

**Charter Institute COVID-19 Reopening Plan for New Mexico**  
**Revised 07/16/2020**

In accordance with Governor Grisham's "[All Together New Mexico](#)," Charter Institute's campus in Farmington will operate under the following COVID-19 conditions for the July 27<sup>th</sup> Module.

- All scheduled 4.5-hour lecture courses will be delivered in an online format via Microsoft Teams video conferencing.
  - Note MA1640 will have one 4.5-hour meeting on campus for CPR training.
- All scheduled lab sessions will be delivered in a face-to-face format on campus.

During any face-to-face instruction on campus, the following conditions will be met to mitigate the risk to students and faculty:

- Temperature checks will be conducted prior to entering the campus
  - Anyone with a temperature of 100 or higher will not be allowed to enter the campus.
- A COVID-19 Supervisor has been assigned at every location to monitor the health of the employees and students and enforce the COVID-19 Safety plan; a Supervisor will be available anytime the campus is open.
- A mandatory COVID-19 Safety Training will be conducted in the beginning of each face-to-face class. The training will explain the protective measures in place.
- All students, staff, and faculty are required to wear face masks in accordance with New Mexico Department of Health guidelines, covering the nose and mouth while on campus.
  - The student, staff, or faculty may provide their own mask otherwise Charter will provide one
- Charter will frequently disinfect common touch surfaces such as door handles, desks, chairs, equipment, restrooms, and other common surfaces
- Charter encourages frequent handwashing for all students, staff, and faculty. Charter requires handwashing at the beginning and end of instruction, before and after going to the bathroom, before and after eating, and after coughing, sneezing, or blowing their nose.
- Hand sanitizer (60%+ ethanol or 70%+ isopropanol) will be available throughout the campus
- Social distancing of 6-feet will be kept at all times while on campus
- Appropriate PPE, such as gloves, safety glasses or face shields will be worn during lab skills practice
- Break schedules will be staggered to prevent busy common areas or "choke points"
- Maximum class sizes have been adjusted to ensure minimum 6-foot separation
  - Floors have been marked with tape to ensure proper distancing
- All students, staff, and faculty with COVID-19 symptoms are required to stay home until cleared to return to school by a qualified professional; in these instances, documentation must be provided indicating it is safe to return to campus. Individuals with these symptoms or combinations of symptoms must seek medical advice before arriving at campus:
  - Cough
  - Shortness of breath or difficulty breathing
  - Temperature at or above 100 degrees Fahrenheit
  - Fever
  - Chills
  - Repeated shaking with chills
  - Muscle aches and/or pain
  - Headache

- Sore throat
- New loss of taste or smell
- Fatigue
- Signs and symptoms of COVID-19 continue to evolve, please visit the CDC's website at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Students, faculty, and staff who have potentially been exposed to the virus should not come to campus until a 14-day symptom free quarantine has been completed. Students in this situation should contact their Student Academic Advisor immediately.
- Students who are high-risk, or who have family members who are high-risk, take a Leave of Absence – COVID-19 (LOACOVID).
- Staff, faculty, or students who fail to comply with any of the above will be sent home