

COVID Safe Practices: In-Person Courses

SUMMARY: Below is a set of COVID safe protocols that will provide the programs of the New Mexico Department of Game and Fish (NMDGF) an avenue to safely host in-person courses.

Every NMDGF staff member, contractor, instructor, and volunteer who is responsible for youth and/or adults in these settings must comply with any current health orders issued and implemented by the State and NMDGF that will be in place at the time of the course. Participating NMDGF staff, contractors, instructors, volunteers as well as parents/adults should monitor the health of themselves and their children and not allow their child, or themselves, to participate in the course if they are ill in any way and/or exhibit any symptom of COVID-19 prior to or during the course. The NMDGF General Procedure and Protocols for COVID-19 and any current State Health Order(s) that are in place at the time of the course will be strictly enforced and followed by all participating NMDGF staff, contractor, instructor, and/or volunteer.

Practices and Protocols for Pre-Class:

Each NMDGF staff, contractor, instructor, and/or volunteer must complete and submit the COVID-19 Preparedness Protocols to their respective program to determine if the in-person course can safely be conducted for all involved prior to scheduling (see attached).

Each contractor, instructor, and/or volunteer must complete and submit a COVID-19 Acknowledgement prior to scheduling a course (see attached)

Continual communication via phone, email, and Zoom between and amongst NMDGF staff with, contractors, instructors, volunteers, participants, parents/adults, and hosting facility as needed to ensure the health and safety for all.

All participating youth and/or sit-in adults/parents must complete a NMDGF COVID Release Waiver (see attached) and submit to a NMDGF staff, contractor, instructor, and/or volunteer upon arrival to the first course session.

Ensure that the classroom/facility will allow for proper social distancing to meet current State Health Orders that will be in place at the time of the course. Be sure to account for participating youth and/or sit-in parents of younger students when considering course size and facility room. Sit-in adults/parents should be minimized as best as possible to allow for less bodies in a classroom/facility.

Only officially registered students/participants through the NMDGF Customer Id System, or other official means, will be permitted to participate in the course. Exception will be for sit-in parents/adults who may be accompanying a child.

All NMDGF staff, contractors, instructors, volunteers, participants, and parents/adults must conduct a COVID self-screen prior to each course day by asking the following questions, **"YES"** or **"NO"**

Do I have any of the following symptoms:

- Chills or fever (temperature of 100.4° or higher)
- Cough
- Congestion
- Diarrhea
- Fatigue
- Headache
- Muscle or body aches
- Nausea or vomiting
- Shortness of breath or difficulty breathing
- Sore throat
- Overall, do not feel well

If **YES** is answered to any of the above symptoms, individual will not be permitted to participate.

If **NO** is answered to all, individuals may be permitted to participate.

Practices and Protocols for Day-Of Class:

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| All NMDGF staff, contractors, instructors, volunteers, participants, and adults/parents shall conduct a self-screen before entering into the class facility each day by asking the self-screen questions provided above. |
| All participants must turn in a signed and completed NMDGF issued COVID release waiver to a NMDGF staff member, contractor, instructor, and/or volunteer prior to entry into the facility for the course. |
| The use of masks/face coverings both indoors and outdoors will be required by all. |
| Masks and gloves must be provided during the duration of each scheduled course. |
| Each classroom facility must allow for proper social distancing guidelines to meet current State Health Orders. |
| Signage will be posted around the facility where the course is hosted to encourage everyone to properly wash and/or sanitize hands frequently and to maintain proper social distancing during the course. |
| Hand sanitizer/disinfectant must be provided for each scheduled course to everyone by the NMDGF staff, contractor, instructor, and/or volunteer especially if frequent hand washing is not applicable throughout the duration of the course. |
| Shared equipment will be minimized to the greatest extent possible. If equipment is shared, it will be properly disinfected/sanitized using established CDC guidelines between each use (see attached). |
| Any shared equipment and surfaces will be properly disinfected as per the CDC disinfecting and sanitizing guidelines frequently during each course day. |
| Social distancing will be highly encouraged while hosting any outdoor session. |
| Food and/or drinks will not be provided to or by NMDGF staff, contractors, instructors, volunteers, or sponsored by host facilities or groups. |
| No sharing of water and/or food. |
| Hosting Facilities/Properties: |
| Any session shall not be conducted in a private residence, but must be in/at a public facility. |
| Courses must be in full compliance with any health orders implemented by the State and NMDGF that are in place at the time of the course. |
| No meals, food, or drink shall be provided by the facility to any participant NMDGF staff, contractor, volunteer, or instructor unless from a vending machine. |
| Practices for Post Class: |
| Gloves must be provided for each course for disinfecting of any shared surface and/or equipment. |
| Any shared equipment and surfaces will be properly disinfected as per the CDC disinfecting and sanitizing guidelines after each course day and prior to any new course/group use. |
| All equipment used will be properly disinfected/sanitized following CDC guidelines after each use and prior to return to storage or an office. |