



## Office of the Chancellor

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DATE: December 2, 2021

TO: All NMSU employees

FROM: Dan E. Arvizu, NMSU System Chancellor

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

SUBJECT: Clarification on employee vaccine deadline of Jan. 4

We've received clarification on the vaccine deadline for federal contractors, which affects our own deadline for employees of the New Mexico State University system, giving everyone a little more time to get fully vaccinated.

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.

On Nov. 4, the original deadline of Dec. 8, 2021, set by the federal guidance was pushed back to Jan. 4, 2022, and the New Mexico State University system extended its deadline in alignment with that federal extension.

Subsequent to that announcement, the [White House clarified](#) that **Jan. 4 is the deadline to receive the final dose of vaccine**, meaning that compliant individuals would be considered fully vaccinated by Jan. 18. As we have done previously, we're revising our own mandate to align with the federal requirement.

As such, all NMSU employees systemwide, including student employees, contract employees, and employees teleworking – including those teleworking from another state – **must receive their second dose of a two-dose vaccine series, or their single dose of a one-dose vaccine, by Jan. 4** as a condition of continued employment. Individuals should make every effort to upload their completed vaccine card or documentation of vaccination as soon as possible after receiving their final dose – please do not wait until you are considered fully vaccinated to submit proof.

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 Jan. 4 and be fully vaccinated by the new Jan. 18 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 by Dec. 7; second dose by Jan. 4
- Pfizer: First dose by Dec. 14; second dose by Jan. 4
- Johnson & Johnson: Dose needed by Jan. 4

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).

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