

FALL QUARTER 2021 COVID SAFE POLICIES & PRACTICES

VACCINE DOCUMENTATION

Staff and faculty must submit vaccine documentation to Esperanza Griego by filling out the attached form and uploading a copy of their vaccination card by or before September 20. NOTE: Unvaccinated faculty will only teach online.

<https://newearth.wufoo.com/forms/m1onl4bi0fk3mp3/>

Students studying on-ground must submit vaccine documentation to Lily Gutierrez by filling out the attached form and uploading a copy of their vaccination card by or before September 20.

<https://newearth.wufoo.com/forms/m1l8bj93016389w/>

IF WAIVING VACCINATION

Students studying on-ground and staff who come to campus and are not vaccinated must complete a Medical/Religious Vaccine Waiver submitted by or before September 20.

To complete a waiver form, go to this link:

<https://newearth.wufoo.com/forms/z1f64b020nh21wi/>

TESTING REQUIRED FOR THOSE WAIVING VACCINATION

If you have submitted a medical/religious waiver, you will be required to submit documentation of weekly testing. SWC will provide the COVID self-test kits free of charge to you. You may pick up free COVID self-test kits from Dianne Deloren in the front office Monday-Thursday 9 am – 5 pm. Please complete your COVID self-test weekly on Monday beginning when classes start on September 27. Submit a photo of the results of your weekly COVID self-test to Dianne every Monday: diannedeloren@swc.edu

CDC AND STATE MANDATES

Southwestern College follows CDC guidance and New Mexico State health mandates.

If these should change at any time during the fall quarter by either limiting the number of persons who can gather indoors, or by closing non-essential businesses, SWC will return to fully online classes via zoom.

ONLINE CLASSES

1. All required courses for degree completion are available online.
2. Students may register for online sections of courses during registration.
3. Most online classes are zoom synchronous and required zoom meeting times are published in the course schedule available under the Files tab in Populi in a folder called Course Schedule.
4. A few online classes are asynchronous. This is indicated in the schedule.
5. Online classes may require asynchronous activity and engagement in discussion boards, etc. This is indicated in the course schedule. Please see course requirements in your syllabus for details.

6. Students enrolled in online classes are welcome to come to campus to utilize campus resources, such as the Art Studio, the Library, etc. See ART STUDIO and LIBRARY below for details. Masks must be worn in all indoor congregate places on campus.
7. For assistance with your IT needs, please contact our very own Seph Turnipseed at sephturnipseed@swc.edu or Chief Technology Officer/IT Goddess Donna Harrington, donnaharrington@swc.edu
8. If a student or a faculty member needs access to adequate WIFI to teach or attend an online course, we will do our best to make classroom space available. Please contact Dianne Deloren to arrange: diannedeloren@swc.edu .
 - a. **Note:** Most outside spaces have access to reasonable Wi-Fi. Please use a headset or earbuds if attending class from an outside location.

ON-GROUND CLASSES

1. **Vaccinations are required for faculty and students participating in on-ground classes.**
2. Students may complete a vaccine waiver identifying MEDICAL and/or RELIGIOUS reasons for not being vaccinated. Below is the link to the waiver.
3. Students who are unable to be vaccinated are urged to take online classes. Faculty who are not vaccinated will only teach online.
4. Masks are required in all indoor congregate settings, including during on-ground classes while meeting indoors.
5. If you are unable to wear a mask, please register for online classes.
6. Faculty may move their classes outdoors weather permitting. Classes meeting in the large Art Therapy classroom may move to the adjacent space beneath the sun sail beside the pond. Classes meeting in the downstairs classroom may move to the side yard beneath the trees or to the sunny space in the front yard. Chairs may be moved outdoors and then must be returned indoors. Students may also work in small groups outdoors in any of the campus sitting areas. Masks are not required for outdoor gathering but certainly may be used based on individual preference.
7. If a faculty member has been exposed to any person testing positive, they must immediately inform IT and their students and switch to a zoom platform for a minimum of two weeks.
8. If a student has been exposed to any person testing positive, they must immediately inform their teacher, who will contact the class and IT to switch to a zoom platform for a minimum of two weeks.

CAMPUS

We continue to require anyone with a fever or other symptoms not to come to campus. If you have COVID, or have been exposed to someone who does, we require that you not come to campus for ten days following illness/exposure. This applies to everyone, vaccinated and non-vaccinated staff, faculty, students, and campus visitors.

REQUIRED NOTIFICATION if you test positive

We participate in statewide efforts for contact tracing, therefore we require faculty, staff and students to report if they test positive.

If you test positive for COVID, students are required to contact Lily Gutierrez, Student & Career Services Director as soon as possible at lilygutierrez@swc.edu

Staff and faculty are required to contact Esperanza Griego as soon as possible at esperanzagriego@swc.edu

SIGN-IN

Campus visitors are required to sign in on the form conveniently located near the door when they enter buildings on campus. Sign-in assists with contact tracing.

LIBRARY

Beginning on Friday, September 24th and for the duration of the Fall 2021 quarter, Quimby Memorial Library will be open for on-site access by students, faculty, and the SWC community, Monday through Friday, from 12:00PM to 5:00PM. Students wishing to access library services, resources, and technologies during these weekday afternoons will not need to make an appointment to do so. In accordance with campus-wide policy, the wearing of masks is required for all SWC community members wishing to enter the library.

In addition to walk-in access to the library on weekday afternoons, students, faculty, and other community members may make appointments to access on-site resources/services and/or meet with librarians, during morning hours. We are understanding of work and other time restrictions, which might make it difficult for students to come to the library during the afternoon hours, and we encourage anyone seeking alternative access to email askthelibrary@swc.edu and request an appointment.

The librarians will be available remotely Monday through Friday, 9:00AM to 5:00PM. During this time, librarians will be providing remote access to online resources, assistance with accessing and navigating databases, reference help, academic article and other resource provision, and other services. Students, faculty, and other community members may email askthelibrary@swc.edu anytime during these hours for timely help and support.

Library visitors are required to sign-in.

Below is the library's weekly schedule for the Fall 2021 quarter:

**Monday through Friday: ONLINE - 9:00AM – 5:00PM,
ON-CAMPUS – 12:00PM – 5:00PM (and by appointment)**

Saturday & Sunday: CLOSED

ART STUDIO

Beginning September 24 when classes start, the drop-in art studio is available for students during regular business hours, Monday-Friday 9 am to 5 pm. It will be open. Students may utilize any art supplies available. If more than one person is in the studio, all must wear masks.

In special circumstances or for special needs, students may also arrange to come onto campus after-hours to use the Art Studio. Since the front gate is locked as is the art studio, please contact Dianne in the front office at diannedeloren@swc.edu to arrange.

TNCC

Please see the Tierra Nueva Counseling Center website for TNCC's COVID-related guidelines and requirements, www.tierranuevacounseling.org

THANK YOU

We are living through very challenging and difficult times. Let us continue to support each other. Our commitment is to continue to uphold the health of every member of our college community and their families as our top priority.

Thank you for your understanding.