intended to protect and help prevent the spread of COVID-19 will be asked to leave campus, unless an approval for an exception has been granted.

## **SEEKING APPROVAL FOR AN EXCEPTION**

For those who are not able to wear a face covering in compliance with Mesalands guidelines and safety practices, you may ask for a consideration for an exception. For faculty and staff seeking approval for an exception contact the Personnel Specialist's office at (575) 461-4413 ext. 213 or by email at [tammyh@mesalands.edu](mailto:tammyh@mesalands.edu).

Students seeking approval for an exception contact the Vice President of Student Affairs at (575) 461-4413 ext. 189 or by email at [aaronk@mesalands.edu](mailto:aaronk@mesalands.edu).

## RETURNING TO CAMPUS FOR THE FALL 2020 SEMESTER

While the College has been operating with essential staff on campus, working limited hours on staggered schedules since the end of the spring semester, in order to prevent the spread of COVID-19 and protect the health and safety of our staff. Other staff have been working from home (telecommute). With the fall 2020 semester just weeks away, it is time to begin preparing for the start of the semester. Beginning August 3, 2020 all staff offices that work directly with students, including academic services, student affairs, business offices will need to open Monday through Thursday from 10:00 am to 3:00 pm. Safety guidelines and practices must be followed including practicing proper social distancing and wearing face coverings while around others.

### FACULTY AND STAFF

While offices that work directly with students will be open beginning August 3, we will operate at reduced levels of staffing on campus to continue to help prevent the spread of COVID-19. We will operate at between 25% and 50% of capacity at the beginning of the fall semester.

College administration will begin working over the next few weeks to determine who will return to campus and when they will do so. While those who work directly with students will begin working on campus August 3, 2020, faculty at the earliest will begin working on August 10, 2020. For those who can work productively and effectively via telework will be allowed to do so, unless a critical need exists for their presence to be on campus. For those employees at risk for COVID-19, as defined by the [CDC guidelines](#), they will continue to work from home if their job duties allow. Mesalands realizes the importance of employee privacy regarding medical information.

Before returning to campus, employees must gain *approval from their supervisor* and *complete the safety training* provided online by SafeColleges.

### STUDENTS

Any student planning to live at Stampede Village must contact the Office of Student Affairs at (575) 461-4413 ext. 189 no later than August 3, 2020. Student housing will be limited in the fall 2020 semester to protect the health and safety of our students and College community. Students living on campus must be aware of COVID-19 safety expectations, including health and safety precautions and the importance of personal responsibility critical for the well-being of the Mesalands College community. In addition, students will need to be aware of the fact that all Public Health Orders for the state will apply equally to all students, and Mesalands will play a significant leadership role in promoting safety among our Mesalands students.

At this time, the Mesalands Community College's academic calendar is in effect for the fall 2020 semester. If any calendar changes are needed, the College administration will make such decisions and the Director of Public Relations will communicate that

information.

With the continued spread of COVID-19, we encourage you not to travel during student breaks. However, if you choose to travel, you will have to follow the state quarantining guidelines when you return to Mesalands.

## **WORK AREA**

All employees returning to work will follow daily screening and safety protocols as follows:

1. Daily temperature check  $\leq 99$  degrees for all
2. Questionnaire for all:
  - a. Are you currently experiencing a fever (greater than 99), sore throat (unrelated to allergy season), new loss of taste/smell, or a new onset of unexplained cough or difficulty breathing?
  - b. Have you experienced a fever (greater than 99), sore throat (unrelated to allergy season), new loss of taste/smell, or a new onset of unexplained cough or difficulty breathing within the past 14 days?
  - c. Have you been exposed to someone with a suspected or confirmed case of COVID-19 while not wearing a PPE?
  - d. Have you traveled outside the state or USA during the previous 14 days? "Yes" answer to any requires contact with NM Health Department for testing. Cannot attend class until addressed.
  - e. Student will need to contact instructor
3. Any refusal to temperature check or answer questions or wear mask individual will be asked to leave College.
4. One entry check point at Building A.
  - a. Paper trail...name, date, permission to enter Y or N
  - b. Check point at all buildings
  - c. Mandatory mask or NO entry
5. Social distancing of 6 feet.
  - a. Classroom considerations
  - b. College tours
  - c. Pedey's Café Opening Date to Be Determined
  - d. Commons areas
  - e. Bookstore
  - f. Library
    - Computer use
  - g. Educational Services Center
  - h. Rodeo/golf practices/season
  - i. No way to safely offer HPE activity courses



6. Mandatory education
  - a. Handout to students.
  - b. Online training for students and staff
7. Limit/Discourage visitors
  - a. Must undergo same entry requirements
8. If in office alone and door is closed, do not need to wear mask.
9. Positive test, close for 2 days, deep clean after 24 hours, and work with health officials for contact tracing.
10. Sanitizers in every classroom, in hallways
  - a. Need to be frequently checked/maintained
11. No water fountains or food dispensers.

Other considerations to be taken into account and followed:

- Meetings will be conducted in a virtual format no matter where participants are. The only exception will be for five or less participants in a meeting room that allows for proper social distancing of 6 feet or more among participants.
- Face coverings may be removed to eat or drink
- If you believe you or a family member have been exposed to COVID-19 you should self-quarantine as per public health orders specify.

### **IMPORTANCE OF UNDERSTANDING COVID-19**

Coronavirus (COVID-19) as previously stated is an illness caused by a virus that can spread from person to person. Symptoms can range from mild or no symptoms to severe illness. The virus that causes COVID-19 has spread throughout the world. You can protect yourself and others from the virus by;

- Avoiding close contact with others
- Wearing a face covering that covers your nose and mouth in public settings
- Cleaning and disinfecting frequently touched surfaces
- Washing your hands often with soap and water for at least 20 seconds, or using an alcohol-based hand sanitizer that contains at least 60% alcohol ([cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)).

Further, you need to practice self-screening your health daily and if you are sick stay home. If you have COVID-19 symptoms stay home or in your dorm if a student.

Testing is available daily during the workweek at the New Mexico Department of Health located at:

310 S 2<sup>nd</sup> Street  
Tucumcari, NM 88401  
(575) 461-2610

### **STAYING INFORMED AND READY TO RESPOND**

Mesalands administration and designated staff are closely monitoring reports on the status of COVID-19 from the New Mexico Department of Health, as well as other reporting received from the New Mexico Higher Education Department. It is all of our duty to help reduce the spread of COVID-19 on campus, in the community, and in our state.

If the need arises, campus activities may be limited or halted to help in reducing the spread of COVID-19. Such need may be the result of but not limited to the following:

- Local hospital or area hospitals reaches 85% capacity for ICU beds
- Positive COVID-19 cases on-campus

Weekly meetings or special meetings as needed will occur to maintain COVID-19 monitoring on-campus and in the community. If conditions deem necessary the College may take the following actions:

- Require COVID-19 testing for faculty, staff, and students
- Investigate outbreaks on-campus
- Close campus for 48 hours or more to disinfect individual buildings or all building on and off campus
- Halt on-campus instruction
- Review and revise safety guidelines and protocols
- Communicate with campus

Please note that if the need arises, Mesalands Community College will move course delivery to online and online live based on expert guidance or state guidance. Stay-at-home restrictions may also apply based on same guidance.

## COLLEGE FACILITIES

Facilities and Maintenance staff, Institutional Technology staff, and Academic Affairs staff are working together to prepare classroom and laboratory space for the fall 2020 semester. Student Affairs staff and Administrative Affairs staff are also working with the above-mentioned staff to prepare other areas for the fall semester.

Not all spaces on-campus will require changes, primarily in offices not shared and in offices sharing space that will stagger work schedules. High traffic areas will require the use of barriers and/or special modifications.

## COURSE OFFERINGS FOR FALL 2020

The fall 2020 schedule when developed was done so with the idea that classes would resume on-campus. Due to COVID-19, we realize the need to modify some of our face-to-face offerings. We will hold face-to-face courses requiring hands-on learning beginning August 17, 2020, in an environment that allows for proper social distancing and requires the use of personal protective equipment, such as face coverings and gloves.

## CLASSROOMS AND LABORATORIES

Modifications to classrooms will allow for proper social distancing. Seating arrangements and layout to provide at least 6 feet between students and faculty, as per CDC guidelines. Appropriate signage will be posted throughout campus emphasizing the importance of social distancing.

## INSTITUTIONAL TECHNOLOGY

Plans are in place to update one or more of the College's servers prior to the start of the fall semester, to accommodate the increase in online course offerings, due to COVID-19. The College's computer labs will be modified to meet social distancing requirements so that students can complete their course work and/or their online courses.

Panopto is available for faculty to use to enhance their online courses with video lectures, as well as other enhancements. Various conferencing tools are also available for faculty and students such as Google Meet and Zoom.

## COURSE DELIVERY METHODS

Multiple modes of delivery will be used during the fall 2020 semester to help in reducing the spread of COVID-19 and allow for social distancing. Modes of delivery include the following:

- **Online (asynchronous) Delivery** – Students can complete their work using a

schedule that meets their needs. Students must successfully complete all course work by the established deadlines.

- **Online Live** (asynchronous and synchronous) **Delivery** – Course delivery will occur remotely on an established schedule for the synchronous delivery where lectures, discussions, etc. will occur. Students may also complete their course work online on their own time and must meet the established deadlines.
- **Hybrid Delivery** – Faculty will meet with students face-to-face on a regularly set schedule. Students may then complete a portion or all assignments online.
- **Face-to-Face Delivery** – Faculty and students will meet face-to-face at scheduled times. Student's schedules if necessary will be staggered in order to accommodate social distancing. At this time, the number of participants per meeting is set at *ten* to comply with public health orders and social distancing. Faculty and students will be required to wear face coverings and any other protective gear depending on the course requirements. Faculty may remove their face coverings during lectures.

Cleaning and disinfecting learning and instructional spaces will occur on a daily basis to help in preventing the spread of COVID-19. Hand sanitizer will be available throughout campus in hallways, by doors, etc. Disinfecting wipes will be in all classrooms and laboratories so students can clean their space at the beginning and end of class.

## **STUDENT AFFAIRS**

Due to current public health restrictions that limit the number of people who may congregate now no more than **five** people may gather together, plans are in development to create safe ways to offer student activities.

All activities are limited at this time and more information on student clubs, sport activities, social gatherings, and other activities. Only in-person activities that are safe and practical will initially be available for students. All student activities will require proper social distancing and the wearing of personal protective equipment, such as face coverings.

## **ATHLETICS**

### **Rodeo:**

The Mesalands Community College Rodeo Team will hold practices this fall 2020 semester in compliance with proper social distancing requirements and wearing face coverings. Social distancing is easily accommodated since all practices take place outdoors. The College has access to two arenas at different locations. Each location can easily accommodate five students.

The regularly scheduled NIRA intercollegiate fall rodeos have been rescheduled for the spring 2021 semester.

**Golf:**

The newly formed Mesalands Community College Golf Team is planning on having golf practice this fall semester with adherence to social distancing and face covering requirements. Currently, the NCCGA plans to have a full fall season of golf. Note that is subject to change at the direction of the NCCGA.

**STUDENT HOUSING**

Current plans are to have limited housing available at Stampede Village with single room occupancy only. More information is forthcoming including move in dates, etc.

**HEALTH AND SAFETY**

Mesalands Community College is following the CDC guidelines for cleaning and disinfecting. Enhanced cleaning and disinfecting measures are used to reduce the risk of and spread of COVID-19. Frequently touched surfaces are cleaned and disinfected regularly.

We encourage all faculty, staff, and students to also clean and disinfect surfaces they frequently touch. Disinfect wipes are and will be available in all offices and classroom and laboratories in use this fall 2020 semester.

We also encourage all to wash your hand often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol. Hand sanitizer will be available throughout campus for your use.

For additional cleaning and disinfecting measures, visit [CDC.gov](https://www.cdc.gov).

**SUPPLIES**

Supplies such as hand sanitizer, disinfecting wipes, additional cleaning supplies are available to help reduce the spread of COVID-19.

**FACE COVERINGS**

To the extent possible, Mesalands Community College will provide masks to students and staff. Note that at times masks are difficult to procure due to the increased demand for such supplies. Students and staff may also wear their own face coverings, such as cloth masks.

Wearing a face covering is required by the New Mexico Department of Health for anyone in a public space, with exceptions for eating, drinking, or exercising, or if otherwise advised by a health care provider. If wearing a face covering will adversely affect faculty or staff's safety or health, please contact the Personnel Specialist at [tammyh@mesalands.edu](mailto:tammyh@mesalands.edu) or by phone at (575) 461-4413 ext. 213.

## **COLLEGE TRANSPORTATION**

If using college transportation, including golf carts, etc. all people in the vehicle must wear a face covering. The sharing of vehicles is discouraged at this time unless it is a necessity.

## **REPORTING COVID-19**

Any faculty or staff member of Mesalands Community College who has tested positive for COVID-19 and had been on campus at any time 48 hours prior to the onset of symptoms or COVID-19 positive test must notify their supervisor and Personnel Specialist, Tammy Hall at (575) 461-4413 ext. 213 or [tammyh@mesalands.edu](mailto:tammyh@mesalands.edu) immediately.

Faculty or staff that test positive for COVID-19 may not come to work and must follow current CDC guidance regarding self-quarantine or self-isolation. Any faculty or staff member who has tested positive for COVID-19 will need to be cleared to return by their health care provider and in accordance with CDC guidance.

Any student is also strongly encouraged to report a positive test to Personnel Specialist, Tammy Hall at (575) 461-4413 ext. 213 or [tammyh@mesalands.edu](mailto:tammyh@mesalands.edu) immediately.

When the College is notified of a faculty member, staff member, or student with confirmed COVID-19, the Personnel Specialist will coordinate the process to notify exposed individuals (those who have been within 6 feet for 15 minutes) and disinfect buildings. The identity of the COVID-19 positive faculty member, staff member, or student will not be disclosed. Supervisors of faculty or staff who may have been in the affected building will be alerted in order to share with those staff.

## **CLEANING AND DISINFECTING AFTER COVID-19 POSITIVE CASE**

Cleaning and disinfecting all areas the positive faculty member, staff member, or student was will occur using CDC guidelines. The area will be closed for a minimum of two days with deep cleaning occurring after 24 hours.

## **COMMUNITY OPENING**

### **SMALL BUSINESS DEVELOPMENT CENTER (SBDC)**

The SBDC has continued operations since the COVID-19 outbreak. Services are available remotely and by appointment following CDC guidelines. You may contact the SBDC Director, Vicki Watson at (575) 461-4413 ext. 133 or by email at [vickiw@mesalands.edu](mailto:vickiw@mesalands.edu).

## **COMMUNITY USE OF FACILITIES**

The existing policies for use of College facilities remains in place. However, there are limits now imposed on the number allowed per gathering in order to comply with the NMDOH guidelines. The current limit is **five** people in one area with proper social distancing and face coverings required. To request and/or reserve a College room please contact Rose Brito at (575) 461-4413 ext. 114 or by email at [roseb@mesalands.edu](mailto:roseb@mesalands.edu).

## **CAMPUS VISITORS**

Currently, visits to campus are limited to guests or contractors considered essential to College operations. Any approved visitor or contractor must follow safety guidelines including proper social distancing and wearing face coverings. They will also be required to complete a safety screening.

## **TRAVEL**

As per the NMDOH any traveler to New Mexico from outside of the state must self-quarantine for 14 days. All faculty, staff, and students are expected to follow the travel guidelines set by the state of New Mexico.

College travel is limited to travel that is deemed essential, such as attending a state meeting or visiting an off-campus site. Faculty or staff who believe they have been exposed to COVID-19 while away from the College are required to notify their supervisor. Depending on the situation faculty, staff, and students may be required to self-quarantine for 14 days, or as specified by current CDC and state guidance.

## **UPDATING PLANS**

College administration and staff will make changes to this plan and College operations on an as needed basis. The Director of Public Relations will update the College Community on any changes to existing plans.