

This policy applies to assessing needs and communicating actions at Central New Mexico Community College when the following has taken place:

In cases of positive COVID-19 results for students, employees, contractors, or other individuals on a CNM site or;

- When an employee/student notifies their supervisor/faculty member of exposure to another individual who has been diagnosed with COVID-19 or;
- An employee/student displays symptoms of COVID-19, such as fever, dry cough and shortness of breath, and are observed by the employee's supervisor or student's faculty member and at least one other person.

When a COVID-19 positive result is identified, the following actions take place:

On Campus: Supervisor/Faculty member immediately sends employee/student home. Supervisor/Faculty member shall immediately notify the Executive Director of Human Resources and Director of Talent Management at (jjiter@cnm.edu & kmontoya50@cnm.edu). These Human Resources representatives will forward the notification to members of the COVID Call Team who will contact COVID positive person and identify next steps.

Off Site: Supervisor/Faculty member who is notified that a student or employee offsite has received a COVID-19 positive test result, shall immediately notify the Executive Director of Human Resources and Director of Talent Management (jjiter@cnm.edu and kmontoya50@cnm.edu). These Human Resources representatives will forward the notification to members of the COVID Call Team who will contact COVID positive person and identify next steps.

Return to Campus Failures ("RTC"): Students and Employees complete the Daily Health Assessment prior to coming to a CNM location. When the student/employee indicates that they are COVID-19 positive, the Daily Health Assessment will trigger a failure that informs the COVID Call Team who will contact COVID positive person and identify next steps.

Once alerted through the mechanisms above, the COVID Call Team member shall assess the situation using the following;

- a. Emailing the student/employee requesting them to provide a phone number they can be immediately contacted at;
- b. Identifies individual employee/student risk and situation;
- c. Identifies risk of other employees/students;
- d. If necessary, contacts all others exposed to the employee/student for further follow up;
- e. Identifies and communicates time frame for quarantine/telework;
- f. Updates log of employees/students who have reported, been tested and quarantined, and permitted to return to work/school;
- g. Keeps supervisors/faculty members/leaders informed as necessary.

PANDEMIC RISK ASSESSMENT POLICY

Once the COVID Call Team member has obtained all relevant information, the Team member communicates details to Human Resources leadership and the following actions take place:

1. Human Resources shall communicate with the Pandemic Response Team members and provide relevant information about the COVID-19 event (either through email, telephone, or in meeting). The Pandemic Response Team shall discuss elements of the case and ensure appropriate communication, sanitation, and concurrence related to assessment of risk. The Pandemic Response Team includes:
 - a. General Council,
 - b. Senior Risk Officer,
 - c. Emergency Manager,
 - d. Executive Director of Marketing and Public Relations,
 - e. Director of Talent Management,
 - f. Executive Director of Human Resources.

2. Human Resources submits required reporting to the Department of Higher Education (for all COVID-19 positive events), and the Department of the Environment and OSHA for employee COVID-19 positive events (Note: the Department of the Environment and OSHA DO NOT require notification of COVID-19 positive student events)

The Executive Director of Marketing and Public Relations updates a CNM Dashboard as COVID-19 positive events are confirmed and updates the Executive Team through the Safety Committee Meeting.