San Juan College Pandemic Plan
San Juan College is committed to the health and safety of all who use our campus.

Promoting Behaviors that Reduce Spread
San Juan College is implementing strategies to encourage behaviors that reduce the spread of COVID-19.

- **Staying Home or Self-Isolating when Appropriate**
  - Students and employees will be encouraged to stay at home if they are sick, especially if they exhibit any symptoms of COVID-19 or have recently had a close contact with a person with COVID-19.
  - Human Resources has policies that encourage sick individuals to stay at home without fear of reprisals.
  - The Office of Learning has encouraged faculty to relax attendance policies and accept late work from students in addition to offering online options so that sick students can stay home without penalties.
  - CDC’s criteria can help inform return to work/school policies:
    - If they have been sick with COVID-19
    - If they have recently had a close contact with a person with COVID-19
  - This will be communicated via campus signage, as well as all employee/all student emails, social media and campus TV screens directing people to sanjuancollege.edu/coronavirus for official CDC recommendations.

- **Hand Hygiene and Respiratory Etiquette**
  - Students and employees will be reminded to frequently to wash their hands or use alcohol based hand sanitizer. Additional hand sanitizer stations have been purchased and will be positioned at building entrances and in high traffic areas.
  - Posters promoting hand hygiene and cough and sneeze etiquette are placed in conspicuous locations on campus.
  - This will be communicated by posters, as well as employee/all student emails, social media and campus TV screens, directing
people to sanjuancollege.edu/coronavirus for information on how to stay safe.

- **Cloth Face Coverings**
  - In accordance with both the State of New Mexico public health order, and recommended practices by the CDC, students and employees will be asked to wear cloth face coverings when in public spaces, when they are not in their individual work space and when physical distancing cannot be observed.
  - San Juan College has purchased 2 cloth face coverings for all full-time regular employees that need a mask. The bookstore will be selling cloth face coverings for students. Because face coverings have been required in the state of New Mexico it is thought that most students and employees will have access to them.
    - Information on the *proper use, removal, and washing of cloth face coverings* will be provided.
  - There may be situations where it is unreasonable or unsafe to wear a mask, such as when engaged in a task that requires physical exertion, or if it is contra-indicated by a medical condition. Employees should contact HR if they cannot wear a mask due to a medical condition.
  - This will be communicated via campus signage, as well as all employee/all student emails, social media and campus TV screens, directing people to sanjuancollege.edu/coronavirus for official CDC recommendations.

- **Adequate Supplies**
  - San Juan College currently has adequate supplies to support healthy hygiene for the limited opening.

- **Signs and Messages**
  - Signs are posted in highly visible areas, and additional signage has been ordered to encourage behaviors to stop the spread of the virus.
  - The San Juan College website is up to date with the current recommendations.
  - Videos have been produced to inform students and employees about behaviors to minimize risk.
  - This will be communicated via signage listed above, as well all employee/all student emails, social media and campus TV screens directing people to sanjuancollege.edu/coronavirus.
Maintaining Healthy Environments
San Juan College has implemented strategies to maintain healthy environments.

- **Cleaning and Disinfection**
  - Physical plant personnel have been trained in COVID safe cleaning practices. Rooms are being disinfected and tested for microbial activity. The physical plant team utilizes a high temperature steamer, and direct application of disinfectant to disinfect safely and effectively. After rooms are processed an "Infection Control" sticker is placed across the doorway to indicate that it has been cleaned. If classrooms, labs, or shops are being used regularly, they will be processed nightly and no sticker will be placed. [https://www.sanjuancollege.edu/coronavirus/returning-to-campus/](https://www.sanjuancollege.edu/coronavirus/returning-to-campus/)
  - Additionally, SJC has purchased a number of UV-C lights to use for disinfection in areas that are difficult or impossible to wipe clean and for spaces that may have been exposed to the virus through a confirmed case. UV-C lights are commonly used in hospitals for disinfection.
  - Faculty and students will adopt a routine of cleaning tables with surface disinfectant before and after each class period. Disinfection products and paper towels are provided to each classroom. It is best to dampen the paper towels with the cleaner/disinfectant and then wipe the surface, rather than spraying the material over the table. Let the product air dry.
  - Computer labs are being wiped down twice a day by IT staff, and instructions for students are posted for wiping down keyboards and mouse surfaces with approved wipes before and after use. Wipes are provided. Computer stations have also been disabled to ensure distancing. The monitor and unit may be there, but the keyboard and mouse are gone.
  - Employees have been instructed to [Clean and disinfect](#) frequently touched surfaces in their work space at least daily or between use as much as possible.
o A template of a cleaning schedule has been provided to all supervisors.

o Use of shared objects should be limited when possible, or cleaned between use.

o Ventilation has been increased to reduce fumes from cleaning products. This includes running an increase in air, while maintaining controlled temperatures and humidity based on exterior environmental conditions. In addition the ventilation systems are also being flushed in buildings two hours before and after they are occupied.

o Cleaning products are provided.

- **In the Event of a COVID Incident on Campus**
  o Physical plant will close off any affected spaces for 24 hours, after the 24 hour isolation period, the space will be cleaned and disinfected.

- **Shared Objects**
  o Students and employees will be discouraged from sharing of items that are difficult to **clean or disinfect**.
  o When possible, students will be assigned their own supplies and equipment. Students will be encouraged to avoid sharing electronic devices, books, pens, and other learning aids.

- **Ventilation**
  o Ventilation systems have been adjusted to increase outdoor air flow. This includes running an increase in air, while maintaining controlled temperatures and humidity based on exterior environmental conditions. In addition the ventilation systems are also being flushed in buildings two hours before and after they are occupied.
  o Additional filtration has been provided where possible.

- **Water Systems**
  o Water sources have been maintained to ensure that they are safe to use.
  o Students and employees will be encouraged to bring their own water to minimize use and touching of water fountains.

- **Modified Layouts**
  o A variety of strategies including staggering days and times for students to attend face to face courses can be utilized.
• Adjustments to class sizes will be made to ensure physical distancing is adequate.
• Larger rooms may be utilized.
• Increased use of AV technologies for experiential learning activities have been implemented (vocational skill building activities).
• Personal protective equipment (PPE) will be utilized in activities that do not allow distancing.

• Physical Barriers and Guides
  o Clear plastic barriers have been installed in areas where operations do not allow for distancing (business office, bookstore, HHPC)
  o Physical guides such as tape or markings on the floors will be placed to ensure that individuals stay 6 feet apart in areas where lines may be required.

• Communal Spaces
  o Communal spaces such as Mary’s Kitchen, and conference rooms will be closed to prevent congregation.

• Food Service
  o Vendors contracted with San Juan College to provide food services are required to follow CDC and State recommendations for operations of restaurants.
  o Mary’s Kitchen, the SJC dining service, will be open for delivery only to minimize contact, and they have implemented contact free payment systems.
  o The dining hall has been closed to discourage congregation.

Maintaining Healthy Operations
San Juan College has implemented strategies to maintain healthy operations.

• Protections for Students, Faculty, and Staff at Higher Risk for Severe Illness from COVID-19
  o Students at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) should contact disabilities services. disabilityservices@sanjuancollege.edu or call (505) 566-3271.
  o Employees at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) should contact Human Resources. humanresources@sanjuancollege.edu
• If job duties allow, faculty and staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) be permitted to engage in remote work and other practices that limit their exposure risk.
• Consistent with applicable law, San Juan College will 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.

**Regulatory Awareness**
• San Juan College is following directives from the State of New Mexico Department of Health in regards to group gatherings and events.

**Strategy for limiting campus visitors**
• San Juan College is following the State of New Mexico Public Health Orders in regards to gatherings and events.
• San Juan College is closed to outside organizations. The theater, art gallery and other public spaces are closed. Community events and meetings have been cancelled.
• Additional family members are not allowed to accompany students into the administrative buildings.
• Any vendors or contractors on campus must go through the temperature check station at the Department of Public Safety office and sign in so that we have a record of anyone on campus.

**Telework and Virtual Meetings**
• San Juan College is encouraging employees that can work from home to continue to do so.
• San Juan College purchased 375 Zoom licenses for academic use and large meetings and all employees have licensing of Microsoft Teams to enable employees to meet remotely and provide classes remotely. For Zoom licensing, please open a ticket to ITC.
• Student support for both academic and social services will continue to be available online.
• San Juan College is utilizing flexible work scheduling and staggering shifts to reduce person to person contact.

**Travel and Transit**
• San Juan College has limited non-essential travel.

**Designated COVID-19 Point of Contact**
• Pandemic Response Coordinator, Jeanna Fresquez, 505-566-4230, pandemicresponsecoordinator@sanjuancollege.edu
• Kenny Hibner, Emergency Response Coordinator, 505-566-4230 or 505-566-3050
• The Pandemic Assessment and Coordination Team all receive emails from the designated response email address.

**Participation in Community Response Efforts**

• Dr. Pendergrass, Kenny Hibner, and Kerri Langoni participate in the San Juan County Emergency Management Committee.
• Kenny Hibner participates in the local Emergency Operations Team.
• San Juan College has partnered with the county health department to provide free COVID-19 testing.
• The School of Health Sciences donated PPEs and equipment to the local hospitals, and faculty have volunteered in various ways.
• San Juan College Maker Space utilized 3D printing to make 700 face shields and 150 ventilator hose adapters for health care providers.
• The College sponsored a donation drive for the Navajo Nation and delivered 35 pallets to the distribution center in Window Rock, Arizona.
• The College partnered with the City of Farmington, San Juan County, and the United Way to establish a WantToHelpLine for the community.
• The San Juan College Small Business Center has helped clients access over $5.4 million dollars in federal funding to assist their small businesses. This effort has helped save 537 direct jobs.

**Communication Systems**

• Consistent with applicable law and privacy policies, students and employees will report to the appropriate designated COVID 19 point of contact to report if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 Jeanna Fresquez 505-566-4230, pandemicresponsecoordinator@sanjuancollege.edu
• Contact tracing and notification will be done in conjunction with the local health department.
• Students and employees will be notified of any closures and restrictions in place to limit exposure to COVID-19 via all available communication tools.
• **Excused Absence Policies for Students**
  o The Office of Learning has made recommendations regarding absence policies for students. Please check with your dean.
  o The State of New Mexico Public Health Orders and CDC guidance will be utilized to determine when students may return to campus after a COVID-19 illness or exposure.

• **Leave (Time Off) for Employees**
  o Implemented the Families First Coronavirus Response Act (FFCRA) leave policies for employees. The FFCRA allows employees who are sick to stay home, allows employees to stay home with their children if there are school or childcare closures, or to care for sick family members.

• **Back-Up Staffing Plan**
  o All departments are encouraged to cross-train staff to minimize disruption in the event of an illness.

• **Staff Training**
  o Training on reducing the spread of the virus and use of PPEs has been developed. Signage with COVID safe practices are posted generously on campus as well as the SJC website. Videos on COVID safe practices are on the campus monitors as well as available for viewing at the employee check in stations.

• **Recognize Signs and Symptoms**
  o Initially, health checks and temperature checks will be required to access campus buildings.
  o Health checks will be done safely and respectfully, and no health records will be kept.
  o When students return to campus, students and employees will be asked to self-monitor at home.

• **Sharing Facilities**
  o Organizations that share campus space, (Quality Center for Business) will be expected to follow college procedures.

• **Support Coping and Resilience**
- Students that are struggling with mental health issues associated with the pandemic should contact the counseling center at counseling@sanjuancollege.edu 505-566-3404
- Employees that are struggling with mental health issues should contact The San Juan College Employee Assistance Program (EAP) The Solutions Group: 855-231-7737.
- Anyone in the community can also contact the national distress hotline: 1-800-985-5990, or text TalkWithUsto 66746
- Students and employees can find more information on the SJC website COVID page.

Preparing for When Someone Gets Sick
San Juan College will implement strategies to prepare for when someone gets sick.

- **Strategy for Rapid Response Testing**
  - Students or employees that report symptoms, or have been exposed to someone with COVID 19 should be tested if possible. Test sites available to the campus community include:
    - AFC Urgent Care
      - 505-847-3445
      - 2930 E. Main St. Farmington
      - Drive up testing available 7 days a week, 8:00 am to 8:00 pm.
    - San Juan Health Partners Urgent Care
      - 505-609-6495
      - 4820 E. Main St. Farmington
      - Drive up testing available 7 days a week, 9:00 am to 8:00 pm.
    - San Juan County Health Department on the SJC Campus
      - Days and times vary
      - You must pre-register at https://cvstestreg.nmhealth.org

- **Advise Exposed or Sick Individuals of Home Isolation Criteria**
  - Students and employees should self-quarantine for 14 days following an exposure or until a negative test result, or if they experience symptoms of COVID 19.
• **Isolate Those Who are Sick**
  o Students and employees should notify the pandemic response coordinator pandemicresponsecoordinator@sanjuancollege.edu, 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.
  o Any person that exhibits symptoms will be immediately isolated until they can secure transportation home or to a healthcare facility depending on the severity.
  o A conference room in each building will be designated as an isolation area.
  o In any acute or severe case, emergency medical services will be called.

• **Clean and Disinfect**
  o Any areas used by a person becoming sick will be closed off until after cleaning and disinfecting.
  o Physical Plant will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.

• **Notify Health Officials and Close Contacts**
  o In the event that an employee, student, or visitor has tested positive for COVID-19, they will contact the Pandemic Response Coordinator, Jeanna Fresquez, Environmental Health and Safety Coordinator, at 505-566-4230 Or email pandemicresponsecoordinator@sanjuancollege.edu If the coordinator is unavailable, the phone and email will go to the back-up coordinator, Kenny Hibner, Department of Public Safety.
  o The Pandemic Assessment and Coordination Team will also be contacted.
  o The initial investigation and contact tracing will be conducted in accordance with applicable federal, state and local laws and regulations, San Juan College will notify local health officials, and any affected faculty, staff, and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA), FERPA or and other applicable laws and regulations.
The college will inform those who have had close contact with a person diagnosed with COVID-19 to stay home or in their living quarters and get tested if possible, self-monitor for symptoms, contact their health care provider and follow CDC guidance if symptoms develop.