



Human Resource Services

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Date: Sept. 16, 2021
To: All Faculty and Staff
From: Dr. Gena Jones, Assistant Vice President, Human Resources Services *gjj*
Subject: COVID-19 protocol and guidance

The Department of Labor's Occupational Safety and Health Administration (OSHA) will soon issue an Emergency Temporary Standard (ETS) requiring all employers with 100 or more employees to ensure their workforce is fully vaccinated or require any workers who remain unvaccinated to produce a negative test result on at least a weekly basis before coming to work.

NMSU is bound by that rule for all employees. **That means that all NMSU employees must comply with the vaccination/testing protocol [announced in August](#), even if they are using an approved Alternative Work Arrangement and working remotely.** This is a change to our earlier guidance, which allowed for fully remote workers and students to forgo testing if they would not be on campus for any reason.

NMSU is prepared to monitor compliance with this requirement through the [VaxTrax portal](#), our vaccination and testing tracking system. To upload proof of COVID-19 vaccination, visit vaxtrax.nmsu.edu. A guide to using the site is available at now.nmsu.edu/vax/vaxtrax-guide.html. Website visitors must be on campus or logged into [VPN](#) to access the site. You will soon be able to access vaccination-related information on a separate webpage on the HRS website.

COVID-19 Vaccination and Testing

Research findings clearly indicate that COVID-19 vaccines are highly effective in preventing hospitalizations and deaths, even against the highly contagious Delta variant. We strongly encourage you to consider vaccination if you are able to do so.

If you choose to undergo weekly testing, only antigen or PCR-based testing (a nasal or throat swab) will be accepted, which must be completed through an [approved testing provider](#). Free at-home testing is available to New Mexico residents from Vault Health. More information is available at learn.vaulthealth.com/nm. Please keep in mind that results from your test must be uploaded to the VaxTrax system within a week of the date of the test, and must be uploaded by midnight each Thursday.

Employees should work with their supervisor to determine the best times and days to allow for testing to ensure effective departmental operations. However, it is the responsibility of the employee who chooses to test to coordinate their testing.

Alternative Work Arrangement forms

[Alternative Work Arrangement](#) forms, including revised forms (signed by both the employee and the supervisor) need to be sent to the HRS office.

Cooperation with [ARP 16.32](#)

The recently announced COVID-19 Health and Safety Protocols policy, [ARP 16.32](#), was issued for the protection of the health, safety and welfare of the members of the NMSU community. Although it is our hope there isn't a need for action, this rule provides an expedited incident response for employees and visitors, including an alternate administrative/disciplinary process that will apply in cases involving employees alleged to have violated NMSU's COVID-19 Health and Safety Protocols.

We are required to wear our masks while indoors, regardless of vaccination status, except while eating or drinking or while alone in a private office with the door closed. Continue to visit the [NMSU Now](#) site regularly to stay abreast of COVID-19 updates – and remember, we all play a role in ensuring the health and safety of those around us. Let's take care of each other.

Other resources

Human Resources Services, hr.nmsu.edu

Aggie Health and Wellness, wellness.nmsu.edu

For questions, contact covid19@nmsu.edu or HRhelp@nmsu.edu