

Dear UNM Faculty,

The Fall 2020 semester is one that will be different than any other semester we've had at UNM. As classes start this week, we all recognize how difficult and stressful it has been to find ways to provide the best educational experience possible for students while ensuring the health and safety of all instructors in an ever-changing world dominated by COVID-19. UNM Administration and United Academics of UNM (UA-UNM) have been working together to come to an understanding for how to adopt best practices for ensuring the health and safety of our faculty, staff, and students.

UNM Administration and UA-UNM are committed to protecting faculty and our University community as a whole. Our collective success requires that we work together to create a culture of mutual protection. The UNM protocols for reopening campus are maintained on the [Bringing Back the Pack website](#), and the New Mexico Higher Education Department (HED) formally and continually reviews these plans for [alignment with state requirements](#). These plans and approvals appear at the [HED Restart website](#).

UNM Administration has implemented, and UA-UNM has negotiated and supports, many protocols as part of this reopening, including greatly reducing the number of fully face-to-face classes to only those deemed necessary in consultation with the faculty teaching them. Additionally, faculty have been provided opportunities over the summer for training in remote instruction.

Some of the additional protocols that have been negotiated and agreed upon to make campus a safer place include the following:

Facilities:

- Facilities have been marked with signage as reminders of the requirement for social distancing, hygiene, and directional flow to organize movement through spaces for maximum social distancing. We ask all faculty and students to observe these accordingly.
- Courses for the fall semester will fall under the following modalities: “online” (either as an online course, remote scheduled, or remote arranged), “hybrid,” or face-to-face, with the vast majority of courses taught online/remote or hybrid.
- Faculty safety is a key priority. Course modalities should be decided by the chair in consultation with the faculty member. If this has not been your experience, please consult your chair, dean, and/or [UA-UNM](#).
- Class enrollments for face-to-face instruction are limited based on guidelines specifically provided by the state of New Mexico for higher education. Specifically, classroom occupancy for class experiences that include a face-to-face element shall not exceed 25% of normal classroom capacity in order to allow for 6-feet of social distancing between all individuals present. Seats have been removed from classrooms, or, in the case of fixed seating, marked, to ensure this requirement. Depending on room geometry, this generally reduces room occupancy to one-third of normal seating capacity.
- Some classes will be held outdoors and must use designated outdoor spaces reserved through scheduling.
- Windows and doors may remain open during instruction.
- Classrooms will be cleaned by custodial staff following each class meeting. Common areas other than classrooms will be cleaned twice daily by custodial staff, and a response protocol to disinfect areas has been developed and can be activated when necessary.

- Hand sanitizing stations will be available throughout our campuses before the start of the semester.
- When possible, buildings where face-to-face courses and hybrid in-class meetings are held will have limited entrances and will be monitored for mask compliance.
- Student ambassadors will provide additional support for mask-wearing on campus.

Faculty:

- All faculty shall complete the “Bringing Back the Pack: Phasing Our Return to Full Operations” training, available on learningcentral.unm.edu, to promote a safe return to campus and safe operations while on campus. Faculty are required to complete the training before physically returning to campus, and no later than one week after their physical return to campus. Faculty working remotely should complete the training by December 1st, along with the other mandatory trainings on Learning Central.
- All faculty shall complete the Daily Symptoms Reporting requirement prior to coming onto campus. By not completing the online form, faculty are acknowledging that they will not be on campus that day.
- All faculty are required to bring and wear a mask covering their nose and mouth while on campus except when alone in their individual offices, in accordance with New Mexico state law. Face shields may be worn but only in conjunction with a mask. If faculty forget to bring a mask, they can receive one from their department at no cost.
- Any faculty experiencing symptoms or who has knowingly been exposed to COVID-19 should self-isolate and contact the UNM COVID Call Center at 505-515-8212, at which time they may be directed to get tested for COVID-19.
- Any faculty who show symptoms or who have knowingly been exposed to COVID-19 should fill out the Daily Symptom reporting and contact their department chair to arrange for possible course substitution.
- Any faculty who test positive should notify their supervisor or department chair and complete the online Self-Reporting process at hr.unm.edu/self-report.
- The full [response process](#) in the event of a positively diagnosed COVID-19 case can be found on the Bringing Back the Pack website.
- All faculty qualify for paid sick leave under the [Families First Coronavirus Response Act](#) and the [Family and Medical Leave Act](#). Faculty may request emergency leave at the [UNM Office of Faculty Affairs and Services](#) webpage.
- Faculty at higher risk for complications from COVID-19 should consult with their department chair or supervisor and, in the case of ADA-protected medical conditions, may consult with the [Office of Equal Opportunity](#) for support and possible accommodations.
- Instructional support, including transitioning to remote teaching modalities, continues to be available to faculty through the [Center for Teaching and Learning](#).
- All faculty may attend any faculty, department, and administrative meetings virtually.
- Classes will not be held on October 7 and November 3, 2020 (break days for the Fall 2020 semester).
- While there are a limited number of classes operating face-to-face and hybrid, all classes will be fully remote following Thanksgiving Break. Finals week will also be conducted remotely.

Students:

- Students are required to wear a mask covering their nose and mouth at all times while on campus.
- Students refusing to abide by the mask requirement will be directed to leave the classroom. A student's refusal to leave will result in the instructor dismissing the class. A student refusing to wear a mask may result in the student being dropped from the class.
- Students with ADA-protected medical conditions should consult with UNM's Accessibility Resource Center (ARC) for support and available accommodations.
- Students are required to complete the Daily Symptoms Reporting requirement on days they will be coming to campus.
- Any student who tests positive should complete the online Self-Reporting process at hr.unm.edu/self-report and self-quarantine.

Additionally, UNM Administration has hired contact tracers who will be supervised by the New Mexico Department of Health and focus on contact tracing work within the UNM community.

A true culture of health supports students, staff, and faculty in seeking care and well-being. Recognizing that building a culture of mutual protection represents a challenge in this stressful environment, UNM Administration has created centralized access to mental health resources at mentalhealth.unm.edu. Remember that UNM has wellness resources available to support our community during these difficult times.

UNM Administration and UA-UNM appreciate everyone's commitment to the safety and health of our University community. As the pandemic is ever-changing, please recognize these protocols may change to address new and developing concerns.

We wish everyone a safe and successful semester. Please let us know if you have questions or concerns by emailing UA-UNM at info@uaunm.org.

Sincerely,



James Paul Holloway, Provost and Executive
Vice President of Academic Affairs

United Academics of the University of New
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