



LOPD RESTORING SERVICES TO CLIENTS – 5.3
ELIMINATING MASK REQUIREMENT, MAINTAINING PROOF OF COVID-19
VACCINATION AND TESTING REQUIREMENT
This plan is effective immediately – Friday, February 18, 2022.

As New Mexico has reopened fully and recently eliminated the mask mandate, LOPD will follow suit. LOPD has restored all client services and fully reopened offices and services. LOPD continues to explore a long-term telework policy. This plan is subject to change in response to the evolving national and local mandates and recommendations. Throughout this plan are links to provide you with reference to additional resources and information related to COVID-19.

- 1) **LOPD is fully open to clients and visitors.** All employees should take steps to reduce the transmission of coronavirus per [CDC recommendations](#).
- 2) **Masks are no longer required to be worn while in LOPD offices.**
 - a) Pursuant to the [Governor's and NMDOH's February 17, 2022, public health order](#), LOPD employees and visitors are **not** required to wear masks while in LOPD offices. However, if an employee has tested positive for COVID-19, then they must comply with CDC guidelines (located [HERE](#)) on mask wearing when around other people.
 - b) All employees who prefer to wear masks are encouraged to do so.
 - c) Employees and all contractors are required to wear a mask when meeting with any in-custody clients transported to LOPD offices.
 - d) LOPD employees are still required to wear masks when visiting jails or prisons.
 - e) In addition, employees shall also follow more restrictive policies regarding masks issued by local courts, counties, jails, prisons, and other criminal justice partners.
- 3) Please be advised that continued social distancing protocols (e.g., interpersonal distance-spacing, etc.) and heightened hygiene (e.g., frequent hand-washing, use of sanitizers, etc.) remain encouraged.
- 4) **Submitting proof of vaccination – Vaccinated employees are required to provide proof of vaccination to LOPD Human Resources (HR) via email by submitting proof to this designated address: LOPD-COVIDVaccine@lopdnm.us** (email box is only accessible by HR staff).
 - a) **Vaccinated employees must submit proof of vaccination** to the designated email address.
 - b) Acceptable proof of COVID-19 vaccination is a CDC vaccine card or a vaccine record from the New Mexico Statewide Immunization Information System, which indicates the name of the vaccine recipient, the date(s) the vaccine was received, and which COVID-19 vaccine was received.

- c) Vaccinated employees who do not have a copy of their proof of vaccination may obtain a copy of their proof of vaccination, which includes the name of the vaccine recipient and the date(s) the COVID-19 vaccine was received, by visiting the NMDOH website [HERE](#).
 - d) Any employee who knowingly provides fraudulent proof of COVID-19 vaccination may be subject to discipline, up to and including dismissal.
 - e) LOPD employee's proof of COVID-19 vaccination shall be treated as confidential medical information and shall be maintained by HR separately from the employee's personnel file.
 - f) Employee's vaccination status, but not the actual Proof of COVID-19 Vaccination, will be shared with the employee's supervisors to determine compliance with the Governor's [Executive Order 2021-046](#). HR will provide district defenders and division heads with the list of employees who have submitted proof of vaccination upon request. The list will also identify employees who are not fully vaccinated or not willing or able to provide proof of COVID-19 vaccination.
 - g) This applies to all employees, including those with approved telework arrangements.
- 5) **Employees who are not fully vaccinated or unwilling to provide proof of COVID-19 vaccination, regardless of teleworking or working physically in an office, shall be required to test for COVID-19 every (7) seven days and retain the test results until the employee becomes fully vaccinated or until further notice.**
- a) This testing requirement started on August 24, 2021.
 - b) The LOPD COVID-19 Vaccination and Testing Requirements Plan 5.2 is located [HERE](#). Employees who are not fully vaccinated or unwilling to provide proof of COVID-19 vaccination should thoroughly review the [Testing Requirements 5.2 Plan](#).
- 6) **Employees must continue to complete self-screening prior to arriving at work by asking the following self-screening questions:**
- i) Have you tested positive for COVID-19 in the last 5 days?
 - ii) Have you experienced any [COVID-19 symptoms](#) in the past 48 hours?
 - b) Employees that answer yes to any the above questions, or has received a COVID-19 positive test or had an exposure to COVID-19, [must stay at home](#), discuss with their supervisor, and contact your healthcare provider immediately or [schedule a test at one of NMDOH facilitates around the state](#).
- 7) **Employees experiencing symptoms**
- a) Any employee experiencing any COVID-19 related symptoms (including: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscles or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea) must stay at home, notify their supervisor and arrange for free testing through the NMDOH [HERE](#) or call the NMDOH at 1-855-600-3453.
 - b) The CDC's coronavirus self-checker is located [HERE](#).
 - c) All employees must request and obtain approval to use accrued sick leave or annual leave to cover any absences from work.
- 8) **In-person meetings, training and travel**
- a) In-person meetings and trainings may resume.

- b) Work-related travel is permitted within the state.
- c) Work-related out of state travel is permitted, with district defender and deputy chief approval. Training related travel requires approval by training and recruitment director.

9) **Cleaning offices and office space** – Building cleaning staff in local offices will continue to clean and dispose of waste. Cleaning once a day is sufficient to help maintain a healthy facility. However, disinfection will be completed by building cleaning staff if there is confirmed or suspected COVID-19 in a space.

- a) Updated CDC guidance for cleaning and disinfecting is located [HERE](#).
- b) Offices shall provide hand sanitizer at reception desks and client service areas.

10) **Telework**

- a) Employees with an approved telework agreement that meets operational needs may continue to telework. If there have been substantial changes to the telework agreement since the original approval, or if an employee has not filled one out since March 2020, then managers must obtain, review an updated telework agreement, and email the approved agreement to [LOPD-HR](#). (link to [PDF](#))
- b) District defenders and division managers must decide which employees should work in office or will be eligible for telework. The assessment should be based on the following: District defenders and division managers shall assess the operational needs of the office and each employee's duties or responsibilities that are an essential job function and that require in-office work, including serving clients/visitors in office, in-person court appearances or work at the jail.

11) **Visitor protocols**

- a) **LOPD employees and visitors are not required to wear a mask.**
- b) Transports from jails or prisons are permitted.
- c) Evaluations, polygraphs, etc., of out of custody clients by experts in an LOPD office is permitted.
- d) LOPD employees are permitted to conduct in-person visits with clients in custody.
- e) Employees and all contractors are required to wear a mask when meeting with any in-custody clients transported to LOPD offices.
- f) Employees and LOPD contractors or vendors must follow more restrictive policies issued by local courts, jails, prisons, counties, and other criminal justice partners.

12) All employees are subject to LOPD policies, Code of Conduct, and Respectful Workplace Guidelines, and are protected from discrimination, harassment, and retaliation.