

COVID-19 ADDENDUM TO THE STUDENT UNION OFFICE AGREEMENT

New Mexico Student Union
University of New Mexico

Given the current Covid-19 health crisis the Student Union Building administration has implemented new policies in regards to the use of Lobo Lair office and storage space for the 2020-2021 school year. These policies have been implemented and created based on the University of New Mexico's and the New Mexico Department of Health COVID-19 safe practices to keep all students, staff and faculty safe during this time.

Each Chartered Student Organization (CSO) will keep their assigned office or storage space for the 2020-2021 school year given that they remain a chartered student organization throughout the 2020-2021 school year and given that they follow **all** guidelines set forth by the Student Union Office Agreement and the Covid-19 Addendum to the Student Union Office Agreement.

For the Fall 2020 semester card access will not be given to Chartered Student Organizations in order to limit the number of individuals within an office and the lobo lair. This does not mean that you won't have access to your office or storage space. Instead, a check-in procedure will be implemented so that the Student Union Building staff can monitor the amount of individuals within an office space and within the lobo lair. The maximum occupancy of each office will be posted within the office space and must be followed by all student groups. As such, the main double doors and two side doors leading into the lobo lair will be locked to limit congregations and the number of individuals within the lobo lair. The check in procedure is listed below and could extend into the Spring 2021 semester based on the covid-19 health crisis.

Check-In Procedure:

- Every student organization must still turn in a card access request form so that they may be let into their office or storage space by a Building Manager or Project Coordinator. Note: Only those who are listed on the card access request form will be let into their office or storage space by SUB staff.
- Individuals who want to use their office or storage space must first "check-in" to the welcome desk (located by the 2nd floor central elevator) and request access into their space. You will need to provide your chartered student organizations name and office or storage number.
- The welcome desk attendant will then phone the building manager or project coordinator to let you in your office. **Note: You will only be able to access your office if the maximum occupancy of the office is not yet met.**

The Chartered Student Organization (CSO), its officers and members must comply with all new safety practices and policies listed in this addendum in order to ensure the safety of staff,

students and faculty. Failure to meet or follow these practices or policies can lead to disciplinary actions set forth by the Student Union Administration. This can include the loss of storage or office space, these practices and policies are listed below and are subject to change.

Each CSO agrees to these new safety practices and policies which includes:

- Remaining 6 feet away from other individual's in office
- Sanitizing the office/storage space before and after every use
- Touching only your belongings and items that are in the office or storage space
- Keeping your office area and adjacent open space neat and orderly
- Wearing your mask at all times, unless a health condition prohibits you
- Keeping the office door open when in your office space so that Student Union staff can easily monitor the number of individuals per office
- Following the maximum occupancy sign posted in every office

Members of the SUB Board Space Allocation Committee and staff of the Student Union Building will periodically evaluate and monitor the space to ensure compliance with the above and all pertinent rules, regulations and policies.

The undersigned agrees that failure to observe any part of this Agreement and/or the Guidelines set forth by the SUB Board Space Allocation Committee and Student Union may result in immediate cancellation of this agreement. The undersigned also understands that the Board of Trustees of the University of New Mexico, acting through the Student Union, is authorized to take whatever action is necessary in such case to expel the undersigned from the premises. By signing this form, you agree and understand all new policies and guideline set in place by the student union to keep staff and students save during covid-19.

s

President's Signature

Presidents Name Printed

Date

President's Email Address

Advisor's Signature

Name Printed

Date

Agreement approved for the New Mexico Student Union Student Organization Offices

Signature

Date