



COVID-19 STRATEGY FOR FALL 2020 RE-OPENING

As of 8/7/2020

At the UNM-Los Alamos campus, the health and safety of the staff, faculty, and student body are our chief concerns. We are fortunate to be able to adapt the plans of the UNM system re-opening protocols, as documented on the UNM “Bring Back the Pack” website, <https://bringbackthepack.unm.edu/worksite-protocols/index.html>. Specific plans for our UNM-Los Alamos campus are being updated on our local website, <http://losalamos.unm.edu/returning-to-campus/index.html>. We are also closely monitoring local, state, and national protocols and guidance. This includes the guidance and recommendations in the New Mexico Higher Education’s plan for Reopening Campuses. *(Updated July 2020.)*

Our campus has specific committees devoted to resumption planning to address and coordinate plans. These committees include: Instructional Continuity and Student Support; Coordinated Financial Planning; Operations; Health Protocols; Communications; and Community Events. The entire group meets weekly to share updates. The UNM-LA Executive Team (Chancellor, Dean of Instruction, Director of Business Operations, and Director of Student Services) has oversight of the entire process.

UNM-Los Alamos is currently planning to be open and ready for a limited number of classes and campus activities to begin on campus in August at the beginning of the fall semester. Academic leaders, managers, and supervisors are preparing to meet the guidelines as outlined in the plan.

We are currently limiting the number of people on campus and plan to encourage remote operations as much as possible moving forward. For the fall semester, individuals on campus will be limited to about 25% (or less) of what might have been “normal” in the past. On campus personnel and activities should be for only necessary and approved activities. At this point, we do not anticipate having more than 70 people on campus at any given time. (In the past, our campus may have had over 500 people on campus at a given time.) We have been successful in conducting most operations on a remote basis and will continue to do so, especially for vulnerable individuals. *(Updated August 2020.)*

All individuals coming to campus must complete the mandatory training provided by UNM Learning Central and must also respond to the UNM daily screening process on any day they will be on campus.

Our campus will continue to practice our COVID protocols: social distancing, use of face coverings/masks, frequent and thorough hand-washing, increased cleaning, and wiping down common surfaces after use.

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Campus Wide Monitoring Processes: *(Section added July 20, 2020)*

- Our campus will rely on each UNM-LA Executive Team member to monitor the processes and ensure that individuals in their areas are following protocols and guidelines.
- We will work with our local Advisory Board and the UNM administration and Board of Regents to identify trigger points that will cause the campus to return to a prior phase of operations or to return to remote operations. The recommendations will be based on the number of cases on campus, and in our community, as well as the spread rates in our area. Each member of the UNM-LA Executive Team is responsible for developing and implementing a pivot response if the need arises to move to a prior phase.
- We will follow the recommendations of the Governor related to statewide triggers that may return the entire state to a prior phase. As stated above, each member of the UNM-LA Executive Team is responsible for developing and implementing a pivot response if the need arises to move to a prior phase.
- Our local HR person and our Student Services Director will work with UNM to document the impact on transitions between phases on students and employees, particularly focused on equity and access.

Screening, Testing, and Tracing: *(Section updated August 2020)*

- We will participate in UNM's system wide daily screening/reporting system for employees and students. In addition, we have developed forms for visitors on campus (contractors, potential students, etc.) to screen, identify, and aid in contact tracing. Currently, visitors are only allowed on campus by appointment.
- We will work with the NM Department of Health, Los Alamos office, at a facility adjacent to our campus, for rapid response testing. Our contact is Mary Green, 505-662-4038.
- Our campus is contributing to the hiring of the contact tracers at UNM who will work with cases related to our campus (and others) coordinating with the New Mexico Department of Health.
- Kateri Morris will serve as our local point of contact for contact tracing. She may be reached katerim@unm.edu or by phone at 505-661-4693.

Academic Affairs (Department of Instruction)

UNM-Los Alamos plans a hybrid schedule for Fall 2020, with a combination of fully online, face to face and blended modalities. We anticipate that approximately 80% of the fall classes will be fully online, with a combination of both scheduled (synchronous) and arranged (asynchronous) modalities. The remaining fall classes are currently scheduled as face to face (slightly less than 10%) or face to face plus (blended modality, about 10%). Those that are face to face or blended are primarily classes that require more hands on or skill-based components such as science labs, art studio, welding, and shop courses, and those classes that require clinical experiences such as CNA and EMS. *(Updated August 2020.)*

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All classes with some type of face to face interaction are prepared to pivot to remote operations or alternative scheduling if needed as a reaction to changing conditions.

Face to face courses will follow appropriate safety protocols, including at least 6 feet of distancing. This typically equals approximately one-fourth of the normal capacity for utilized classrooms. For some classes, courses have been moved to larger classrooms to accommodate the distancing requirements. Student desks and seating has been rearranged to accommodate the social distancing requirements. In areas where seating cannot be moved (such as stationary laboratory tables and studio rooms), classes will be split into small groups to allow for in person attendance one day per week, while maintaining distancing requirements. Meeting spaces will be sanitized between classes and hallway traffic will be controlled to promote safe distances. Students will not be allowed to gather in groups larger than five. Common meeting spaces will be rearranged to promote social distancing protocols. Students and faculty will be required to wear masks.

UNM-LA will follow main campus re-opening protocols including the revised academic calendar for fall semester. No face to face classes will be held after Thanksgiving break. Additionally, all face to face classes will be web enhanced to facilitate any additional changes to the teaching modality that may be required. To ensure that students have adequate access to hardware, UNM-Los Alamos purchased an additional fifty laptops for loan to students, faculty, and staff.

Academic support for students has continued with remote/online tutoring since the resumption of classes during spring semester. Tutoring in math, science and English will continue remotely throughout the fall semester. *(Revised August 2020.)*

Department of Student Services

All services and programs within the Department of Student Services will continue to operate remotely through Phase 1. Direct contact information for individual staff members is provided on the campus homepage of the website. The Department includes the services of recruitment, admissions, records and registration, advising, financial aid, and all other student support and student enrollment functions.

As the campus enters Phase 2 operations, key offices that serve students will implement staggered staffing at approximately 25% or less occupancy, with students having face to face meetings by appointment only. Walk-in access may be made available when the campus enters later phases of operation and additional safety protocols have been implemented. Students who have appropriate technology and skillsets to be facilitated remotely will still be encouraged to participate in services via telephone or online communication platforms. Students will continue to have access to student support services via telephone and online options.

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The staff will work on campus, in-office, on a limited basis, at a reduced capacity of approximately 25% or less. On-campus staff can address in-person needs related to: admissions/registration, financial aid, academic advisement, testing/assessment, and administration. The majority of staff will continue to work remotely. *(Revised August 2020.)*

The staff in the department occupy one primary building and the physical layout has been modified to support social distancing and limit contact between staff, students, and visitors. Contact shields have been installed at front service counters. Lobby seating and visitor waiting areas will be inaccessible with students being allowed in the building only at their scheduled meeting time.

The New Student Orientation and associated required educational entry programs have been converted to an online format. Recruitment and outreach activities will continue to be conducted remotely. Student Government and other chartered club activities will be conducted remotely until the campus enters additional phases of operation and additional safety protocols have been implemented.

Managers will ensure that all employees are aware of and participate in:

- A daily health symptom screening survey
- University of New Mexico guidelines for Bringing Back the Pack
- Wearing of face masks except while alone in your own private office
- Mandatory self-reporting requirements should exposure to or positive test results for COVID-19 occur
- A log in/out for employees, students, and visitors to support contact tracing
- Office-specific procedures for shared equipment like copiers, phones, refrigerators, water coolers, and restrooms to include frequent cleaning for disinfecting
- Meetings in online format should continue, even if all participants are on campus

There is one building access point (set of doors) for all students. Individual doors have been labeled as “entrance” and “exit” to avoid direct contact. All students will be required to wear face coverings and maintain social distancing regulations. Working from reception counters, behind contact shields, staff will maintain distances of at least 6 feet of separation from students and from each other. Hours of operation and number of staff on campus will be based on the demand of student appointments and related duties.

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BUSINESS OPERATIONS

The primary effort of the department is to assure that the campus is clean, safe, and functioning properly. The managers of the described areas (below) will be expected to assure quality and coordinate plans with the Director of Business Operations.

CASHIERS

During Phase 1, the cashiers' team will continue to operate remotely as much as possible. The cashiers' area is open on Tuesdays and Thursdays from 8:00 am to noon. As the campus enters Phase 2 operations, the area plans be open from 8:00 am to 5:00 pm on Tuesdays and Thursdays.

FACILITIES

The departments of Facilities and Information Technology are working with our academic departments to prepare spaces for the fall semester. Utilizing the fall course schedule and scheduling software, we are preparing buildings and rooms to meet academic needs, social distancing requirements, and to develop appropriate cleaning and disinfection plans.

Protocols have been established for daily/regular cleaning of public and shared spaces. Common and shared areas will be disinfected at least three times per day, or as needed. Additional office cleaning will take place twice daily, around noon and in the evening. Personnel have been trained on appropriate cleaning procedures.

Additional procedures have been developed to address the cleaning needs if there is a documented positive COVID-19 case on campus.

HUMAN RESOURCES

The HR Department will continue to operate remotely as much as possible, but readily available to assist with all human resource functions and COVID-19 Self-Reporting questions.

PURCHASING

Purchasing staff will continue to work remotely. All deliveries will be made to the UNM-LA campus. Purchasing staff will notify purchasers when items are ready for pickup.