Employees Returning to Campus

1. Introduction

1.1 Title page

Notes:
1.2 Welcome Back!

Welcome Back Aggies!

As we return to work with the COVID-19 pandemic and begin this “new normal” in our workplace, we understand that many employees are concerned about safety as well as the changes to NMSU procedures that we have implemented. We want every employee to be assured that we are taking your concerns and the well-being of our employees seriously.

Notes:

1.3 Non-Discrimination Statement

NON-DISCRIMINATION

New Mexico State University (NMSU) is dedicated to providing equal opportunities in our employment and learning environments. NMSU does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation or protected veteran status in its' programs and activities as required by equal opportunity/affirmative action regulations and laws and University policy and rules.

Notes:
1.4 Training Tips

Training Tips

To get the most out of this module, click on each button to learn how to utilize these player elements:

- Glossary
- Resources

Notes:
Glossary

Definitions for terms used throughout this module are located in the **Glossary** tab to the left.

Resources

Additional documents and helpful links can be found in the **Resources**, located in the top-right corner of the player.
1.5 Guiding Principles

Guiding Principles

The protocols in this module were developed to reduce the transmission of the COVID-19 virus and the risk of infection to workers as the level of on-site activities increases. These protocols are supported by the NMSU leadership and aligned in all action with the Center for Disease Control (CDC) guidelines and state and local health official recommendations.

NMSU GUIDING PRINCIPLES
1. The health and safety of our students and employees are first and foremost.
2. We strive to do the right thing and always do the best we can.
3. We are transparent and consistent in our communication and communicate often.
4. Safety is a shared duty, and COVID-19 (and any transmissible disease) is a shared risk; all community members must take steps toward health and safety.
5. All decisions are based on sound research and government regulations.

Notes:

1.6 Table of Contents

Contents

What's Included...

- Basic information about Covid-19
- NMSU Protocols
  - What NMSU is doing
  - What you can do
  - Face Coverings and Personal Protective Equipment (PPE)
- Frequently Asked Questions
- Commitment Statement (must be completed for training credit)
2. Covid-19 Information

2.1 What is COVID-19?

WHAT IS CORONAVIRUS (COVID-19)?

According to the Center for Disease Control (CDC), a novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.

On February 11, 2020 the World Health Organization (WHO) announced an official name for the disease that is causing the 2019 novel coronavirus outbreak, first identified in Wuhan, China. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, ‘CO’ stands for ‘corona,’ ‘V’ for ‘virus,’ and ‘D’ for disease. Formerly, this disease was referred to as “2019 novel coronavirus” or “2019-nCoV”.

Notes:
### 2.2 Signs and Symptoms of COVID-19

<table>
<thead>
<tr>
<th>SIGNS AND SYMPTOMS OF COVID-19</th>
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<tbody>
<tr>
<td>COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from no symptoms (asymptomatic) to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Symptoms of COVID-19 may include:</td>
</tr>
<tr>
<td>✓ Shortness of breath or difficulty breathing</td>
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<tr>
<td>✓ Fever or chills</td>
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<tr>
<td>✓ Cough</td>
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<tr>
<td>✓ Fatigue</td>
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<tr>
<td>✓ Muscle or body aches</td>
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<tr>
<td>✓ Headache</td>
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<tr>
<td>✓ New loss of taste or smell</td>
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<tr>
<td>✓ Sore throat</td>
</tr>
<tr>
<td>✓ Congestion or runny nose</td>
</tr>
<tr>
<td>✓ Nausea or vomiting</td>
</tr>
<tr>
<td>✓ Diarrhea</td>
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</tbody>
</table>

Notes:

### 2.3 How to Protect Yourself & Others

<table>
<thead>
<tr>
<th>HOW TO PROTECT YOURSELF &amp; OTHERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Know How COVID-19 Spreads</strong></td>
</tr>
<tr>
<td>• There is currently no vaccine to prevent COVID-19.</td>
</tr>
<tr>
<td>• The best way to prevent illness is to avoid being exposed to this virus.</td>
</tr>
<tr>
<td>• The virus is thought to spread mainly from person to person.</td>
</tr>
<tr>
<td>➢ Between people who are in close contact with one another (within about six feet)</td>
</tr>
<tr>
<td>➢ Through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can be inhaled by people in close proximity or land on a surface and may be transferred to other people who touch the virus-contaminated surface</td>
</tr>
<tr>
<td>➢ Some recent studies suggest that COVID-19 may be spread by people who are not showing symptoms</td>
</tr>
</tbody>
</table>

Notes:
2.4 Culture of Mutual Protection

In order to reduce the transmission of the coronavirus, we must create a culture of personal responsibility and accountability and mutual protection – protection of our students, of our staff, of our faculty, and of our New Mexico community. We all need to be vigilant about health and safety in our classrooms, in our offices, in our studios, in our labs, in our dormitories, and all other Aggie spaces.

“I keep you safe, and you keep me safe”

Notes:
2.5 Reducing Spread

GOAL - REDUCE AND MINIMIZE SPREAD

The goal of our actions—individual and collective—is to reduce and minimize spread so that isolated cases do not become wide-spread infections.

1. Stay at least six feet (about two arms’ length) from other people.

2. Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.

3. When in public, wear a cloth face covering over your nose and mouth.

4. Do not touch your eyes, nose, and mouth.

Safety is a shared duty, and COVID-19 (and any transmissible disease) is a shared risk; all community members must take steps toward health and safety.

Notes:

2.6 Reducing Spread

GOAL - REDUCE AND MINIMIZE SPREAD

5. Clean and disinfect frequently touched objects and surfaces.

6. Stay home when you are sick, except to get medical care. Actively screen yourself every day to see if it’s okay to come to work or class.

7. Wash your hands often with soap and water for at least 20 seconds.

For more information on how COVID-19 spreads: CDC - How COVID-19 Spreads

Notes:
3. NMSU Protocols

3.1 What We Are Doing

OUR PART

What NMSU Is Doing:
• Modifying business hours to allow for staggered work shifts to reduce the number of people in the building at one time
• Revising workspace layouts and seating arrangements to allow for social distancing
• Reducing seating and capacity limits in classrooms, meeting rooms, break rooms, and other communal areas
• Marking hallways and stairways as one-way to reduce face-to-face traffic
• Restricting business travel to essential travel only
• Enacting updated telework guidance

3.2 What We Are Doing

OUR PART

What NMSU Is Doing:
• Requiring all employees and visitors entering our buildings to wear a face covering
• Cleaning common areas and frequently touched surfaces daily
• Providing cleaning supplies and encouraging employees to clean and disinfect workspaces throughout the workday
• Providing hand washing facilities or hand sanitizer stations throughout NMSU buildings
• Displaying posters with reminders on how to prevent the spread of germs
3.3 Changes You May See At Work

In the months to come, we will be continually monitoring the pandemic circumstances and will consider implementing technology and processes to keep our workplace safe. Some of the new changes you may experience at any of our work sites include plexiglass barriers, rearrangement of office and classroom furniture, and directional signage.

3.4 We All Contribute to Aggie Nation

Together, let’s take this seriously and follow the healthy and safe workplace standards, behaviors, and protocols below regardless of job title, position, or work location.

* Take personal responsibility to keep your work area clean, as well as any equipment you may use (e.g. copiers).
* Take care of yourself through healthy practices regarding nutrition, sleep, exercise, and ergonomics.
* Maintain privacy of NMSU information you have at home.
* Use resources wisely.
* Align work with NMSU LEADS 2025 strategic plan goals.

Notes:
3.5 What You Can Do

YOUR PART

What You Can Do:
- Stay home or go home if you are sick and keep away from other people.
- Maintain social distancing practices in the workplace. Take everyday precautions to keep space between yourself and others (stay six feet away, which is about two arms’ length).
- Clean and disinfect. Follow cleaning product instructions when cleaning your work areas.
- Wash your hands frequently or use hand sanitizer.
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.

3.6 What You Can Do

YOUR PART

What You Can Do:
- Wear a face covering when in close proximity to others.
- Replace handshakes with head nods and waves.
- Avoid using other employees’ phones, desks, offices, or other work tools and equipment when possible.
- Talk to your supervisor and/or NMSU Human Resource Services if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- Follow all NMSU university system protocols and practices.
- Be kind. Understand that this is a stressful time for everyone and an extra bit of kindness right now can go a long way.

Notes:
3.7 Steps to Take When an Infection is Suspected

**STEPS TO TAKE WHEN YOU SUSPECT YOU HAVE BEEN INFECTED**

1. **Report** by calling the NMSU Aggie Health & Wellness Center at (575) 646-1512, for advice and referral for suspected COVID-19 virus exposure.

2. **Isolate** yourself from others immediately and follow all instructions from the Aggie Health & Wellness Center.

3. **Notify** your supervisor immediately.

4. **Be aware** of who you have contact with in the workplace environment.

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**Notes:**

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3.8 Seek Medical Attention

**WHEN TO SEEK EMERGENCY MEDICAL ATTENTION**

**Look For Emergency Warning Signs* Of COVID-19**

If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

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**Notes:**
4. FAQs

4.1 Frequently Asked Questions

**Frequently Asked Questions**

**Can I continue to work from home?**
Employees will remain teleworking in most situations until told otherwise by their supervisor. Employees will return accordingly unless there is a legitimate reason for continued telework, such as an employee with a compromised immune system or caregiving responsibilities that prevents the employee from returning to the workplace temporarily. You should discuss your specific circumstances with your supervisor.

**Is it safe to return to work?**
We are taking every precaution to promote a safe workplace. We are following federal health and safety guidelines as well as guidance from our state and local governments. We are implementing practices such as regular disinfection and social distancing practices to keep our workplace healthy. Safety is a shared duty, and COVID-19 (and any transmissible disease) is a shared risk; all community members must take steps toward health and safety.

4.2 Frequently Asked Questions

**Frequently Asked Questions, Cont.**

**What if I can’t get to work?**
It is likely that some employees will have to change their normal commuting practice. Using mass transit may not be an option or may be considered too risky for some. You should take steps now to identify all potential options for a safe commute, such as using a personal vehicle or ride-share services. If you have difficulty with transportation to work, please discuss this with your supervisor.

**How will staggered work shifts impact me?**
We are staggering the start and end times of work shifts to reduce the number of people coming and going at any particular time. For example, instead of everyone working 8 a.m. to 5 p.m. and entering the parking lots, elevators, coffee areas, etc. at the same time, we will have some employees start and end their day a bit earlier or later than their traditional hours. Your supervisor will meet with you to discuss a schedule that works for you.
4.3 Frequently Asked Questions

How will positive cases of COVID-19 be handled in the workplace?
Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee contract COVID-19, steps will be taken to inform all close contacts. Employees who were potentially exposed will be sent home and given guidance on self-monitoring, testing, and return to work. A thorough cleaning of the workspace used by the infected individual will be conducted after the area is closed for sanitation.

What should I do if I feel sick?
Employees who feel ill should notify their supervisor per NMSU policy and not report to work. If you are already at work and begin feeling sick, you should notify your manager and go home immediately. Employees can utilize accrued sick or annual paid-time-off hours that may be available. You may also be eligible for other leave benefits. Contact the Benefit Services office.

4.4 Frequently Asked Questions

FREQUENTLY ASKED QUESTIONS, CONT.

Do I have to wear a mask/face covering at work?
Yes, until further notice, the state government of NM requires that face coverings be worn in all public places where six feet distancing cannot be maintained. Employees must wear a face covering when they are in positions with frequent person-to-person contact. If you feel that wearing a face covering causes a health, safety, or security risk, please speak with your supervisor and Human Resource Services.

Will we continue to have in-person meetings?
In order to promote social distancing in the workplace, some meetings will need to be restructured. You may be asked to attend an in-person meeting with limited attendees in a space that is large enough to allow for social distancing between participants. In addition, some meetings will include a virtual option for employees to participate from their personal workspace. The meeting organizer and your supervisor can provide you with guidance specific to your role.
4.5 Frequently Asked Questions

FREQUENTLY ASKED QUESTIONS, CONT.

**What should I do if I need an accommodation?**
Employees seeking accommodation should speak with his/her supervisor and/or the Office of Institutional Equity. The employee may be required to fill out the online Petition for Accommodation.

**Where do I go if I have additional questions about teleworking or leave?**
There may be options when other work adjustments such as teleworking or a private office are not feasible. Speak with your supervisor and/or Human Resources Services to determine what is available for your specific situation.
5. Conclusion

5.1 Personal Accountability Protocol

PERSONAL ACCOUNTABILITY PROTOCOL

All employees, students, and visitors are expected to follow NMSU safety guidelines. Personal responsibility is key to keeping us all safe. NMSU prohibits retaliation against any individual who reports non-compliance of established NMSU safety protocols, procedures, and policies, including reports of individuals not wearing face coverings.

Notes:
5.2 Commitment Statement

Your Commitment
To minimize the risk to public health presented by the spread of COVID-19 while performing work at New Mexico State University (NMSU), students, staff, and faculty are expected to adhere to the public health protocols and the following:

- I will limit my exposure to COVID-19 by maintaining social distancing guidelines professionally and personally.
- I will wear the appropriate cloth face covering or personal protective equipment and practice proper handwashing techniques frequently.
- I agree to closely monitor my health and will not enter an NMSU building or participate in face-to-face activities if I feel sick or if I develop or display symptoms of COVID-19.
- I agree to decontaminate work surfaces at the beginning and end of my work.

Please confirm your commitment by entering your initials next to each statement.

Notes:

5.3 Commitment Statement2

Your Commitment
To minimize the risk to public health presented by the spread of COVID-19 while performing work at New Mexico State University (NMSU), students, staff, and faculty are expected to adhere to the public health protocols and the following:

- If I have a positive test for COVID-19 and I have been on campus in the 48 hours before I was tested or I developed symptoms, I agree to immediately notify my supervisor or Aggie Health and Wellness (call 575-646-7375).
- I agree to follow all NMSU guidelines to protect the public health.
- I understand that failure to follow these expected behaviors would be detrimental to public health efforts and could impact my ability to perform work at NMSU.
- I confirm that I have read and understand the COVID-19 Safety Training materials.

Enter your full name (first and last name) Enter your Aggie ID

Please confirm your commitment by initialing each statement and entering your name and Aggie ID.

Notes:
5.4 Credits

CREDITS

Thank you to the staff and students of the School of Nursing for modeling proper face covering and PPE use!

Miriam Maske - Multi-media Specialist
Penny Jimerson – Nursing Simulation Lab Coordinator
Xavier Hoover
Jessica Domínguez
Michele Esposito
Nancy Mestre
Rosie (Maria) Dasing
Daniela Martinez
Taylor Walker
Nirbachita Biswas

5.5 Conclusion

https://training.nmsu.edu
(575) 646-7444
training@nmsu.edu

Remember...Never Stop Learning!

You May Now Close Your Browser.

Notes:
6. Face Coverings & PPE

6.1 Do I Need PPE?

NMSU requires a cloth face covering for all employees when social distancing is not feasible. A face covering is not considered personal protective equipment (PPE).

Some positions at NMSU may require personal protective equipment, such as an N-95 mask or face shield.

The next section will help you determine what, if anything, you need for your position.

Notes:
6.2 Lower Risk Workers

**LOWER RISK WORKERS**

**Definition:** *Lower exposure risk* jobs do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within six feet of) the public. Workers in this category have **minimal occupational close contact with the public or other coworkers.**

1. Occupational Safety and Health Administration (OSHA) **does not recommend** PPE beyond what is normally required for the job for this worker classification.

2. When social distancing requirements cannot be maintained, **NMSU requires workers to wear a cloth face covering.**

Notes:

6.3 How to Wear a Fabric Mask

**WHO - HOW TO WEAR A FABRIC MASK VIDEO**

[Video]

*WHO – website on When and How to Use Masks.*

Notes:
6.4 Medium Risk Workers

Definition: Medium exposure risk jobs include those that require frequent or close contact (i.e., within six feet of) with people who may be infected with COVID-19 but who are not known or suspected COVID-19 patients.

Workers in this risk group may have frequent close contact with the general public, other co-workers, or contact with travelers who may be coming from locations with widespread community transmission.

Examples may include workers with frequent face-to-face interactions, such as a cashier at dining services or a facilities and services employee who makes repairs in an occupied housing unit.

Notes:
6.5 Medium Risk Workers

MEDIUM RISK WORKERS

The type of PPE required for a worker in the medium exposure risk category will vary by work task, the implementation of administrative and engineering controls, and the types of exposures the worker may encounter on the job. In general, the worker may need protection from possible exposure via airborne (droplets) hazards and contact hazards.

1. When engineering controls such as a physical barrier or plexiglass shields are not feasible, workers in this category may need to wear some combination of gloves, face covering and safety glasses, goggles, or face shield. They may also need a gown or disposable coveralls if there is a risk of contamination to the worker's clothing.

2. The supervisor may contact EHS&PM to assist in identifying the appropriate PPE for the medium risk tasks being performed.

Notes:

6.6 Higher Risk Populations

CDC GUIDANCE ON PEOPLE WHO NEED TO TAKE EXTRA PRECAUTIONS

You will find additional information by clicking on the links below.

<table>
<thead>
<tr>
<th>People at Higher Risk for Severe Illness</th>
<th>Other Populations</th>
</tr>
</thead>
<tbody>
<tr>
<td>People Who Are Immunocompromised</td>
<td>People with Disabilities</td>
</tr>
<tr>
<td>Older Adults</td>
<td>Pregnancy and Breastfeeding</td>
</tr>
<tr>
<td>People with Asthma</td>
<td>People Experiencing Homelessness</td>
</tr>
<tr>
<td>People with HIV</td>
<td>Racial and Ethnic Minority Groups</td>
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<tr>
<td>People with Liver Disease</td>
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</table>

More for People at Higher Risk


Notes: