

## SUMMARY GUIDE TO FALL 2020 at UNM for INSTRUCTORS

July 17, 2020

Beginning August 17, 2020, The University of New Mexico will offer a hybrid Fall Semester of partially face-to-face and partially remote classes.

About 6.5% of classes on the UNM-Albuquerque main campus will be fully face-to-face, another 24% are currently planned as face-to-face plus remote, and the remaining 70% of courses are planned for fully remote delivery. This brings the total number of students attending a class in-person on campus to about 1200 at peak times, with an average of about 900 students at regular times.

Instructors should plan Fall 2020 classes with the following in mind:

Students coming from out-of-state and from other countries are required by the state to self-quarantine for two weeks. UNM is advising students to arrive in New Mexico no later than a week before the beginning of classes. During the first week of classes, out-of-state and international students should be supported in completing course work remotely, in observance of their quarantine. Even face-to-face and face-to-face plus courses should be designed to allow remote participation in the first week of classes for these students.

It is possible that at some time during the term a student in your face-to-face or face-to-face plus remote class will be diagnosed with COVID-19. In that event, you will be asked to offer your face-to-face meetings remotely for two weeks so that your students and you can self-isolate and protect the community by doing so. Your classroom space will be thoroughly sanitized and you and your students and you will be supported in addressing health concerns and accessing testing.

Students face significant obstacles this Fall as they struggle to stay in school in the midst of job and food insecurity, family responsibilities, isolation, illness or fear of illness, and the different time management and learning demands of hybrid delivery. Faculty face many of these challenges as well. The flexibility that faculty offered in Spring 2020 provided real benefits in helping students persist in school. We cut our drop rate in half in the Spring! Please offer flexibility, including alternative ways of completing course work for students experiencing significant stress or health concerns, this Fall.

Presence on campus will remain limited and services, when possible, will generally be provided remotely. It is important to continue to limit your presence on campus and to work from home as much as possible with a reduction of COVID-19 transmission as the goal.

This document outlines the results of the last few months of planning. We recognize that public health conditions may change, and result in changes in our guidelines. We are also engaged in bargaining with UAUNM over the impacts of these arrangements for faculty, and acknowledge that this bargaining may modify elements of the plan.

Please remember that UNM and your class may need to shift to a more fully remote delivery of the curriculum due to health considerations and State of New Mexico regulations at any time.

Thank you for your hard work this past Spring and your continuing work in preparation for the Fall.

UNM is maintaining full updated information of record for Faculty, Students, and Staff on the site <https://bringbackthepack.unm.edu> with detailed guidelines added as available.

The following is a short working summary for instructors on UNM-Main campus guidelines and planning for Fall 2020. HSC and Branch Campus Instructors should follow campus-specific guidelines.

## PRINCIPLES

- 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.

As a public institution, the University of New Mexico is required to follow health regulations and guidelines as they are issued by the State of New Mexico, including those prepared by the NM Higher Education Department.

## FALL 2020 HEALTH, CLASSROOM and ENVIRONMENT in BRIEF

For detailed information and updates, see <https://bringbackthepack.unm.edu/>.

### **Mandatory Training**

All employees are required to take 'Bringing Back the Pack: Phasing Our Return to Full Operations' training in Learning Central to learn about how to safely return and operate while on campus.

### **Masks Required in Public Spaces**

In accordance with state regulations, a mask or appropriate face covering must be worn by all individuals in all public spaces. All areas of UNM campuses and classrooms are public spaces, with the exception of offices or office areas used by a single individual or used in accordance with supervisor scheduling for social distancing. Face shields do not meet health and safety standards at UNM. Employees, including faculty, staff, and student employees, who do not wear masks appropriately in their workspaces may be subject to disciplinary action. Employees are encouraged to procure their own masks, but if unable to, these will be provided. Individuals are responsible for regular cleaning of their own masks. Units should stock spare masks to provide for those who forget to bring a personal mask to campus, or to replace a worn out mask, if necessary. Units should stock some spare masks to provide for those who forget to bring a personal mask to campus. See the

STUDENT HEALTH REQUIREMENTS section of this document for more information on how to protect your classroom environment by requiring masks.

### **Signage**

Consistent university signage indicating necessary social distancing demarcations, health protocols, and space occupancy, and directional flow of movement will be posted throughout campus and in classrooms and should also be used by individual units. The External Communications Task Force has put together a [repository of signs](#) for departmental and building use.

### **Hand Washing and Sanitizer Stations**

Individuals on campus should wash hands with soap and water regularly and avoid touching their faces. Facilities Management and Safety & Risk Services are installing more hand sanitizer stations in common areas and near elevators. Common areas include main public entryways, corridors, and break rooms where no sink and soap dispensers exist.

### **Daily Symptoms Reporting**

Faculty, Students, and Staff will be required to report if they have symptoms through the 'Daily Symptoms Reporting' system before being cleared to come onto campus. A daily e-mail message, "covidscreen@unm.edu" directs individuals to a simple symptom screener. (Some individuals without internet access may use paper reporting). See STUDENT HEALTH REQUIREMENTS).

### **Testing**

Detection of nucleic acid of the virus in respiratory secretions (nasopharyngeal, nasal and others) is currently the best way to detect that a person is infected. Symptomatic students, faculty, and staff as well as those who have been in contact with diagnosed individuals are the highest priority for testing. For students, SHAC will provide appropriate direction to a testing center. Faculty and Staff may access screening and testing via services, such as UNMH Respiratory Care Center (RCC), listed here: <https://cv.nmhealth.org/public-health-screening-and-testing/>.

### **Contact Tracing**

UNM is working with the New Mexico Department of Health to conduct contact tracing on positive cases of SARS-CoV-2, the cause of COVID-19. UNM has hired additional contact tracers who will be trained and functionally managed by NMDOH, to focus on contact tracing for UNM related infections. Students who test positive should contact Student Health and Counseling (SHAC), 505-277-3136, which will collect information in support of NMDOH efforts, provide student guidance regarding health recommendations, coordinate with housing to facilitate isolation and return to classes, and coordinate with facilities for environmental cleaning and decontamination. Faculty and staff who test positive should contact UNM Employee Occupational Health Services (EOHS), 505-272-9199, which will coordinate with NMDOH and provide guidance and support on health recommendations and isolation. Contact tracers will contact faculty, students, and staff about possible exposures.

### **Self-Reporting**

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. It does not apply

to the UNM Health Sciences Center, for which a separate [HSC policy](#) has been developed.

### **Modified Fall 2020 Academic Calendar/Schedule for Main Campus and Branch Campuses**

UNM modified the Fall calendar to reduce travel and associated public health risks. The traditional "Fall Break" has been replaced with two Break Days: Wednesday, October 7 and Tuesday, November 3. The last day for in-person teaching on campuses is Wednesday, November 25. A remote instruction week is scheduled for Nov. 30 to Dec. 4 and a remote final exams week for Dec. 7-12. Please see <http://registrar.unm.edu/semester-deadline-dates/fall-2020.html>. The detailed Fall 2020 course schedule is being constantly updated. The Fall course schedule provides information about course delivery modality with indications about times/locations for face-to-face and/or remote classes. This information is being used to map and plan a socially distant Fall campus experience. This video for students explains how to understand indications on the Fall schedule: <https://vimeo.com/435746729>.

### **Health, Accessibility, and Mental Health**

Faculty, staff, and students at high risk for complications from COVID-19 should coordinate with Human Resources (faculty and staff) or the Accessibility Resource Center (students) for support and possible accommodations. Faculty, staff, and students who are at high risk for complications are not prohibited from campuses, but are encouraged to seek medical guidance, and may seek relevant services or accommodations. Mental health resources are described and can be accessed via [mentalhealth.unm.edu](http://mentalhealth.unm.edu). Individuals qualified for ADA accommodations relative to the mask requirement, including individuals with documented health concerns such as asthma, should consult with Accessibility Resources Center (students) and Human Resources (faculty and staff).

### **Re-Opening Approval Process and Presence on Campus**

Departments must [submit a formal Facility Re-open Request on the Facility Re-open Request website](#) in consultation with their Dean. As part of the request, Facilities Management is notified to prepare your area utilizing custodial services, maintenance services, HVAC checks, and to install signage in common areas. Safety & Risk Services will review the department's plan to determine if an inspection is required. Departmental Chairs and Directors complete these requests in coordination with their dean or supervisor. Academic Affairs must sign off on requests.

### **Classrooms**

Classrooms will be set up for six-foot radius social distancing, with clear occupancy labeling and a target face-to-face size of no more than 25 students. Cleaning protocols require thorough and regular classroom cleaning including cleaning of surfaces. When structurally possible and consistent with best use of HVAC and health considerations of occupants, windows and doors can be open. Movement in and out of classrooms and buildings will be guided by social distancing signage and, when possible, timed entry and exit. Academic technologies is enhancing 150 centrally scheduled classrooms with a camera and microphone for basic remote participant access. A limited number of "outdoor" classrooms are available for courses with special requirements, and must be reserved through scheduling. *Ad hoc* unscheduled outdoor teaching may put the UNM community at risk.

## **Technology**

UNM IT has been working with Colleges and Schools and Academic Affairs to provide Faculty and Students with technology support for the Fall semester. This includes support for UNM Learn, Zoom Web conferencing, Kaltura for lecture capture and video delivery, new cameras and microphones for remote participation in centrally scheduled classrooms, student laptop and hotspot checkout programs, faculty/student software licensing and access, and computer lab support in the context of COVID Safe Practices. More information on services can be found at <http://cio.unm.edu/services-at-a-glance.html>. Guidance to students on computer and internet specifications is forthcoming at [computing.unm.edu](http://computing.unm.edu) (not yet published).

## **Stringent Regular Custodial Procedures**

Custodial staff are cleaning common areas twice a day and they are using cleaning chemicals that are safe for the environment while disinfecting and sanitizing surfaces.

## **Department or Unit Cleaning Protocols**

Departments are required to develop and implement internal cleaning procedures and protocols for employees to follow. Check with your supervisor for items specific to your work area so you can do your part to minimize the spread of germs and risk of infection. Take responsibility for disinfecting personal work spaces and collaborate with supervisor's plans to create a safe shared workspace.

## **Travel**

The University has restricted university-related travel until further notice, with limited exceptions for travel essential to University operations. We are carefully evaluating all university-related travel, including by car, to high incidence areas outside of and within the state on a case-by-case basis. Extended student internships or rotations necessary for degree progress are permissible and entail 14-day quarantine on re-entry of the state. See the detailed policy, including information of faculty candidate interviews, <https://bringbackthepack.unm.edu/>.

## **Research Facilities, Labs, Studios, Maker Spaces**

These spaces are subject to the re-opening approval process described above and must incorporate thorough guidelines for social distancing and safety.

## **Student, Staff, Faculty Administrative and Support Services**

As in the second half of Spring 2020, support offices for students, staff, and faculty will offer predominately remote services with some limited in-person services available on a scheduled basis and subject to UNM health protocols, including mask requirement, social distancing, and other hygiene measures. It is critical that faculty learn about support services for students on campus. For an overview, see: <https://studentaffairs.unm.edu/student-services/index.html>.

## **Faculty Development and Instructional Support**

Center for Teaching and Learning provides information and guidelines about best teaching practices on its website, information about how to use online tools, including UNMLearn and tools integrated into UNMLearn, and is offering extensive summer faculty development relative to remote and face-to-face plus remote teaching, including webinars, open labs, and one-on-one consultations. See <https://cdl.unm.edu>.

### **Campus Gyms**

Facilities Management, Athletics and Student Services are working together to develop a detailed plan to ensure a safe reopening for the university community. When campus gyms reopen, equipment will be regularly cleaned by the staff and cleaning will be required in between uses. More information will be made available soon.

### **Dining Facilities**

When Campus Dining reopens, all patrons must wear a mask when they pick up their meals. Seating will be limited and social distancing must be followed in accordance with floor markings where lines are formed. Patrons will be encouraged to utilize pre-packaged options or to call in orders prior to arrival.

### **Student Union Building**

Facilities Management and Student Services are working together to develop a detailed plan for the phased reopening of the SUB. More information will be available soon.

### **Student Housing & Residential Life**

The total number of students accommodated by campus housing in the Fall has been reduced so that all residents will have their own bedrooms and bathrooms or bathroom fixtures will be in a ratio no greater than 1:4. Separate housing to accommodate pre-diagnosis waiting periods as well as quarantining has been allocated. Students will be required to follow strict health protocols and may be asked to leave student housing if they do not. Housing is prioritized for first-year students from outside the Albuquerque area. Students arriving from outside of New Mexico will engage in

### **Transportation**

Buses and shuttles are thoroughly disinfected. Social distancing and mask wearing are in effect. Cleaning protocols are in place to wipe down handrails, overhead rails, and seatbacks every two hours. Drivers are protected by plastic curtains.

## **STUDENT HEALTH REQUIREMENTS**

Provost James Holloway has issued an administrative statement to students, which will be updated to address emerging information and State of New Mexico Regulations:

### **UNM Provost Administrative Directive on Mandatory Student Face Covering and Symptom Reporting**

July 17, 2020

Your health is important, and the health of the UNM and New Mexico community is important too. For this reason, the University of New Mexico fully subscribes to State of New Mexico public health orders on COVID-19, and expects all students to behave responsibly in this difficult time.

UNM is following Governor Lujan Grisham's [Public Health Emergency Order](#) and the [All Together New Mexico: COVID-SAFE Practices for Individuals and Employers](#) guidelines, which state: "Individuals are required to wear a face covering or mask in public spaces except when eating, drinking, or unless otherwise advised by a health care provider." UNM leadership has already stated that, per these orders and the supporting public health law, employees, students, and

visitors to UNM, must wear face coverings when they are on the campuses and in the facilities of the University of New Mexico.

The State of New Mexico public health orders allow an exception when an individual is eating or drinking. UNM honors this exception for spaces clearly and specifically designated on campus for eating and drinking; this **does not** include classroom, study, or meeting spaces. Students must follow the rules for face covering and social distancing posted in UNM facilities, including gyms and exercise facilities. Students with a documented disability or diagnosis may seek accommodation with the UNM Accessibility Resource Center (ARC).

As we approach the fall semester, the Provost and Executive Vice President for Academic Affairs is issuing this administrative directive to apply to all UNM students. All instructors shall require mask wearing in their classroom or class studio or lab and shall drop students who do not comply as outlined below:

1. All students are required to wear face masks, except when in their own dorm room or personal space, or under the state exceptions mentioned above. Students who do not wear a mask to a face-to-face class meetings on campus can expect to be asked to leave the classroom, and to be dropped from the class if failure to wear a mask occurs more than once. Students who do not wear a mask in classrooms and other public spaces on UNM campuses are also subject to disciplinary proceedings under the Student Code of Conduct.
2. All students coming to campus should screen themselves daily for COVID-19 symptoms. Effective with the fall term (and immediately for HSC students), the University of New Mexico will require that all enrolled UNM students complete a daily online symptom screening. This will be sent regularly by e-mail to all members of the UNM community, including students. (During the summer, students coming to campus may be required to provide a record of screening through other means).

This administrative directive is in effect until December 31, 2020, unless notified otherwise.

Remember, wearing a mask is a tool of mutual protection. I protect you; you protect me.

James Paul Holloway  
Provost and Executive Vice President for Academic Affairs

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## SYLLABUS LANGUAGE FOR FALL 2020 CLASSES

### Respect the UNM Community by Preserving Health

You have the ability to prevent the spread of COVID-19 and to preserve the health of fellow students, your instructor, staff and the community by following UNM health protocols. The UNM Provost Administrative Directive on Mandatory Student Face Covering and Symptom Reporting of July 9, 2020 requires that all students on UNM-Main and UNM branch campuses wear face masks in the face-to-face classroom and on campus unless they have a specific mask accommodation (confidentially documented with the Accessibility Resource Center). UNM Provost Administrative Directive is consistent with Governor Lujan Grisham's [Public Health Emergency Order, as amended](#), and the [Public Health Order of the New Mexico Health Secretary](#). It also requires daily participation in symptom screening through covidscreen, which will be sent via UNM e-mail.

*Acceptable masks and mask wearing in class:* A two-layer mask that covers the nose and mouth and that is cleaned regularly is acceptable. A face shield is not sufficient protection. It is

vital that you wear your mask correctly, covering your nose and mouth. Removing your mask for an extended period to eat or drink in class violates the Provost Administrative Directive and endangers others.

*Mask Wearing Accommodation:* Individuals with a documented disability or diagnosis may seek accommodation with the UNM Accessibility Resource Center (ARC) ([arc.unm.edu](http://arc.unm.edu)). Individuals do not need to reveal private information to an instructor. ARC will require documentation of health requirements, which will be kept confidential. The instructor will be informed only of any need for accommodation.

*Consequences of not wearing a mask properly:* Unless you have an ARC-approved accommodation, if you don't wear a mask, or if you do not wear a mask properly by covering your nose and mouth, you will be asked to leave class. If you fail to wear a mask properly on more than one occasions, you can expect to be dropped from the class. If you insist on remaining in the classroom while not wearing a mask (without an ARC-determined accommodation), class will be dismissed for the day to protect others and you will be dropped from the class immediately.

*[Optional addition from the instructor: The instructor will try to have a few disposable masks available on a first-come, first-served basis.]*

This class may move to remote delivery at any time to preserve the health and safety of the students, instructor and community. Please check [fill in your communication system] regularly for updates about our class and please check <https://bringbackthepack.unm.edu> regularly for general UNM updates.

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Guidelines for faculty action if a student challenges the face mask policy:

If a student continues to challenge mandatory face masks after a reminder that properly used face masks are required, does not subscribe to syllabus policy and the Provost Administrative Statement, and/or insists on remaining in the classroom after being reminded of the face covering policy, faculty should:

- 1) Dismiss class. Explain that you must dismiss class and that everyone must leave to protect the safety of everyone because State of New Mexico regulations on face covering are not being observed. Avoid targeting the student who is non-compliant. Communicate to the class that the Provost's Administrative Statement on Mandatory Mask Wearing and State of New Mexico regulations are being violated and, therefore, it is not safe for students to continue to be in the classroom.
- 2) Drop the student from your class. Inform the student by e-mail that the drop is due to violation of the Provost's administrative statement and State of New Mexico regulations on mask - wearing. Copy your departmental Chair or Director and Dean of Students on the e-mail.
- 3) If the student's behavior warrants disciplinary proceedings, provide to Dean of Students a factual and non-evaluative statement of how the student violated the Provost's administrative statement.
- 4) If the student's behavior constitutes an immediate threat beyond COVID-19 transmission to themselves or to another person (for example, threat of personal injury), report the concern to the behavioral threat assessment team at <https://care.unm.edu>. In case of emergency, contact the police at 911 and/or UNM campus police department dispatch at (505) 277-2241.

Visit <https://bringbackthepack.unm.edu> for forthcoming tips about how to communicate health requirements in conversations.

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## **OFFICE HOURS, E-MAIL, PHONE CALLS and FERPA**

Students often misinterpret the phrase "office hours" and may even believe that it is time that an instructor has reserved for their own research. The phrase that makes even less sense in a time of hybrid learning and social distancing. A best practice is to rename office hours as "drop-in time for students," "check-in time," "open question time," etc. and to create regular remote meetings with waiting rooms as well as remote times by appointment and to be aware of student privacy considerations, as follows. Avoid in-person office hours in Fall 2020.

### FERPA and Remote Instructor-Student Consultations

Instructors should offer appointments via phone, MS Teams, Zoom, Email (LoboMail or Outlook), or Skype for Business. For resources and guidance on technology access, visit <https://at.unm.edu/coronavirus>. To be FERPA compliant, we must practice due diligence in confirming students' identities before discussing information from student records. Keep in mind that FERPA does not apply to prospective students. The FERPA starting point at UNM is when new students attend the first day of classes. The following provides guidance on how to proceed in various remote delivery.

In all instances use your UNM account in contacting students through web-based media. Be mindful that information from student records should not sent from personal accounts.

### Phone Advising

- Begin the conversation with open-ended questions to confirm the student's identity and enrollment in your class, such as, "Do you have a question about a particular assignment?"
- End the conversation politely if the person does not appear to possess familiarity with the class, or the person begins referring to the student in a third person, using a sentence such as, "Please communicate with me via your unm e-mail address; this is not the best time for this conversation."

### Video and Audio Consultation

- Use systems that require authentication such as LoboMail, MS Teams, or Zoom, which verify a student's identity. Rely on the identity checking questions above to confirm student identity if you do not recognize the student.
- If authentication is not required, ask the student to show their UNM ID card or government issued photo ID at the beginning of the session.

### Email or Skype for Business Instant Messaging via UNM Accounts

Administrative Policies and Procedures Manual – Policy 2540: Student Email (<https://policy.unm.edu/university-policies/2000/2540.html>) sets the UNM email as a "mechanism for formal communication by the University."

- Since the UNM email system requires authentication, you may be assured that email or IM is coming directly from the student.
- To remind students of our duty to protect confidentiality, you may use the following signature and add this information to your syllabus.

E-Mail Note and Syllabus Language: In order to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), UNM students must correspond with me using their UNM email account and/or the communication feature of our class learning management system (for example UNMLearn). To protect student privacy, I cannot respond with any information contained in educational records from emails received from non-UNM accounts. For information on FERPA, please visit <http://ed.gov/policy/gen/guid/fpco/ferpa/students.html>.

Information that may be shared if a student does not authenticate or verify identity:

You may provide general information, for example, how to write a thesis statement, how to solve an equation, what assignment is due, what is the link for a resource.

### UNM Student Records Policy

Be familiar with our Student Records Policy (<http://pathfinder.unm.edu/campus-policies/student-records-policy.html>). The following is considered directory information per the UNM Student Records Policy.

- Name
- Major field of study
- Enrollment status (full-time, 3/4-time, half-time, less-than-half-time)
- Dates of attendance (matriculation and withdrawal dates)
- Degrees and awards received (type of degree and date granted)
- Participation in officially recognized activities and sports, and weight and height of members of athletic teams.

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### **FORTHCOMING:**

- **GUIDANCE on student illness and absences, as well as what to do if a student reports as COVID-19 positive or indicates an absence on covidscreen**

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### **COMMITTEES providing resources and guidance:**

President Stokes has organized seven groups to address UNM needs during the pandemic:

1. Research and Maker Spaces, Chair, VP for Research Gabriel Lopez
2. Operations, Chair, Dorothy Anderson, VP Human Resources;
3. Health Protocols, Chair, Dean Tracie Collins, College of Population Health
4. External Communications, Chair, Cinnamon Blair, Chief Marketing Officer
5. Instructional Continuity & Student Services Committee, Chair, AP Pamela Cheek
6. Sports and Athletics, Chair, Ed Manzanares, Sr. Associate Athletics Director
7. Coordinated Financial Planning, Chair, Liz Metzger, University Comptroller