Entry into NMSU Main Campus buildings (COVID-19)

Depending on the building, key or card access is required to enter. If you do not have these available, please contact your supervisor, director, or department head for entry.

To reduce the spread of COVID-19 and promote telework from home, buildings are closed with only limited access. By following these simple steps, you insure all university personnel and their families stay safe and secure during this critical event. Thank you in advance for your consideration and help.

As it stands at this time there are three types of building entry, each with their associated rule as described here.

“Research” are those research activity that takes place on a regular basis and is expected to proceed throughout the Stay-at-Home order.

(Include your unit director, department head, dean and VPR approval as an email attachment with your submittal for building entry. Provost level approval is not appropriate or necessary.)

“Daily” are those activities that require entry into a defined area every day to perform routine activities such as animal care or student services.

(Include your unit director or department head level approval as an email attachment with your submittal for building entry.)

“Single” are those activities that require one-time entry to pick up or drop off items from an office or work area.

(Include your direct supervisor or department head level approval as an email attachment with your submittal for building entry.)

1. Authorized Approval Attached (yes/no):
2. Name of the person entering the building?
3. Date and/or dates entered the building?
4. Approximate time entry and exit to the building?
5. What building did you enter?
6. What entrance/exit did you use to enter the building?
7. What room numbers did you go into?

(Please include all rooms including copy rooms, kitchens and restrooms.)

Please send all information and approval to Askfs@nmsu.edu