

TO: All NMJC Staff and Faculty
FROM: Kelvin Sharp, President
DATE: November 23, 2020

UPDATED CAMPUS SAFETY ORDERS – Nov. 30 – Dec. 9, 2020

First, I want to thank every member of our campus family for the incredible work you have done this semester. Thanks to your efforts, NMJC was able to offer 14 full weeks of on-campus instruction for our students. This is unprecedented among New Mexico colleges and universities. Thanks to you and the cooperation of our students, they did not lose their semester of learning. I am proud of you and our students.

I need to update you on the status of campus activities in relation to the current statewide health orders. Campus access is 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, including designated staff from the following:
 1. Maintenance of buildings and equipment
 2. Facility operations
 3. Campus safety and security
 4. Food services
 5. Residence hall direction
 6. Essential student support services related to completion of online classes and testing.
 7. IT administration and support
 8. Business office functions
 9. Human resources and payroll services
 10. 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.
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.
5. 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.