

## ALL UNIVERSITY MESSAGE

Dear fellow Lobos,

The 2019-2020 Academic Year has come to an end, summer classes are set to begin on June 1 and we are in the midst of planning for the 2020-2021 academic year to begin in the Fall. As you can imagine, with a pandemic sweeping the globe, states and communities in various stages of reopening and the situation continuing to change daily, planning ahead will continue to be a challenge. Much effort has been underway to plan for and implement a phased resumption of activity on the UNM campuses. Several task groups have been working to recommend action items, project plans, resource needs and communication strategies to guide us forward. Exploring multiple scenarios for the past several weeks, The University of New Mexico has been engaged in creating a safe and responsible blueprint for proceeding with the Fall 2020 semester—and beyond.

Since March 17, UNM has limited its operations to align with state and federal guidance and, above all, to protect the pack. As of June 1, we will enter an initial phase towards Bringing Back the Pack, outlined in the attached PDF. We are beginning very gradually and thoughtfully, as the safety and well-being of our community must be balanced with our mission to provide excellence in scholarship, research, patient care and service to New Mexico. Beyond the summer, if New Mexico public health orders allow, UNM will offer what many institutions across the nation are calling a “hybrid” Fall semester. We hope to conduct classes, services, and research activities, partly in-person on our campuses and partly through remote delivery. We’ll do so in a way that is equitable, strategic, and always mindful of the health and well-being of the Lobo pack, across campuses and across communities.

Since the Gallup, Taos, Valencia, and Los Alamos branches are driven by distinctive missions and local advisory boards, and are located in different regions as identified by the state for COVID-19 monitoring, they may be resuming operations based on differing time-tables as they could pursue somewhat different strategies. In addition, each of our academic programs has unique and special needs, so while many of our summer educational programs are delivered by remote instruction, others such as health science clinical education will move to in-person activity even this summer.

We recognize that the current public health emergency will likely last into the next calendar year, if not beyond, so the planning will anticipate phased resumption

and dynamic response to the current conditions. This will be done with the following principles in mind:

- We will protect the health and safety of our entire community, faculty, staff, students, and all New Mexicans.
- Practices will be guided by science, evidence-based strategies and public health principles and will align with all federal, state, local and University plans and public health directives.
- We recognize that this crisis may exacerbate inequality, and we will make decisions to protect our most vulnerable students, staff, and faculty by leading with the values of equity and inclusion.
- We will continue our critical core missions of providing education, creating new knowledge, developing creative works, providing patient care, and public service while protecting our university for the long term, as a critical resource to the state.

While this plan, out of necessity, was made quickly, it was never made in haste—and I appreciate the countless hours of hard work, cooperation, and innovation that went into developing this phased approach. This is not a blueprint for “getting by”; it is a vision for ensuring our ongoing excellence while constantly innovating, adapting, and making our community and state proud of what the University for New Mexico can do in the face of extraordinary circumstances.

The attached document will continue to evolve, so the information it contains [has been developed into a web page](#), which I encourage you to bookmark, as it will provide the most up-to-date information as we Bring Back the Pack. Please feel free to forward this link, which can also be accessed from the UNM COVID-19 page, and if you have questions, please use the FAQs submission function — we want this process to be as open and transparent as possible.

The University of New Mexico is a cornerstone institution in our state, and our public service mission is more important today than ever. Our work to create new knowledge and explore new modes of human expression, rooted in the traditions, cultures, and needs of New Mexican communities, is critical to our economy and our collective well-being. Our provision of service in many forms, including teaching, discovery, patient care and professional services, is core to our success as a state. UNM must continue to ensure equitable access for all of our communities to the services and opportunities we provide, and we must protect the most vulnerable among us, not just vulnerable from a threat to health. Despite



*May 22, 2020*

the current health crisis, caused by COVID-19, UNM must continue its work at the highest level of excellence.

I am so grateful to the members of our community for their extraordinary work during this unprecedented public health crisis, and I wish to express my deep sympathy for those who have experienced loss and uncertainty.

I'm looking forward to bringing back our pack safely.

Warm regards,

Garnett S. Stokes  
President



# Bringing Back the Pack: Phasing Our Return to Full Operations (5.22.2020)

To ensure that you have the most current information, the recommendation is that the below information is not printed out or forwarded beyond the date of the document, and that the [Bringing Back the Pack web page](#) is accessed routinely and, as needed, to obtain updated, real-time information.

## Quick links:

[Expectations for the Pack](#)

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[COVID-19 Positive Students and Employees\\* in Campus Space](#)

[COVID-19 Self-Reporting Requirements](#)

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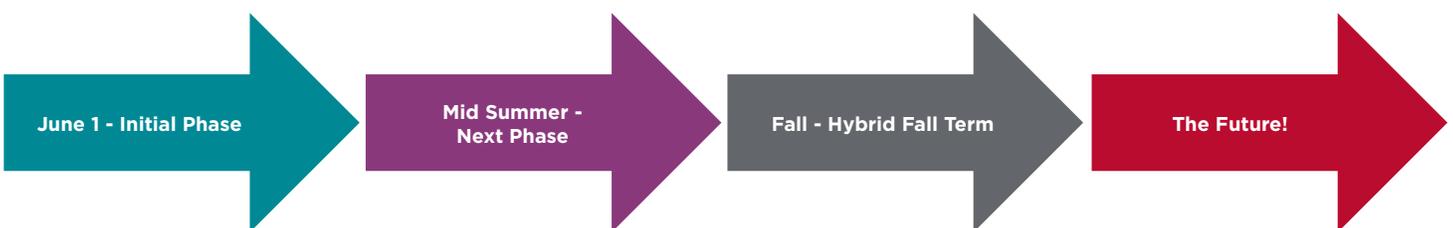
[Vendors and Contractors](#)

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[Parking Enforcement](#)

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[Protecting the Pack \(Resources\)](#)



From June 1, 2020 until approximately the middle of July, UNM will be developing a comprehensive design for Bringing Back the Pack in fall 2020. During this early summer phase, a limited group of individuals will be permitted to return to campus to start up critical functions and to support Fall planning. Services will continue to be available remotely, buildings will largely remain locked, and campus access will remain limited. Yet, our campuses will be forging the tools for protecting Lobos and helping them thrive under new and challenging conditions.

## ***In the early summer phase:***

1. UNM will resume some of the essential operations that have been put on hold since March 13, 2020, including research and creative work that require in-person access to specialized facilities and provision of services to our students and the citizens of New Mexico;

2. UNM will design and pilot, through a comprehensive presidential leadership plan, the processes necessary for protecting health and delivering education and services as more people return to our campuses later this summer;
3. UNM will prepare for a hybrid fall term in which we can deliver the critical elements of an in-person education in a controlled way that minimizes transmission of the COVID-19 virus.

In order to undertake this first phase of resumption of operations, our institutional actions must be aligned with the state's COVID Safe Practices (CSPs) for businesses ([See All Together New Mexico](#), especially pages 9, 11, 14), which include physical and policy approaches to hygiene, screening, distancing, and mask-wearing. Personal actions also focus on hygiene, self-screening, distancing, and mask wearing ([See All Together New Mexico](#), especially page 7). This is a collective effort - I will keep you safe, and you will keep me safe.

University leadership has been actively planning our phased return to full operations around an aligned strategy with integrated task teams. The practices outlined in the state document were also described in the recent memos to researchers from VP Gabriel Lopez and EVC Richard Larson. The Research Operations Continuity Task Force is still working on their next set of recommendations.

As directed by state health officials, we are phasing in our return to operations in a limited manner with an emphasis on the safety of our internal and external communities. We are ensuring that all members of our community who are able to do so continue to work and learn remotely during this phase. Some faculty, staff, and students, however, will need to return to campus when it is appropriate in order to complete their work in our mission areas.

*Within each major area of University operations: Academic Affairs, Finance and Administration, the President's Office, within the specialized areas of the Health Sciences Center, and on each of our branch campuses, leadership will communicate directly with their units to organize and prioritize the areas that can start to move to an increased on-campus presence. Managers and Supervisors should not begin asking employees to return to campus until they receive official notice from their leadership.*

In the remainder of this document we outline specific steps and actions that units must take, when authorized by their respective leadership, to allow the return of additional faculty, staff, and students to campus.

## **Expectations for the Pack**

In order to operate on campus more fully, we will have to create a culture of mutual protection – protection of our students, of our staff, of our faculty, and of our New Mexico community. In our classrooms, studios, labs, dormitories and retail spaces.

### ***The core elements of this culture will be:***

- Hygiene – frequent, regular hand-washing; frequent cleaning of spaces
- Distancing – minimizing, but not eliminating, physical proximity; limiting group sizes; creating physical barriers
- Screening – staying home while sick; actively daily screening of whether or not it's ok to come to work or class

- Masks – wearing masks all the time in public, at meetings, at in-person classes, including instructors.
- Culture – making these behaviors and actions normal social expectations so that I keep you safe, and you keep me safe.

The goal of our actions — individual and collective — is to reduce and minimize transmission so that isolated cases do not become wide-spread infections. These behaviors are critically supported by the state’s testing capacity, and by aggressive contact tracing, either by the state or by capacity created within UNM.

#### COVID-Safe Practices (CSPs)

- Stay home when experiencing COVID-19 symptoms (cough, fever, shortness of breath) or if you have been exposed to the virus. Follow [UNM’s self-reporting requirements](#).
- Promote and maintain a safe social distance in all work/common areas.
- Wear a cloth face covering or mask when in common and shared areas.
- Wash hands regularly and cover coughs or sneezes with tissue or your arm. Use hand sanitizer when hand washing is not possible, but hand washing with soap and water is most effective.
- Take ownership of your work spaces and clean personal and shared surfaces regularly with effective cleaning supplies.
- Reduce the proximity or density of employees who are required to come to campus, especially in open/crowded work areas; all employees *who can do their job effectively through telecommuting should continue to do so*.
- Work with your supervisor to telecommute if possible, or review available leave if you are unable to telecommute.

We will be returning to a new environment, and much of these protocols will be novel to all campus community members. In recognition of how difficult this may be, training in these practices is being developed and will be available to all. Recognizing that building a culture of mutual protection represents a challenge in this stressful environment, UNM has centralized access to mental health resources at [mentalhealth.unm.edu](https://mentalhealth.unm.edu). A true culture of health supports students, staff, and faculty in seeking care and well-being. Remember that UNM has wellness resources available to support our community during these difficult times.

### **On-Campus Worksite Protocols**

During the remaining time in limited operations, managers, supervisors, and academic leaders should prepare to be able to meet the guidelines below. Please note that these are not finalized guidelines but provided now so you can begin to think about how best to comply with new requirements resulting from COVID-19. Note also that while some units may move to a fuller operating phase on June 1, as directed by leadership, other units will move into this phase later; nevertheless, this is the time for all to start to plan.

***As we move toward fuller operations:***

**Everyone should:**

- Follow the COVID-Safe Practices above.
- Continue to conduct remote work to the greatest extent possible. Telecommuting should remain the default for the majority of UNM faculty, staff and students.
- Take responsibility for disinfecting personal work spaces and collaborate with supervisor plans to create a safe shared workspace.

**Supervisors should:**

- Arrange workplaces to provide for a minimum of six feet of distance between individuals.
- Design office schedules to accommodate remote work and to support social distancing in the office space.
- Close common areas where personnel are likely to congregate or modify them to minimize contact.
- Provide for meetings to take place remotely whenever possible, even for participants who may be in the same building.
- Coordinate routine and regular disinfection of common contact sites (keyboards, monitors and touch screens, door handles, multi-user equipment, etc.)
- Share training to encourage the use of tools that will reduce viral spread, including software tools for telecommuting and virtual meetings, new office housekeeping processes, and new ways of conducting business that minimize contact.
- Develop a gradual approach to bringing people back to campus while remaining flexible to all the various situations they are currently encountering (i.e., health issues, childcare, etc.).
- Communicate plans and protocols regularly and clearly.

Human Resources and the Health Sciences Center are developing training for daily cleaning and disinfecting protocols, hygiene, and respiratory etiquette (e.g., covering coughs). This training will be published soon. In addition, we are developing a method of daily screening for faculty, staff, and students to verify their health and travel status before coming to campus. This system will not be ready on June 1, 2020, so units moving into this next operating phase must use a temporary approach to verify self-screening of those who come to campus. Units should require self-reporting on the symptoms below, verbally or with a written form or text- based or other app). Units should send faculty, students, or staff home who are experiencing the following COVID-19 symptoms related to COVID-19 and direct them to obtain free testing through the Department of Health and follow the UNM Self-Reporting Protocol. Units should also keep a log of reported symptoms and individuals who went home.

Fever	Sore throat	Chills
Cough	Headache	Repeated shaking with chills
Shortness of breath	Muscle pain	Loss of taste or smell

## Additional Details Regarding On-Campus Worksite Protocols

### Cloth Masks or Face Coverings

To prevent spread of COVID-19, the State of New Mexico has mandated cloth face coverings for everyone while in public. Wear a cloth face mask during any direct communication with others or when in common/shared spaces, whether indoor or outdoor.

A cloth face mask will be mandatory when in campus common areas including, but not limited to, stairwells, hallways, breakrooms, copy rooms, elevators, conference rooms and restrooms or anytime you are in a public or common area.

A face mask will not be required when alone in your office or cubicle. However, if you are in a setting with walls or barriers that are less than five feet tall and you are within six feet of another person, you must wear a cloth face mask.

Each unit or department is responsible for ensuring the safety and wellbeing of all persons within their space: employees, students, vendors and visitors. Managers and supervisors should ensure that proper guidelines are followed for face coverings/masks and that employees and students adhere to the guidelines put out by the University. All departments should keep a supply of disposable face masks for visitors, employees and vendors on an emergency or temporary basis. Disposable masks may be ordered from Safety and Risk Services at <https://srs.unm.edu/>. Departments may also order masks through LoboMart. Note that clear masks are sometimes used to assist those who are hearing impaired see a speaker's lips; a supply chain for these masks is being developed through LoboMart.

Guests, both internal and external, visiting other areas of campus shall wear a cloth face mask whether inside or outside of a building. If you are visiting another area of campus, you must wear a cloth face mask.

See the Centers for Disease Control (CDC) website regarding everything you need to know about [cloth masks and face coverings](#).

### Workspaces and Shared Space

Units must have a plan to meet the required six-foot social distancing between individuals. Design office schedules to accommodate remote work, particularly for those using adjacent spaces, and to support social distancing in the office space. Workspaces should be 6 feet apart or separated by a barrier. As we enter into this phase of our full return to operations, units may need to install barriers for shared spaces and/or low-walled areas.

***A shared space is considered to be a work area that meets the following criteria:***

1. Has two or more persons that utilize a workstation in the same office or workspace, *and/or*
2. Is a reception area or front desk that does *not* have an existing barrier between staff members and visitors, *and*
3. Is *not* separated by walls or partitions taller than five feet and meets #1 or #2.

Where the current physical structure is not amenable to installation of barriers, units must have a plan for continued telecommuting, rotating schedules or staggered shifts.

## Social Distancing

Avoid meeting with people face-to-face. Communicate electronically, even when communicating with people in the same office or building. All meetings should take place via Zoom, Microsoft Teams, or other video conferencing software. Be sure you understand privacy considerations when sharing information electronically at your meetings. Zoom recommendations can be found at [at.unm.edu/media-collaborative-apps/zoom-web-conferencing.html](https://at.unm.edu/media-collaborative-apps/zoom-web-conferencing.html).

Do not linger in hallways, stairwells, or areas where personnel are likely to congregate such as breakrooms, copier rooms, or other shared areas. Avoid sharing elevators, but when necessary, limit persons in the elevator to two to three individuals and stand six feet apart. Adhere to social distancing when waiting for the elevator.

Most buildings will remain locked and/or badge-access only, to limit the numbers of people in our facilities. Buildings that have open hours will have those publicly displayed, including on the web and possibly using signage on the building.

Maintain social distancing in University/department vehicles and limit vehicle occupancy to no more than two people per vehicle. If two people are occupying one vehicle, each person must wear a face mask while in the vehicle.

Large events and lectures are not allowed at this time. No more than 5 persons may gather in one closed space. Departments/units are not to host large gatherings until further notice.

It is highly recommended that all documents needing review and/or signatures be routed via email or by other electronic routing/signature software such as Adobe Sign. Information on how to sign up and use the Adobe Sign service can be found at <https://creativecampus.unm.edu/adobe-sign.html>.

## COVID-19 Positive Students and Employees\* in Campus Space

If a supervisor becomes aware that a student or employee who has occupied a UNM space has tested positive for COVID-19, please recognize that individual's right to privacy regarding healthcare issues, but also recognize the concerns of other occupants.

### **Supervisor responsibility for students or employees who disclose they have tested positive:**

1. Send the individual home or instruct them not to come to work.
2. Instruct the individual to log into UNM's self-reporting system at ([https://lobowebapp.unm.edu/apex\\_ods/f?p=135](https://lobowebapp.unm.edu/apex_ods/f?p=135)) The report is electronically routed to EOHS for employees or SHAC for students.
3. Request permission from the student or employee to disclose to other employees the positive test results.
  - a. Let co-workers who were in the immediate area know of the positive results, send them home and remind them to log into UNM's self-reporting system. If the employee has not granted permission then avoid using the employee's name when speaking with co-workers.
  - b. Co-workers should follow guidance provided by EOHS related to testing and self-quarantining.
4. Supervisor should contact Facilities Management for assistance in immediately closing off areas of potential exposure.
5. EOHS/SHAC will be responsible for contacting Facilities Management (FM) to formalize the clean-up process.
6. EOHS will begin the contact tracing process, contacting the student or employee to determine areas and others that he/she has been in contact with.

7. FM will be responsible for communicating back to the supervisor and EOHS that the area has been cleaned.
8. FM will be responsible for determining when employees may report back to the worksite.
9. Supervisor should contact HR at [clientsvc@unm.edu](mailto:clientsvc@unm.edu) regarding leave options available to employees that were exposed or possibly exposed to COVID-19.

\*Similar process should be followed when a visitor or other member of the UNM community discloses positive COVID-19 test results.

## COVID-19 Self-Reporting Requirements

UNM has implemented a [policy for self-reporting](#) (*política de autoinforme*) either symptoms of or a positive test for COVID-19 in order to support efforts to slow the spread of infection. This is both to connect Lobos to resources that can support them, and to help the University assess the community impact of the virus.

This policy is specific to those individuals who are either currently working or residing on UNM main or branch campuses, or who have been physically on those campuses since April 3. It does not apply to the UNM Health Sciences Center, for which a separate HSC policy has been developed.

## Business Processes

### Vendors and Contractors

All potential vendors and contractors should be alerted to UNM Purchasing Department's [COVID-19 Health and Safety Procedures](#).

### Housekeeping - Common Areas and Individual Offices

Facilities Management will continue to clean public areas, including floors, restrooms, stairwells, hallways, lobbies, waiting areas, and conference rooms. Individuals will take ownership of cleaning personal spaces. Cleaning and disinfecting common and shared areas will be the responsibility of departments and units - supervisors should develop and communicate a clear plan and assignment of responsibilities for this using your existing office staff.

Units should stock critical housekeeping supplies (e.g., hand sanitizer dispensers located in multiple areas, cleaning supplies, paper towels, gloves, etc. in stock). They should also stock some disposable masks for vendors, guests, and employees who may not have them. The University will ensure all necessary supplies or appropriate substitutes are available to purchase through LoboMart.

Common/Shared Areas – To be disinfected at least 3x/day (opening, midday, closing and as needed)

- Entrance doors – interior and exterior doorknobs
- Light switch plates
- Office doors – exterior doorknobs
- Countertops

- Paper towel dispenser
- Sink — exterior edging and faucet handles
- Coffee pot and other small appliances
- Microwave keypad and door (to be cleaned after each use)
- Refrigerator door handle
- Copier keypad
- Tabletops
- Hand sanitizer dispenser
- Personal Space Areas — To be disinfected at least 2x/day or as needed
- Office door — interior doorknobs
- Desktop and tabletops
- Monitor
- Telephone
- Keyboard and mouse
- Chair handles
- Filing cabinet handles
- Upper cabinet/flipper handles
- Clean microwave keypad and door after you use it

Departments are advised to secure and safeguard these important supplies at the end of each business day.

## **Parking Enforcement**

As the University transitions back to normal operations, Parking and Transportation Services (PATS) will commence light enforcement of regular permitted parking and pay station spaces in the parking lots and structures. This includes parking spaces that are restricted by signage, e.g. Reserved, ADA, Patient/Guest/Visitor, Official/Service Vehicle, fire lane, no parking, etc. The light enforcement will occur during the week of June 1, 2020, to allow customers the opportunity to settle back into their normal parking behaviors. After the first week, regular enforcement will resume.

## **Telecommuting Protocols and Allowances**

While it is important that our staff and faculty are able to work as productively as possible while telecommuting, we must also, in all cases, avoid unnecessary or duplicate purchases of office supplies, office equipment, and office chairs to be used at home.

In every possible circumstance, those items should be checked-out from the workplace for use in the home environment rather than purchased. Where this is not possible, departments must follow

the [UNM Telecommuter Home Office Purchase of Supplies, Equipment, and Furniture](#) procedure for all telecommuting purchases.

## Protecting the Pack

Lobos are adaptive and clever, and can find ways to deliver education, create new knowledge, provide service to our state, and remain the engine for social mobility that makes our work so important. This will require all of us to work together, with an eye towards the safety of each other. The protocols and requirements outlined in this document are meant to work together as a set - none are perfect, but as layers of protection they can slow down and limit viral spread and reduce the chance that single infected individuals will lead to large outbreaks. Each of us defines all of us - I wear my mask to protect you, you wear your mask to protect me.

### Resources:

- For general assistance with these guidelines, please email Human Resources at [clientsv@unm.edu](mailto:clientsv@unm.edu)
- For assistance or for specific Health Sciences-related questions email [HSC-Chancellor-Admin@salud.unm.edu](mailto:HSC-Chancellor-Admin@salud.unm.edu)
- HSC Phased Approach to Return to Full Operations in Research <https://mailchi.mp/2b6057d523a6/message-from-the-chancellor-coronavirus-4414508?e=082386e148>
- UNM Travel and Food Guidelines <https://hr.unm.edu/cv19/travel-food-restrictions>
- HSC Travel and Food Guidelines [https://mcusercontent.com/59ce53c1a4dedb490bac78648/files/02c79462-53c5-407d-a3d6-1e607833c79b/Travel\\_and\\_Food\\_One\\_Pager.02.pdf](https://mcusercontent.com/59ce53c1a4dedb490bac78648/files/02c79462-53c5-407d-a3d6-1e607833c79b/Travel_and_Food_One_Pager.02.pdf)
- UNM Telecommuter Home Office Purchases of Supplies/Equipment/Furniture <https://ua.unm.edu/home-office-purchases.pdf>
- HSC Telecommuter Home Office Purchases of Supplies/Equipment/Furniture [https://mcusercontent.com/59ce53c1a4dedb490bac78648/files/d7a2ef8c-46ae-429f-87f1-1d28b9f87df0/Telecommuter\\_Home\\_Office\\_Purchases.01.pdf](https://mcusercontent.com/59ce53c1a4dedb490bac78648/files/d7a2ef8c-46ae-429f-87f1-1d28b9f87df0/Telecommuter_Home_Office_Purchases.01.pdf)
- HSC Request for Barrier Solutions for Shared Space <https://app.smartsheet.com/b/form/163a4a5b31f343fea58d6bfedc3c8059>
- UNM COVID-19 leave options <https://hr.unm.edu/cv19>
- UNM Purchasing Department's COVID-19 Health and Safety Procedures <http://purchase.unm.edu/index.html>
- UNM COVID-19 Self-Reporting Requirements <http://www.unm.edu/coronavirus/>
- UNM Purchasing Ship To Exception Request [https://forms.unm.edu/forms/ship\\_to\\_code\\_exception\\_request](https://forms.unm.edu/forms/ship_to_code_exception_request)
- CDC COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- CDC - Guidance for Cleaning and Disinfecting <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>
- CDC - Use of Face Cloths <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- WHO - Symptoms [https://www.who.int/health-topics/coronavirus#tab=tab\\_3](https://www.who.int/health-topics/coronavirus#tab=tab_3)