



## Office of the Chancellor

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DATE: November 10, 2021

TO: All NMSU Employees

FROM: Dan E. Arvizu, NMSU System Chancellor

A handwritten signature in blue ink that reads 'Dan E. Arvizu'.

SUBJECT: Employee vaccine deadline extended to Jan. 4

As we [announced on Oct. 27](#), all NMSU employees systemwide are required to become fully vaccinated, in accordance with [Executive Order 14042 on Ensuring Adequate COVID Safety Protocols for Federal Contractors](#) and the follow-on [guidance](#) released Sept. 24 by the Safer Federal Workforce Task Force.

**The original deadline of Dec. 8, 2021, set by the federal guidance has been pushed back to Jan. 4, 2022, and the New Mexico State University system will extend its deadline in alignment with that federal extension.**

All NMSU employees systemwide, including student employees, contract employees, and employees teleworking – including those teleworking from another state – must be fully vaccinated against COVID-19 **by Jan. 4** as a condition of continued employment. Employees who do not comply or become approved for an exemption by the new deadline will be subject to disciplinary action, including possible termination.

This vaccine policy applies to all full-time, part-time and temporary employees, undergraduate and graduate student employees, and contract employees. The vaccine requirement applies regardless of whether you work directly on a federal contract and regardless of work location. This requirement does not apply to students who are not employees of the NMSU system.

All employees and students who are not yet vaccinated must continue to submit COVID-19 test results each week by Thursday at midnight until they are fully vaccinated.

If you are not already vaccinated, you must act quickly in order to complete the vaccine series by Dec. 21 and be fully vaccinated by the new Jan. 4 deadline. Individuals are considered fully vaccinated after two weeks have elapsed following their second dose of the Moderna or Pfizer vaccine, or following their single dose of the Johnson & Johnson vaccine:

- Moderna: First dose Nov. 23; second dose by Dec. 21
- Pfizer: First dose by Nov. 30; second dose by Dec. 21
- Johnson & Johnson: Dose needed by Dec. 21

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To register for a vaccine and make an appointment, visit [VaccineNM.org](https://VaccineNM.org). Once your vaccine series is complete, upload your CDC card or other documentation at [VaxTrax.nmsu.edu](https://VaxTrax.nmsu.edu). For more information about using the VaxTrax system, visit [VaxTraxInfo.nmsu.edu](https://VaxTraxInfo.nmsu.edu).

Medical and religious exemption requests for employees, including student employees, must be submitted online to the Office of Institutional Equity at [equity.nmsu.edu](https://equity.nmsu.edu). Supporting documentation may be uploaded with your petition.

Exemption requests take several weeks to process, and should be submitted as soon as possible. Submissions after Dec. 1 may not be approved in time for the Jan. 4 deadline. While an exemption is under consideration, individuals must continue to submit weekly test results in order to remain in compliance with NMSU's COVID-19 policy. Employees approved for an exemption from the vaccine mandate will, under most circumstances, continue to be required to submit weekly results.

For more information about NMSU's pandemic action plan and COVID-19 health and safety protocols, visit [now.nmsu.edu](https://now.nmsu.edu).