DUTY – HONOR - ACHIEVEMENT

Fall 2020 Return to Campus Plan and Protocols
A PHASED APPROACH

MARCH 11
Phase 1
Stay Home Order-Essential Activities Only

- Remote instruction
- Hibernation of classrooms
- Barracks and most campus buildings closed
- Essential personnel working on campus, remote work for most staff
- No travel, visitors or events

MAY 25
Phase 2
Limited Activity

- Office activities and facilities reactivated in a phased manner
- Summer courses continue on-line
- Approximately 50% staff are working remotely
- Travel, event and visitor restrictions

JULY 10
Phase 3
Ramp-Up for Fall Semester

- Staff return for training
- Some additional campus buildings reopened
- Repopulation of additional faculty and staff, with remote work continuing for many
- Faculty, staff, and student training on health and safety protocols
- Continued restrictions on travel, events and visitors

AUGUST 5
Phase 4
Phased Return of Students to Campus

- Students arrive on campus in phases
- Many staff and faculty on campus
- Continued faculty, staff, and student training on health and safety protocols
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- Continued restrictions on travel, events and visitors

AUGUST 17 - NOVEMBER 20

Phase 5
Fall Semester in Session
- Most cadets on campus
- Most staff and faculty on campus
- All campus buildings open and functioning, but in some cases stricter access
- Continued restrictions on travel, events, and visitors

Phase Lima Delta
Fall Semester in Session
- Local, regional or state-wide mandatory lock-down
- Most cadets on campus
- Only essential staff and faculty on campus
- All campus buildings closed to those other than cadets and essential personnel
- Absolute restriction to cadets leaving the Post; once departed, cannot return.
  No travel, events, or visitors

In its decision-making about reopening the Post for Fall 2020, NMMI is guided by three principles: the safety of all students, faculty, staff and their families; an ongoing commitment to offering an unsurpassed education that nurtures the mind, body and spirit; and an equal commitment to advancing human understanding through programs that heal, unify and enlighten.

Dealing with COVID-19 presents all of us with enormous challenges—not just as an educational institution, but also as a people and as a society. Now more than ever, NMMI seeks to deliver on its critical commitments to training the next generation and advancing the knowledge frontier, all shaped by its commitment to care for each person.

Creating a safe and healthy environment at NMMI for students, faculty, and staff is a shared responsibility that will require each of us to do our part and be accountable to one another for our behavior both on and off the Post.

As a condition of returning to the Post, community members are required to follow the COVID-19 related protocols, policies and requirements established by NMMI, and the New Mexico Department of Health.
Among the key responsibilities of each community member are:

- Observing physical distancing
- Wearing face coverings
- Observing personal hygiene
- Participating in health monitoring
- Protecting the community by limiting potential exposure to COVID-19
- Following NMMI expectations with respect to testing, contact tracing, quarantine, and isolation
- Reading and taking responsibility for adherence to NMMI’s COVID-19 directives and communications

This document provides up-to-date health and safety information and links to a wide range of helpful resources as NMMI prepares for the reopening of the Post for the 2020-21 academic year. In the rapidly evolving environment of a global pandemic, the likelihood that NMMI may need to change, adapt and adjust various policies and protocols is high. All members of this community are expected to read the COVID-19 related health and safety communications sent to them and to visit the NMMI.edu website regularly for updates and additional information. Flexibility and adaptability are essential, and the NMMI community must be willing to immediately adapt to changing circumstances by implementing more restrictions and/or returning quickly to shelter-in-place and/or remote instruction.

This reopening plan was developed in close partnership with local health officials and is consistent with national guidelines disseminated by the Centers for Disease Control and Prevention. In developing its plan, NMMI has received invaluable advice and guidance from advisory group of Medical Doctors.

The policies and procedures listed herein are expected of all members of the NMMI Family, including students, staff, faculty, departments, and divisions. Individual elements may implement functional-specific plans with enhanced safety guidelines (e.g., additional protocol around food services, utilities, etc.).

NMMI will plan and equip public space in all occupied and open buildings with informational signage/graphics and hand sanitizing stations.

**Purpose:**
To analyze key influences and potential options relating to the impact of the COVID-19 Pandemic on the Academic year, 2020/2021; given the proposed HED overall plan to the Governor regarding the phased approach.

The scenario being considered most likely and for this proposal combines an assumption of both face-to-face and distance learning options due to on-going restrictions on travel. This scenario also considers NMHED’s proposed phases for re-opening HED schools under Phase 3 of the plan; included herein under REFERENCES.
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FALL 2020 KEY DATES

July
- 19th ECP Adult Cadre arrive for Orientation & Certification
- 20th SLA/TLA Training
- 21st ECP Basic Camp Cadets (~40) travel to campus
- 22nd ECP start BC end 5 August
  - For MSIV Cadets:
    - They will travel 23 July to Fort Indiantown Gap, PA. Their Advance Camp aka "Agile Leader" is from 24 July - 1 August. They will leave from their home of record and return (unless otherwise coordinated) to their home of record, prior to matriculation of 5 August, or classes starting on 17 August.
- 23rd Cadet Cadre / YLCC/COPS Facilitators Arrive
- 30-31st Bronco FB, VB and Colt FB cadets Matriculate
  - Issue regarding fall sports NMAA
- 30th Preps Matriculate
  - Preps will (should) be arriving on 30 July, matriculate on 31 July, and begin the Fast Track Math/Chemistry Refresher on 1 August. The program will go through 12 August and the rest follows the schedule. – SCPO Scott
- 31st Band Matriculates

August
- 5th New JC Cadets Matriculate
- 6th New HS Cadets Matriculate
- 7th New HS Cadets Matriculate
- 13th Old Cadets/ BIS Cadets Matriculate
- **17th First Day of Classes**
- 29th 21-Day Celebration (LOI)

September
- 7th Labor Day –REGULAR CLASS SCHEDULE
- 25th Family Weekend (LOI)

October
- 5th Fair Parade Day – no classes
- 6th-9th Midterm Exams
- 14th-17th Homecoming

November
- **11th Veteran’s Day – REGULAR CLASS SCHEDULE**
- 20th Last Day of Classes
- 21-24th Final Exams
- 25th Fall Graduation
General Protocol

NMMI is a unique educational institution housing 100% of the student body (cadets) during fall and spring sessions. NMMI staff and faculty interface directly with the corps on a daily basis, 24/7. The determination of this protocol is to provide this unique family circumstance as safe of an environment as reasonable possible with the resources and facts known. Having considered various options, NMMI is determined to mitigate any viral risk to the NMMI family by keeping the Post as uncontaminated as possible. Each element coming onto the Post will be required to endure the same scrutiny of relevant scans or tests.

NMMI intends to adhere to the Centers for Disease Control (CDC) website for COVID-19 related information pertaining to Colleges, Universities and Higher Learning as the basis for all protocols listed herein; https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html

FALL 2020 KEY ASSUMPTIONS

- Various travel restrictions will remain throughout the Fall 2020 time period.
- All claimed restrictions will be verified; else, cadets will be required to travel to NMMI.
- R.A.T.s who are unable to attend in person for the fall, will matriculate as R.A.T.s the next term available.
- Late semester arrivals most typical of athletes or B.I.S are allowed given the Commandant’s / Dean’s approval.
- A quarantine period of 14 days will be required for all cadets, which will be accomplished by restrictions to Post; no furloughs. In addition, all cadets will be required to be COVID-19 tested.
- A discounted distance learning fee has been established and approved by BOR.
- Laptops will NOT be provided to restricted travel, new cadets who are unable to attend NMMI proper, due to concern regarding shipping of lithium batteries and incidents surrounding various Customs agencies holding the equipment.
- NMMI will host face-to-face and distance learning scenarios.
- All current COVID-19 CDC-based protocols will be followed.
Cadets

- Cadets are required to follow all COVID-19 related protocols to include proper handwashing, disinfecting, social distancing, mask, and testing protocols. Cadets who fail to adhere to the COVID-19 requirements are subject to disciplinary actions to include suspension from NMMI.
- All cadets, regardless of mode of travel, will be required to be screened in accordance with the Screening protocol herein.
- All cadets, at least upon first arrival will be tested per the testing protocol herein. Follow-up testing may be required for cadets who have been determined to need the testing by NMMI medical staff.
- Cadets who are able and do depart the NMMI post are required to be screened upon their arrival and prior to their return to their rooms.
- Cadets who are off post are required to follow all state-wide COVID-19 protocols in place at the time of their departure from the Post.
- Cadets who fail basic screening tests will be required to receive follow-up scanning and/or testing as determined by NMMI medical staff.
- Cadets who have been found to be “A-symptomatic” and positive for the COVID-19 virus will be quarantined into NMMI medical rooms until cleared by NMMI medical staff.
- Cadets who have been determined to have the COVID-19 and exhibit conditions which merit greater medical support will be under the prevue of the NMMI medical staff and the New Mexico Department of Health (NMDOH) for location and adequate care to include critical care facilities.
- Cadets will be required to wear masks at all times while on Post from their matriculation date until cleared via testing of having COVID-19. NMMI is engaged with a local testing lab producing results ~ 24 hrs.
- Cadets will be required to wear masks supplied to them by NMMI anytime they are off of the Post while the State-wide order is in effect.
- Cadets will be required to wear masks and apply social distancing while in the presence of public members who happen to be on post.

Staff and Faculty

- All NMMI staff and faculty are required to follow all COVID-19 related protocols to include proper handwashing, disinfecting, social distancing, mask, and testing protocols. Staff and faculty who fail to adhere to the COVID-19 requirements are subject to disciplinary actions to include suspension from NMMI.
- NMMI staff and faculty are required to wear a mask while in the presence of cadets and particularly when a 6 foot minimum distance cannot be maintained. Face shields can be used for lectures. Activities such as coaching or providing troop commands are exempt from masks as long as the social distance of at least 6 feet is maintained.
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- NMMI staff and faculty are required to wear masks when in meetings where the 6 feet distance cannot be maintained. Face shields or Plexiglas shielding are alternatives.
- NMMI staff and faculty are expected to transition in and out of the NMMI community on a daily basis. As such, it is further expected that NMMI staff and faculty will take extra precautions to mitigate risk to the NMMI community.
- Those staff and faculty who interact on a daily basis with the NMMI cadets will be required to be tested as soon as they expect to be in contact with the cadets. Thus, staff who are active at NMMI upon the arrival of the first cadets will be tested prior to that interaction. Staff who are arriving later in the matriculation process will be tested upon their arrival and results known before any interaction.
- Staff and faculty shall be screened on a daily basis via the screening protocol listed herein.
- Screening locations shall be identified to all staff and faculty members and medical logs kept in accordance with HIPAA regulations by those who have signed the HIPAA forms and trained by NMMI Infirmary or Athletic Trainers staff.
- In addition to the requirement to wear a face mask, NMMI will be providing COVID-19 testing for the protection of NMMI employees and cadets. If an employee refuses to take a COVID-19 test or wear a face mask, the employee will not be able to work for NMMI on post and must see Human Resources for additional information about leave available.

Staying Home or Self-Isolating when Appropriate

- Faculty and staff who are sick or have recently had a close contact with a person with COVID-19 are required to remain at home.
- Before coming to campus, staff and faculty who have been sick with COVID-19 symptoms, tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 (either through community-related exposure or international travel) to follow CDC guidance to self-isolate or stay home.
- To contact your primary medical provider for proper guidance on personal health.
- To call, not come in, your supervisor with any updates.
- To provide some form of medical clearance upon your return to work.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT TEMPORARY POLICY

- In light of the COVID-19 epidemic, the recently-implemented federal Families First Coronavirus Response Act (“FFCRA”), and NMMI’s commitment to the safety and well-being of our employees and other members of the community, NMMI has adopted this temporary policy (the “Policy”) that is effective until December 31, 2020.
Under this Policy, employees may take up to a maximum of two weeks of emergency paid sick leave (EPSL) in addition to other paid leave provided by NMMI, subject to the terms and conditions outlined below. Employees who qualify may also take Emergency Family and Medical Leave (EFMLEA) when a parent cannot work because their children’s schools or child care services are closed due to the pandemic.

Request for Leave and Required Documentation.

An employee who seeks to use EPSL or EFMLEA shall request such leave in writing to the Human Resources Department, stating the reason the leave is requested. A form for requesting leave under this Policy will be available from the Human Resources Department.

Documentation supporting the need for leave must be included with the request for leave, such as:

- A copy of the federal, state or local quarantine or isolation order related to COVID-19 applicable to the employee, or the name of the government entity that issued the order.
- Written documentation from a health care provider advising the employee to self-quarantine due to concerns related to COVID-19, or the name of the provider who advised the employee to self-quarantine.
- The name of the individual for whom the employee is taking leave to care who is subject to a quarantine or isolation order or is advised to self-quarantine, and the relationship between the employee and such individual.
- The name and age of the child or children being cared for; the name of the school, place of care, or child care provider that closed or became unavailable; and a statement that no other suitable person is available to care for the child during the period of requested leave.
- For children over age 14, a statement indicating the special circumstances that require the employee to provide care during daylight hours.

Carryover

Leaves available under this Policy will not carry over to the following calendar year and is in addition to any paid sick leave currently provided by NMMI.

Staff Calendar

NMMI has adjusted the staff calendar to coincide with the modified Fall 2020 academic calendar (attached)

Visitor (vendor) Protocol

All visitors to NMMI are required to follow all COVID-19 related protocols to include proper handwashing, disinfecting, social distancing, and mask protocols. Visitors who fail to adhere to the COVID-19 requirements are subject to removal from NMMI.
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- All visitors (vendors) are required to report to designated screening sites prior to entry to NMMI.
- All visitors (vendors) are required to be screened prior to formal entry to NMMI is granted.
- All visitors are required to wear face masks when on Post. Face shields are an acceptable option.
- All vendors who interact within the buildings, cadets, staff or faculty are required to wear facemasks.
- All visitors will wear a wrist band to rapidly indicate to the staff, faculty and corps that they have been screened.
  - Blue – Monday
  - Orange – Tuesday
  - Red – Wednesday
  - Yellow – Thursday
  - Green – Friday
  - Pink Weekends
- All staff family members who intend on being within the NMMI community are required to be screened prior to entry into the NMMI community.
- Parents who visit their minor cadets must adhere to the screening protocol herein prior to meeting with their cadet.
- Renting NMMI spaces
  - DLC will be restricted from public meetings for this protocol scenario.
  - Pearson and the Chapel will be allowed to rent under the current COVID-19 protocols. Interaction with the remainder of the Post will be restricted.

Access to NMMI / Parking

Standard Protocol

The purpose is to limit and direct visitors and vendors away from roving throughout the post and from traveling to the central part of the NMMI post and to direct them to various Screening locations. All scenarios consider the NMMI post bounded by Main, College, Kentucky and 19th Streets.

- Staff / Faculty Parking by NMMI Permit only. NMMI will enforce via ticket/tow those vehicles which are not permitted for the designated parking areas.
  - DLC Parking area
  - Honor Avenue as adjusted
  - McClure
  - Dow/Bates Hall
- Visitor/Vendor parking will be limited to:
  - Achievement Avenue via 19th Street and Mustang Avenue for Godfrey access.
  - The old stables pasture area; dirt and gravel area just east of Mustang Avenue.
All off-post parking areas, particularly those vacant lots located on Kentucky Street.
- Lusk Hall Parking as designated.
- Cadet/Vendor food drop-off will be limited to the designated area on Duty Avenue just east of the Infirmary.
- Sodexo staff will be parking in the lot west and south of Bates as prior.
- Infirmary staff will use the lot just West of Marshall on Kentucky.

Vendor control will be strictly enforced as per the existing protocol which does require vehicles to have an identifying placard located on the dash and as distributed by NMMI Facilities Department including a date-stamp.

Designated Screening stations are located in anticipation of the highest traffic areas.
- Infirmary West Door entrance, downstairs
- Lea Hall
- Lusk Hall
- Wilson/McClure
- Godfrey Athletic Center
- Facilities/Stables
  These designated locations are in addition to the 20+ hand-held touchless thermometers and pulse/oxygen devices already distributed.

**Temporary Fencing**

Will be used to limit visitor access to the Post without proper prior screening. New temporary fencing will be placed:

- North side of Colt Field from Saunders to the Cahoon construction area.
- Across Honor Avenue from the Cahoon construction area to the weight room tent fencing.
- Across the pathway from the Cahoon construction area to the stands on Colt Field.
- Across the pavement from Bates Hall to the field east of Dow Hall.
- Around the visitor parking area at Lusk Hall.
- Across the path from Wilson to Hagerman.
Matriculation (Large Events) Protocol

The purpose is to limit all traffic to the post proper thus mitigating any opportunity of interaction with the corps prior to proper medical screening. All parking access on the NMMI post will be restricted. Where available, gates will be closed and barricades erected. The Commandant/ Police will be responsible for any access request. The screening locations will remain generally the same with noted exceptions around the GAC as part of the matriculation LOI and screening protocol. Staff parking will be allowed at the Dow Hall parking lot and Visitor traffic and parking along Achievement and onto the Stables Pasture. Else, all parking will be limited to off-post locations.
Matriculation Day Access
Screening and Testing Protocol

- Screening
  - Screening performed at NMMI will be conducted only at approved locations by trained medical staff or those trained by NMMI medical staff.
  - Records of screening will be kept per HIPAA standards.
  - Those providing screening and keeping records will be required to sign a HIPAA consent form acknowledging the HIPAA requirements.
  - Screening shall include the following per the CDC parameters:
    - Temperature
    - Pulse
    - Oxygen content (%)

Screening questions

- Have you had COVID-19?
- Have you been around someone who has had COVID-19?
- Do you have a fever?

- Masks will be worn at all times during the screening
- Hands shall be sanitized prior to use of pulse/ox testing.
- HIPAA restricts staff from discussing any results of the screening.
- Those required to be tested for COVID-19 shall be for a viral test to determine a current infection.
- Those required to be tested shall adhere to the 14-day quarantine procedures until the expiration of the 14-day period or the results of the test are “Negative”.
- All cadets shall be tested for COVID-19 virus infection upon arrival at NMMI.
- All testing at NMMI shall be performed by or under the supervision of the NMMI medical staff located at Marshall Infirmary.

Thermal Cameras (i.e. FLIR)

- Requires FDA 510K clearance to be used as an “adjunct” screening tool for skin surface temperature readings.
- Measures temperature differences.
- Cannot determine if a person has a fever.
- Cannot determine if a person is sick, contagious or has a virus.
- A diagnostic decision can only be rendered by a healthcare professional using FDA approved methods, i.e. thermometer, blood test, viral test, etc.
Signs and Messages / Communications

- NMMI will post COVID-19 related signs in highly visible locations (e.g., building entrances, restrooms, dining areas) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).
- NMMI will post messages (for example, videos) about behaviors that prevent spread of COVID-19 when communicating with faculty, staff, and students (such as on NMMI websites, in emails, and on NMMI social media accounts) shall be in accordance with the Clery Act.

Communication Systems

- All communications shall be Consistent with applicable law and privacy policies, having students, faculty and staff report if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19, and other applicable federal and state privacy and confidentiality laws, such as the Family Educational Rights and Privacy Act (FERPA).
- NMMI will notify faculty, staff, students, families, and the public of NMMI closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

Providing for a Healthy Environment (CDC)

Hand Hygiene and Respiratory Etiquette

- All cadets, visitors, staff and faculty will adhere to proper handwashing with soap and water for at least 20 seconds, often.
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- Faculty and staff are required to cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

Cloth Face Coverings

- Any time at least a 6 foot distance cannot be assured, such as in hallways or restrooms, use of cloth face coverings are required. Face coverings should be worn as feasible and are most essential in times when physical distancing is difficult. Individuals should not touch the face covering and to wash their hands frequently.
- Note: Cloth face coverings should not be placed on:
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- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cover without assistance
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

**Adequate Supplies**

- NMMI supports healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans (where available).
- Contact NMMI Facilities Department regarding any cleaning, disinfecting or sanitary materials needs.

**Protections for Students, Faculty, and Staff at Higher Risk for Severe Illness from COVID-19**

- NMMI will offer options for faculty and staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework and modified job responsibilities).
- Offer options for students at higher risk for severe illness that limit their exposure risk (e.g. virtual learning opportunities).
- Consistent with applicable law, put in place policies to protect the privacy of people at higher risk for severe illness regarding underlying medical conditions in compliance with applicable federal and state privacy and confidentiality laws.

**PPE**

- **Masks**
  - NMMI will issue masks for all cadets as part of the uniform issue.
  - NMMI will make available masks for staff and faculty
  - NMMI will have a very limited supply of masks for visitors/vendors.
  - NMMI expects our contractors to provide masks for their employees and to wear them according to State regulations and Federal Protocols.

- **Gloves**
  - NMMI will not provide extra gloves but anticipates elements involved in healthcare, food service, or cleaning activities will be supplied with gloves and use them with proper protocols.

- **Screens (Plexiglas)**
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- The initial list of locations for the shields: NOTE: Plexiglas material is in very short supply and is back-ordered.
  - Cadet store POS #1
  - Cadet store POS #2
  - Cadet store POS #2
  - Infirmary
  - Commandants Office
  - Cashiers desk
  - Pro-shop POS
  - Library Circulation Desk
  - GAC Front Desk
  - PX POS
  - Post Office
  - IT Service Desk
  - Registrar
  - Registrar
  - Starbucks PX POS
  - Alterations
  - Dry Cleaning
  - Luna Receptionist
  - Facilities
  - Toles

Regulatory Awareness

- NMMI will work to remain aware of state or local regulatory agency policies related to group gatherings to determine if events can be held.

Mass Gatherings

- NMMI will pursue virtual group events, gatherings, or meetings, where possible, and promote social distancing of at least 6 feet between people if events are held. NMMI will limit group size to the extent possible and as required by NMDOH.
- NMMI will pursue options to convene sporting events and participate in sports activities in ways that reduce the risk of transmission of COVID-19 to players, families, coaches, and communities.
- NMMI will limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, or county).

Telework and Virtual Meetings

- NMMI will encourage telework for as many faculty and staff as possible, especially employees at higher risk for severe illness from COVID-19.
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- NMMI will replace in-person meetings with video- or tele-conference calls whenever possible.
- NMMI will continue to provide student support services virtually, as feasible.
- When possible, NMMI will use flexible work or learning sites (e.g., telework, virtual learning) and flexible work or learning hours (e.g., staggered shifts or classes) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between people, especially if social distancing is recommended by state and local health authorities.


- NMMI is limiting non-essential travel in accordance with state and local regulations and guidance.
- NMMI will encourage students, faculty and staff who use public transportation or ride sharing to use forms of transportation that minimize close contact with others (e.g., biking, walking, driving or riding by car either alone or with household members).
- NMMI will encourage students, faculty and staff who use public transportation or ride sharing to follow CDC guidance on how to protect yourself when using transportation. Additionally, encourage them to commute during less busy times and clean their hands as soon as possible after their trip.

**Designated COVID-19 Point of Contact**

The NMMI office responsible for responding to COVID-19 concerns is the President/Superintendent.

**Participation in Community Response Efforts**

NMMI is participating with state and local authorities in broader COVID-19 community response efforts (e.g., sitting on community response committees).

**Back-Up Staffing Plan**

All NMMI departments are encouraged to monitor absenteeism of employees and students, cross-train staff, and create a roster of trained back-up staff.

**Staff Training**

NMMI has committed to train students and staff on all COVID-19 related safety protocols.

NMMI will conduct training virtually or ensure that social distancing is maintained during training.
Recognize Signs and Symptoms

NMMI will conduct daily health checks or ask faculty, staff, and students to conduct self-checks (e.g., temperature screening and/or symptom checking).

Health checks should be done safely and respectfully, and in accordance with any applicable federal or state privacy and confidentiality laws and regulations. NMMI administrators may use examples of screening methods found in CDC’s General Business FAQs.

Sharing Facilities

- Encourage any organizations that share or use NMMI facilities to also follow these considerations.

Support Coping and Resilience

- Encourage employees and students to take breaks from watching, reading, or listening to news stories, including social media if they are feeling overwhelmed or distressed.
- Promote employees and students eating healthy, exercising, getting sleep and finding time to unwind.
- Encourage employees and students to talk with people they trust about their concerns and how they are feeling.
- Consider posting signages for the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746

Preparing for When Someone Gets Sick

Advise Sick Individuals of Home Isolation Criteria

- Sick faculty, staff, or students should not return to in-person classes or NMMI facilities, or end isolation until they have met CDC's criteria to discontinue home isolation.

Isolate and Transport Those Who are Sick

- Make sure that faculty, staff, and students know they should not come to NMMI if they are sick, and should notify NMMI officials (e.g., NMMI designated COVID-19 point of contact) if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- Immediately separate faculty, staff, and students with COVID-19 symptoms (such as fever, cough, or shortness of breath). Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, and
follow CDC Guidance for caring for oneself and others who are sick. NMMI will follow CDC’s Guidance for Shared or Congregate Housing for those that live in NMMI housing.

- Work with NMMI administrators and healthcare providers to identify an isolation room, area, or building/floor (for on-campus housing) to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. NMMI healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection.

- Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.

**Clean and Disinfect**

- NMMI will close off areas used by a sick person and will not use these areas until after cleaning and disinfecting
- NMMI will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.

**Notify Health Officials and Close Contacts**

- In accordance with applicable federal, state and local laws and regulations, NMMI will notify local health officials, faculty, staff, and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA)external icon, FERPA or and other applicable laws and regulations.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home or in their living quarters and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

**NMMI Medical Room Protocol**

- NMMI recognizes a scenario where NMMI will be unable to send an infected cadet home to recover and an on-campus, quarantine option, other than the on-post infirmary, may be required. As a result, housing leaders planned for COVID-19-infected students who would recover on campus, by expanding a "medical rooms" concept.
- Unused rooms would be available at times to accommodate students who were determined to need to be quarantined. Students who were required to do so, could self-isolate in one of these rooms.
- NMMI has 965 beds in 475 rooms which house at least two cadets on three floors. There are 46 common sink rooms with showers and toilets serving up to
24 cadets. One or more of these would be identified and set aside for the medical rooms and off-limits to the remainder of the corps.

- NMMI Commandant’s staff would contact those students daily (usually via phone) for a non-medical check-in. NMMI’s medical provider would make required contact with medical need students. Quarantined students would be provided food to the rooms during regular meal schedules. NMMI will stock in-room refrigerators with sports drinks and healthy snacks. The rooms will have linens, furniture, and internet. Daily trash removal, linen cleaning services and sink room cleaning protocols will be instituted.

- Students could stay for the full course of their illness; others stayed until a parent transported them home.

- In addition to medically supervised beginning of term Hygiene training, NMMI will have signs posted throughout about hand-washing, not sharing drinks, and covering coughs. Disinfectants will be kitted and provided in all sink rooms for cadets to use. These same precautions protect students many other diseases such as COVID-19.
REFERENCES

Governor Michelle Lujan Grisham’s exceptional leadership during the coronavirus crisis has enabled New Mexico to plan for a safe and careful reopening of the state including businesses, public schools and higher education. This plan outlines how higher education will participate in that reopening.

New Mexico’s Higher Education Institutions responded quickly to the pandemic. They served students with on-line, remote and alternative instruction; managed campus operations; and provided essential support, expertise, equipment and facilities to their communities and state. Virtual graduations are currently underway throughout the state and on-line classes will take place throughout the summer.

New Mexico’s Higher Education institutions are planning to provide a mix of in person and remote classes, operations and expand research and service efforts by the fall term. Be assured, higher education will take a measured approach to reopening campus facilities and protocols will be deployed to reduce virus transmissions. Future decisions will depend on the epidemiological data, public health models, COVID Safe Practices (CSPs), mass gathering limits and other directives from Governor Lujan Grisham. Recommendations from the New Mexico Reopening Plan drafted by the Economic Recovery Council will also inform higher education’s work.

The primary message is this: Opening campuses safely is the number one goal for higher education. This document provides guidelines that higher education will use to achieve that goal. Developing the specific plans for each institution is the responsibility of the leaders at that institution. New Mexico’s college and university differ in mission, location and governance structure, and one plan will not fit all institutions. While the Presidents all urged flexibility for their unique situations, all are deeply committed to remaining agile, responsive, and vigilant if quick modifications are necessary.

Katharine Winograd
Higher Education Advisor
Executive Summary: Reopening Campuses

Why is it important to reopen higher education institutions?
New Mexico’s future depends on higher education. The people who provide health care, conduct medical and scientific research, take care of the vulnerable, teach our children, keep our communities safe, drive the trucks, farm and ranch the land, run the large and small businesses, create the arts, grow the next generation of tribal leaders and run the vital services of government—all of these people get their education at community colleges and/or universities. Our culture, commerce, and the future fiscal success of the state depend on a vibrant system of higher education. Higher education provides a public benefit to New Mexico and is critical to New Mexico’s economic and social recovery.

Why specific college and university plans may differ?
Colleges and universities throughout New Mexico have different missions, serve different students (e.g., graduate students, career technical students, adult basic education students). College and universities also are located throughout the state. Higher education institutions also have unique governance structures. Although each campus will follow the Governor’s state-wide directives, it is important to note that each college and university will design plans with protocols, guidelines and schedules that address the diverse safety needs and issues for their students, faculty, staff and community members.

What the governor expects to see in higher education institution plans
Although specific colleges and university plans are likely to differ, Governor Lujan Grisham expects that all plans will include detailed information about opening the campus in a phased process; monitoring health conditions to ensure the detection of infection; containment strategies to prevent the spread of the disease if detected; and a shutdown plan in the event of short- or long-term closure of a campus or a resurgence resulting in a state-wide executive order from the Governor.

What will campus leaders need to reopen campuses safely and quickly?
Higher education leaders are requesting guidance and support for testing and tracing. These two critical activities are resource intensive and very costly. The state and the institutions need to collaborate if these requirements are to become a reality. Higher education leaders also need help reducing employees’ risk of exposure, steps required to address absenteeism, changes in student and employee expectations, interrupted supply/equipment delivery for classrooms, and training for faculty and staff. Additional topics of concern include how to define vulnerable individuals; if vaccinations for students and employees can be required; and how to expand the state’s limited broadband services for students and employees, particularly for Tribal Colleges and other institutions serving at-risk students.

### Detailed Overview of Campus Reopening Phases

Failure to minimize impacts of Covid-19 will result in return to previous phases as necessary
*Guidelines and protocols developed and approved by each institution*

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>PHASE 1 (Late May/June to July)</th>
<th>PHASE 2 (July/Early to Mid-August)</th>
<th>PHASE 3 (Mid-August - Unknown)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gathering Size - 5 or &lt;</td>
<td>Follow Max Group Size Set by Governor</td>
<td>Follow Max Group Size Set by Governor</td>
<td>Follow Max Group Size Set by Governor</td>
</tr>
<tr>
<td>Tier I Essential Operations</td>
<td>Staff Operate with social distancing and other necessary protocols to do essential work</td>
<td>Remote Work Continues Social Distance Protocols required Vulnerable Workers Stay Home</td>
<td>Remote Work Continues Social Distance Protocols required Vulnerable Workers Stay Home</td>
</tr>
<tr>
<td>Tier III Other Operations and Services for Students and Employees</td>
<td>No Change - Remote Work</td>
<td>Remote Work Continues Social Distance Protocols required Vulnerable Workers Stay Home</td>
<td>Remote Work Continues Social Distance Protocols required Vulnerable Workers Stay Home</td>
</tr>
<tr>
<td>Work Study Students, Graduate Students and Other Student Employees</td>
<td>Remote Work, Social Distance, Special Protocols and Only Essential Work (Research)</td>
<td>Remote Work Continues Social Distance Protocols required Vulnerable Workers Stay Home</td>
<td>Remote Work Continues Social Distance Protocols required Vulnerable Workers Stay Home</td>
</tr>
<tr>
<td>Opening Classes to Students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes - Online Only</td>
<td>No Change - Online classes will continue</td>
<td>No Change - Online classes will continue</td>
<td>No Change - Online classes will continue</td>
</tr>
</tbody>
</table>

REV. 07012020a  OPR - COS  23
## NMMI Fall 2020 Return to Campus Plan and Protocols

<table>
<thead>
<tr>
<th>Classes - Flex (On-line with some lab/hands on or small class time)</th>
<th>On-line with limited hands on and face to face classes (with exceptions for essential workforce training)</th>
<th>Social Distance Protocol required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes - Classroom, face to face</td>
<td>No Change - Closed</td>
<td>Very Limited, determined by data and directives. Size restrictions for social distancing and max group size, protocol required</td>
</tr>
<tr>
<td>Labs/Hands-on Instruction/CTE Classes</td>
<td>Only For Essential Programs With Strict Protocols</td>
<td>Follow Max Group Size Set by Governor</td>
</tr>
<tr>
<td>Research Labs Open to Students</td>
<td>Only Critical Faculty and Students Following Social Distancing and Strict Protocols</td>
<td>Social Distance Protocol required</td>
</tr>
<tr>
<td>Apprenticeships, Clinical, Service Learning, etc.</td>
<td>No Change - Essential Programs Only with Strict Guidelines and Protocols</td>
<td>Social Distance Protocol required</td>
</tr>
</tbody>
</table>

### Opening Campus Support Systems to Students

<table>
<thead>
<tr>
<th>Dorms/Required Food Service</th>
<th>No Change - Limited Occupancy, Additional Cleaning Protocols</th>
<th>Well Defined Protocols and Strict Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeteria/Food Service</td>
<td>No Change - Services for Students in Dorms Only - Additional Cleaning Protocols</td>
<td>Strictly Limited Protocol required Follow Max Group Size Set by Governor</td>
</tr>
<tr>
<td>Specific Student Centers (I.e. VA Center)</td>
<td>No Change - Closed</td>
<td>Social Distance Protocol required Follow Max Group Size Set by Governor</td>
</tr>
<tr>
<td>Student Food Courts</td>
<td>Follow State Guidelines for Businesses, Pick-up only</td>
<td>Follow State Guidelines for Businesses, Very Limited</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Libraries</th>
<th>No Change - Closed</th>
<th>Limited Services - Based on capacity (follow max group size set by Governor) and safety limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testing Centers</td>
<td>On-line Where Possible Limited Services - Based on capacity and safety limits</td>
<td>Social Distance Protocol required Follow Max Group Size Set by Governor</td>
</tr>
<tr>
<td>Computer Labs</td>
<td>Only Essential Use With Strict Protocols - Additional Cleaning Protocols</td>
<td>Social Distance Protocol required Follow Max Group Size Set by Governor</td>
</tr>
<tr>
<td>Gyms/Fitness Centers</td>
<td>No Change - Closed</td>
<td>Social Distance and Reduced Capacity</td>
</tr>
<tr>
<td>Bookstores</td>
<td>Follow State Guidelines for Businesses, Curbside Pick-up</td>
<td>Social Distance Protocol required</td>
</tr>
<tr>
<td>Low-risk recreation/sports (non-contact like golf)</td>
<td>Limited with Social Distance and Protocol required</td>
<td>Closely following national guidelines offered by associations and conferences for Athletics (i.e. NCAA, NAIA, NFCA). No fans, gatherings meet max group guidelines set by Governor</td>
</tr>
<tr>
<td>High-Risk Recreation/sports</td>
<td>None</td>
<td>Closely following national guidelines offered by associations and conferences for Athletics Social Distancing and Specific Fan Protocols (which might include no in person fans) will be</td>
</tr>
</tbody>
</table>
### Resource Guide:

**Applicable Federal, State, Local and Association Rules, Regulations and Guidance Re: COVID-19 Health and Safety**

**Federal**

1. Considerations for Institutes of Higher Education, CDC (May 21, 2020)  

3. Institutes of Higher Education, FAQs for Administrators, CDC  

4. Guidance for Institutions of Higher Education with Students Participating in International Travel or Study Abroad Programs, CDC (March 9, 2020)  

5. Nonpharmaceutical Interventions (NPIs), Students at Institutions of Higher Education, CDC (August 26, 2019)  
https://www.cdc.gov/nonpharmaceutical-interventions/school/students-institutions-higher-education.html

6. Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020, CDC  

7. COVID-19 Guidance for Shared or Congregate Housing, CDC (April 25, 2020)  

8. Guidance for Cleaning and Disinfecting, Public Spaces, Workplaces, Businesses, Schools and Homes, CDC/EPA (April 28, 2020)  

9. Guidance for Cleaning and Disinfecting, Public Spaces, Workplaces, Businesses, Schools and Homes, Decision Tool, CDC (April 23, 2020)  

10. Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes, CDC (May 7, 2020)  

11. Cleaning and Disinfecting Your Facility, CDC  

12. Use of Cloth Face Coverings to Help Slow the Spread of COVID-19, CDC  


15. Framework for Non-COVID-19 Care, CDC

16. COVID-19 Healthcare Systems Tips, CDC

17. Contact Tracing Resources (May 22, 2020), CDC

18. Coronavirus in the United States--Considerations for Travelers (May 22, 2020), CDC

19. Travel: Frequently Asked Questions and Answers (May 20, 2020), CDC

20. People Who Need to Take Extra Precautions, including “Racial and Ethnic Minority Groups” (May 14, 2020), CDC

21. People Who Are at Higher Risk for Severe Illness (May 14, 2020), CDC

22. CDC Activities and Initiatives Supporting the COVID-19 Response and the President’s Plan for Opening America Up Again, CDC (May 17, 2020)

23. Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission, CDC

24. If You Sick or Caring for Someone (May 24, 2020), CDC
25. When Can You Be Around Others After You Had or Likely Had COVID-19 (May 2020), 
CDC https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-
    isolation.html

    ncov/daily-life-coping/going-out.html

27. At Home (May 21, 2020), CDC https://www.cdc.gov/coronavirus/2019-
    ncov/daily-life-coping/at-home.html

28. Updated Interim Enforcement Response Plan for Coronavirus Disease 2019 (COVID-
    19), OSHA https://www.osha.gov/memos/2020-05-19/updated-interim-enforcement-

29. Revised Enforcement Guidance for Recording Cases of Coronavirus Disease 2019 
    (COVID-19), OSHA https://www.osha.gov/memos/2020-05-19/revised-enforcement-

30. Healthcare Workers and Employers, OSHA https://www.osha.gov/SLTC/covid-
    19/healthcare-workers.html

    Frequently Asked Questions (FAQs), DOE (March 2020) 
    and%20Coronavirus%20Frequently%20Asked%20Questions.pdf

32. What You Should Know About Covid-19 and the ADA, the Rehabilitation Act, and 
    Other EEO Laws, EEOC (May 7, 2020) https://www.eeoc.gov/wysk/what-you-should-

33. COVID-19 and the American Workplace, DOL, Wage and Hour Division 
    https://www.dol.gov/agencies/whd/pandemic

34. Pandemic Preparedness in the Workplace and the Americans with Disabilities Act, 
    EEOC (March 21, 2020) https://www.eeoc.gov/laws/guidance/pandemic-
    preparedness-workplace-and-americans-disabilities-act

35. Opening Up America Again, the White House. 
    https://www.whitehouse.gov/openingamerica

STATE OF NEW MEXICO
NMMI Fall 2020 Return to Campus Plan and Protocols


LOCAL


HIGHER EDUCATION ASSOCIATIONS


3. Core Principles of Resocialization of Collegiate Sport, NCAA
   https://www.ncaa.org/sport-science-institute/core-principles-resocialization-collegiate-sport

4. National Junior College Athletic Association COVID-19 Information,
   https://www.njcaa.org/general/2019-20/releases/20200616eut4zh
New Mexico Military Institute
Office of the
Chief Financial Officer
101 West College Blvd., Roswell, NM 88201
Tel.: (575) 542-8000  Fax: (575) 542-8007

Memorandum

Date: 17 June 2020
From: COL Judy Schoenewald, Chief Financial Officer
To: Faculty and Staff

Subject: Administrative Holidays for 2020/21 CORRECTED, due to Covid-19 necessary adjustments

1. During the absence of orders, NMMI will be staffed on limited business hours, 07:30 hrs - 15:30 hrs.
   During regular business hours, NMMI will be staffed on regular business hours, 07:30 hrs - 16:30 hrs.

2. Uniformed personnel are expected to be in duty uniform during regular office hours. All personnel are
   expected to be in professional apparel at all times. Please remember, we have guests on campus all year long,
   therefore we must dress accordingly and remain in compliance with NMMI’s Dress Code and Personal Appearance 5.02.1.

3. Below listed, please find NMMI’s yearly schedule for School Year 2020/21 which is subject to change at
   the discretion of the President/Supintendent.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Jul 20</td>
<td>Start of</td>
</tr>
<tr>
<td>07 Sep 20</td>
<td></td>
</tr>
<tr>
<td>05 Oct 20</td>
<td></td>
</tr>
<tr>
<td>11 Nov 20</td>
<td></td>
</tr>
<tr>
<td>25 Nov 20</td>
<td></td>
</tr>
<tr>
<td>26 Nov 20</td>
<td>Through 27 Nov 20</td>
</tr>
<tr>
<td>30 Nov 20</td>
<td>Through 11 Dec 20</td>
</tr>
<tr>
<td>14 Dec 20</td>
<td>Through 1 Jan 21</td>
</tr>
<tr>
<td>04 Jan 21</td>
<td>Start of</td>
</tr>
<tr>
<td>18 Jan 21</td>
<td></td>
</tr>
<tr>
<td>15 Feb 21</td>
<td></td>
</tr>
<tr>
<td>22 Mar 21</td>
<td>Through 26 Mar 21</td>
</tr>
<tr>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>29 Mar 21</td>
<td>Through 14 May 21</td>
</tr>
<tr>
<td>2 Apr 21</td>
<td>and 5 Apr 21</td>
</tr>
<tr>
<td>17 May 21</td>
<td>To Fall Matriculation</td>
</tr>
<tr>
<td>31 May 21</td>
<td></td>
</tr>
<tr>
<td>05 Jul 21</td>
<td></td>
</tr>
</tbody>
</table>

   Regular Business Hours
   Labor Day / Limited Business Hours
   Fair Parade / Offices Closed
   Veterans Day / Limited Business Hours
   Offices Closed at noon
   Thanksgiving Break / Offices Closed
   Limited Business Hours
   Christmas/New Year’s Break / Offices Closed
   Regular Business Hours
   Martin Luther King Day / Offices Closed
   Presidents Day / Offices Closed
   Spring Break / Offices Closed
   Limited Business Hours (JPA former API)
   Regular Business Hours
   Easter Break / Offices Closed
   Limited Business Hours
   Memorial Day (Observed) / Offices Closed
   4th of July Holiday Observed / Offices Closed