

TO: All NMJC Staff and Faculty
FROM: Kelvin Sharp, President
DATE: December 8, 2020

UPDATED CAMPUS SAFETY ORDERS – Nov. 30 – Dec. 18, 2020

We have reviewed the current health orders from the State of New Mexico as well as updated guidance from the CDC concerning the ongoing threat of the COVID-19 pandemic. Based on this review, we have determined that the current restrictions on campus operations will continue through December 18, 2020 when the campus is closed completely for the holiday break.

Campus access will continue to be restricted until further notice. What this means is that on-campus operations will be restricted to critical functions only. The only individuals allowed on campus during this period are designated staff/faculty and currently enrolled students. Personnel working on campus will be limited to specific positions.

During restricted access campus operations, all staff and faculty are considered to be “on duty, working remotely.” Some individuals, involved in core operations will be asked to report for work on campus. Supervisors will contact these individuals to inform them if they need to report for work on campus. Rotational work schedules may be adopted.

Please know that NMJC will ensure that full-time hourly personnel will continue to be paid for the normal shifts until further notice. Our goal is to take care of our NMJC family as we care for students, faculty, staff and community. If you have any questions, please be sure to contact your immediate supervisor.

In addition to continued restriction of campus access, we will:

- Continue with cancellation of all campus events and travel.
- Conduct all operations remotely, except for the minimum workforce needed and approved by the President of New Mexico Junior College. Campus will continue to operate with designated staff from the following areas:

1. Maintenance of buildings and equipment
2. Facility operations
3. Campus safety and security
4. Food services
5. Residence hall direction
6. IT administration and support
7. Business office functions
8. Human resources and payroll services
9. President's executive leadership team

NOTES

1. Public access to all buildings is restricted starting Monday, November 30, 2020. Campus buildings will be open only to NMJC employees and current NMJC students. Contact with the campus and staff should be made by email or telephone.
2. Access to the NMJC Housing Complex continues to be restricted. No outside visitors are allowed in student housing.
3. Supervisors should contact part-time employees about not coming to work on campus until further notice (any exceptions must have the NMJC President's approval). Requests for restoring these positions will begin as soon as normal campus activity returns.
4. The Western Heritage Museum & Lea County Cowboy Hall of Fame will continue to be closed to the public until further notice. In addition, the NMJC library is closed until further notice.
5. Staff continuing to work on campus should use virtual meeting tools whenever possible and avoid in-person communications and contact.
6. Staff and supervisors should be aware of Centers for Disease Control information and guidelines: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Thank you all for your work for our students and I hope you and your families remain healthy.