



Chinle Instructional Site Re-Entry Plan

Navajo Technical University

Spring 2021

The Chinle Instructional Site continues to take the necessary steps to help faculty, students, and staff work safely on a daily basis. When this pandemic will go away or even decrease the amount of people being infected with the virus is unknown. The Chinle Instructional Site will need to continuously plan and re-plan strategies to keep a safe environment for all students, faculty, and staff members.

We at Chinle Instructional Site need to continue working with NTU stakeholders, the Navajo Nation, as well as the State of Arizona to provide the best education for our students. As we continue to move forward in this pandemic, the Chinle Instructional Site will need to continuously evaluate operations, instruction, and safety of our students, staff, and faculty. The Site will also need to look carefully at the way we utilize our facilities when we reopen our classrooms for students and for faculty who are not able to do hybrid classes. This new educational normal compels us to provide high quality education through hybrid learning and teaching at the most cost-effective way.

As soon as this pandemic surfaced in our communities months ago, the Chinle Instructional Site community began practicing social distancing, following safety protocols, and using the sanitation strategies that have been implemented by Navajo Technical University. These strategies have been enforced in classrooms, administrative offices, and other facilities. For example, staff members continue to wear masks and have protective shields on hand at workstation areas; in some offices, there are also clear curtains that separate staff members from each other.

RE-ENTRY PLAN for Spring Semester 2021

Chinle instructional site will continue to use the safety protocols to ensure that all of our students, staff and faculty members are safe from the virus. There will be stricter restrictions for all students, staff and faculty members. We plan to have all staff, faculty, and adjunct instructors tested at the beginning of the Spring Semester before the start of classes. We will also continue to allow *only* staff members, faculty members, and students into the NTU buildings. Students are allowed into the academic buildings for classes and Computer Lab usage, but they are not allowed into the administrative buildings due to the safety of all staff members. All visitors will need to call the front office for customer/student service. NTU Services include: Financial Aid, Registrar, Bookstore, Advising, and Counseling services.

While taking all their precautionary measures at the Chinle instructional site. The site will also do the following:

Daily Symptom Assessment:

Each staff member should complete the daily symptom assessment prior to entering the campus. The staff member should follow the instructions provided by the assessment.

Social Distancing:

Staff members should conduct all administrative activities in accordance with social distancing requirements (i.e., six feet apart) to the extent reasonably practicable. Staff member should seek to conduct meetings remotely to the extent reasonably appropriate. In addition, administrative conference rooms have a designated maximum capacity of occupants. All meetings should be conducted in accordance with those parameters.

1. All contacts with students will be through phone calls or emails only.
2. Contacts with papers will be limited.

Face Coverings:

Staff members must wear appropriate face masks at all times while in the office space unless they are working alone in their designated space or if there is an approved medical reason not to wear the face mask (any requests not to wear a face mask for medical reasons need to be submitted to the Equity Office for approval). The staff member shall prohibit any student or third party from entering and/or remaining in the administrative space if that person is not wearing an appropriate face mask.

Cleaning Protocol:

If any staff member share any work space, the staff member should clean their work space at the beginning and conclusion of their occupancy of that space. Each administrative department or university will have cleaning supplies located in that area. Please note that each department is conducting its own enhanced cleaning protocols for their space, office or departments on a daily basis.

1. Will be utilizing constant sanitation through cleaning surfaces in the building and office. Lysol sprayed should be readily available, wipes and sanitizer as well.
2. All administrative offices and buildings will be sprayed every Friday evening
3. all buildings inside the academic building will be sprayed every morning before the beginning of each day of instruction

Miscellaneous Administrative Activities:

If the administrative department or university has unique administrative activities, please attach your plan to allow for such activities to occur consistent with the University's requirements for face coverings, social distancing, and proper sanitization/hygiene. In developing that plan, please coordinate with the university's facilities manager in addition to the University's Emergency Management department.

If a positive COVID-19 case should happen. The Chinle instructional site will do the following immediately:

- Report the incident to the main campus and Crownpoint, New Mexico and notify the staff in-charge, **Myron Wauneka (928) 349-0558** Chinle Site Trailers or **Darin Tsosie (505) 402-7976** Chinle Site NTU New Campus buildings. The staff in-charge responsibility is to make sure that staff, students and faculty are following the COVID-19 protocol to prevent further exposure.
- Evacuate the building/classrooms immediately. All students, faculty and staff members will be evacuated only where the COVID-19 virus was detected. Building will be ready for occupancy/we opened until the entire room is sprayed, sanitized, fogged.
- Students, faculty, and staff members will not be allowed to return to the building and until it is safe and we are permitted back into the building by the NTU COVID-19 team with collaboration with the Chinle COVID-19 team
- Depending on where the Covid-19 virus was detected. All students, faculty members, adjunct instructors, staff members who were near or inside the same room will be required to get tested before being allowed back into the building.
- All instructional classes will resume through hybrid
- All faculty and staff members will continue their job responsibilities through teleworking.

The Chinle instructional site will continue its regular cleaning routine.

- All offices, classrooms, restrooms, and other areas of the facilities will be cleaned on a daily basis
- All custodians and maintenance employees will also have protocols established. These front-line employees will also need to be extremely careful in their line of work. All custodians and maintenance employees will need to wear masks and gloves. The use of face shields will also be required pending on job duties or assignment at that particular time.
- Inventory will be taken on a weekly basis for PPE supplies.
- All PPE and cleaning supplies will be stored and ready for use at each location
- The Chinle instructional site will also pay particular attention to high touch spaces as well as high-traffic areas as well as the elevator buttons in the two-story academic building.
- Custodians and maintenance employees will be visible at all times.

The following are details of the safety protocols to be followed at the Chinle Site:

Administrative Building Usage:

Glennis Yazzie, Administrative Assistant
928-882-3135 / 928-674-5764
g.yazzie@navajotech.edu

- All staff, faculty, and adjunct Instructors will need to get COVID-19 testing prior to entering into any academic buildings and administrative building before the start of the Spring 2021 semester.
- Faculty and staff members will receive training on new protocols and communication expectations. Training sessions will be arranged with Navajo Technical University on main campus and the Chinle Indian Health Service.
- Temperature screening will continue by NTU-Security at every entrance onto NTU property at the east and west facilities. Temperature checks will also be taken prior to entering any academic facility.
- A one-way entrance and one-way exit route will be established to enter into all buildings. This is to eliminate traffic flow and to avoid crowding in the hallways and walkways.
- Students must sign in and out when using labs.
- Inside the biology and chemistry labs, all students will be required to wear protective gears including face masks/shields and lab coats for each class session.
- All restrooms will be cleaned at least twice in the morning, twice in the afternoon, and again in the evening.
- Outside stakeholders and vendors will not be allowed to use the facility; this includes classrooms.
- Facility usage is for students, faculty, adjunct, security, and staff members only.
- Everyone who enters the building must wear a face mask and get a temperature check.
- At the administration buildings at the east location, all students must remain in their vehicles in the parking lot. A staff member will go outside to meet and assist you. You are also welcome to use the window service. Try to communicate with a staff member prior to arriving at the parking lot so all necessary documents are prepared to assist you. Staff and students must wear masks when meeting outside the building.
- Body temperature scanner screen will be at the front entrance of the two-story and one story academic buildings. Everyone must be screened prior to enter into the building.
- Modular administrative office and modular trailers at the east location will be sprayed with Spray Fogger Sanitation every Friday after 5:00 P.M.

Classroom usage:

- 6-feet distancing will be set up in each classroom.
- All faculty and students must wear protective gear and masks.
- All faculty and students will help by wiping each workstation after use.
- Classrooms will be sanitized throughout the day.
- Sanitation supplies, sanitation wipes and paper towels will be available in each classroom.
- All instructor desks and tables will have a protective plastic shield.
- All instructors will be required to wear face shields and masks during instruction.
- All classrooms and restrooms will be sprayed with Spray Fogger Sanitation each morning.
- There will be one-way entrance and one-way exit routes in all buildings. This is to eliminate traffic flow and to avoid crowding.
- Everyone entering building must receive a temperature check.
- Instructors may also check student temperatures when entering classroom.
- Each lab (Biology, Chemistry, and Computer Labs) will have a sign-in sheet. Students must sign in and out when using the labs (name, date, time).

Advising and Counseling Department:

Valencia Begay
928-882-3138/ 928-674-3797
vbegay@navajotech.edu

Danielita Haskey, Advisor
928-882-3139
dhaskey@navajotech.edu

- All contacts with students will be through phone calls or emails only.
- Will be utilizing constant sanitation through cleaning surfaces in the building and office. Lysol spray should be readily available, wipes and sanitizer as well.
- Visitors and visits between the offices and staff will be limited.
- Contacts with papers will be limited.

Bookstore:

Francine Bia, Bookstore Tech
928-882-3142
fbia@navajotech.edu

- Students will email class schedule to Ms. Francine Bia at fbia@navajotech.edu.
- Students must give permission to charge materials (textbooks, access code cards, supplies, etc.) to student account.
- All students must schedule a curbside pickup.
- Students who are taking classes online with main campus or other sites are encouraged to email Jackie at the main campus. Main campus bookstore will be fulfilling orders accordingly.
- Bookstore Tech will continue to meet the student outside and deliver the materials when needed.
- The bookstore department will not accept textbook returns once purchased unless there is a change with the schedule due to class cancellation or other.
- In an unforeseen circumstance, if the bookstore department allows a student to return a book, the returned books will be set aside for several days before issuing to another student.
- All classes with less than 4 students will not be issued a book or class materials until the Chinle Instructional site receives confirmation and approved that the class will resume.

Course Delivery Mode:

- Students must read each course syllabus carefully.
- Students need to know what type of class it is – online, hybrid, or in-class.
- Online class: This is a fully online class where your instructor will let you know what is due each week of the semester. You will work on your own with daily access and check-in with your instructor. Follow your instructor's schedule, expectations, and due dates as stated in course syllabus.
- Hybrid class: This class meets partially online and partially face-to-face. Your instructor will schedule days and times to meet as a class virtually by Zoom, for example, or by meeting in class in person. Make sure you know the instructor's details about meeting as a class.
- In-class: This class will meet physically in a classroom at the academic building. Safety protocol will be followed in the classroom. Your instructor will give you additional information regarding your safety. Be sure to wear your mask daily. Hand sanitizers and disinfectant wipes will be available in the classroom. Doors and windows will be open during class.
- Schedule an appointment with your instructor if you have any questions. For your safety at this time, most meetings with instructors are done virtually, so make sure you know what tools to use (Zoom, Share Screen, etc.) when meeting with your instructor.

Registrar/Admission:

Howard Kayaani, Registrar Technician
928-882-3134 or 928-674-5765
hkayaani@navajotech.edu

Jacqueline N. Begay
928-882-3143 or 928-674-5765
jnbegay@navajotech.edu

New Students / Returning Students:

- Online applications would be preferable, but however many students do not have access to technology or to download the application. The admissions and registrar Department has decided to continue to do curbside service. Students can pick up applications and also drop off applications. Students must call ahead and must remain in their vehicles with their masks on at all times when Navajo tech employees are assisting students.
- Students must have their temperatures checked prior to driving onto the NTU premises at the workforce development
- When NTU staff are providing services. All staff members will wear masks and keep that 6 feet distance apart when communicating with students outside and their vehicles. Prior to each staff returning back to their office, staff members will sanitize their hands and placed the application in a box. The application will remain in the box for a day or two.
- All acceptance letters will either be emailed or can be curbside pickup by students. Arrangements well need to be made by students. All students must follow all safety protocols.

Accuplacer Testing:

- All Accuplacer testing's will be scheduled after all documents are received
- Students must call the advising Department to schedule a date and time when testing's will take place
- Temperatures will be taken at the front entrance prior to driving onto the property, temperatures will again be taken prior to entering into the building/computer lab
- Students will wear face masks
- Protective shields will be at each computer station for students will be taking the Accu placer test
- All computer workstations in the computer lab will be disinfected prior to the student's arrival and after the student's departure
- Disinfectant wipes and hand sanitizers will be available in the computer lab at all times

Inter-department Communication during registration:

- Interdepartmental staff will work closely together to ensure that the process of getting the students registered does happen while using all the safety protocol measures.

- If face-to-face communication is needed, all staff members will wear protective gears such as facemasks, protective shields on workstations, and hand-sanitizers and disinfected sprays available in each offices.
- All communication interactions will be 6 feet apart

Financial Aid Department: **Judy Yazzie, Financial Aid**
 928-882-3137
 jyazzie@navajotech.edu

- The financial aid office will continue provide services to all students by either having students come up to the financial aid office window or financial aid staff will go out to help the students in their vehicles.
- Students will need to have temperature check upon driving on to the NTU property by Security
- Students can either wait inside their vehicles to be serviced or they could walk up to the financial aid window
- The financial aid window is a 3 x 4 window. The window has a screen with a protective plastic shield that covers the bottom. There is also a thin opening on the side of the window where the financial aid staff can exchange paperwork. This setting also allows the financial aid employee to communicate with students. The financial aid employee also ensures that she wears her mask at all times when interacting with students
- When financial aid staff receives paperwork. The paperwork is logged into the system and the documents are placed in a box and remain untouched until the following day. The financial aid personnel consistently sanitizes hands and continuously wipes down the area in office
- All verification forms of the Department of Economic Security and or Navajo Nation Self-Reliance office are completed and handed out the students immediately. (Documents can also be emailed to students and/or th Department of Economic Security or the Navajo Nation Self-Reliance program. Our office is willing to work with outside entities any way that we could to ensure that we are taking all of the precautionary measures to continue to provide services to Navajo technical University students the safest way we could.
- The financial aid office continues to ensure that the employee takes all the precautionary measures by wearing mask continuously sanitizes the workstation area
- The financial aid office also has a half door. The upper half of the door as a protective plastic shield

Recruiting Department: Jarvis Draper, Recruiter
928-882-3155
j.draper@navajotech.edu

- The recruiting Department continuously reaches out and interacts with high school counselors by setting up and using live virtual meeting and any type of meet and greet sessions with outside entities. The recruiting Department prepares presentations to share high school students and counselors. This virtual meeting and presentation slides/videos is to ensure that the Chinle recruiting Department utilizes this type of technology that is safe for all institutions and high schools and Arizona. The Chinle site recruiting department uses the following virtual technology: Zoom, WebEx, Google Meets, etc.
- The recruiting department also participates in virtual college fairs, job fairs, and marketplaces to share information about our institution to any inquiries.
- The recruiting department continues to post signs and flyers on bulletin boards and open places. While recruiting personnel is on the road. Staff ensures that each are wearing their masks protective gear while promoting the University.
- Recruiting department also handles incoming calls
- The recruiting department also does not allow students into the office. Student/visitors want to arrange a meeting with member will need to make prior arrangements. Student/visitors will need to call the front office or recruiting department to set up meetings. Face-to-face meetings are allowed and all students/visitors must remain in their vehicles for any face-to-face interactions.
- All students/visitors will need to pass temperature checks at the front entrance upon entering onto the property. Temperature checks will be checked by E-Security
- All meetings can be held through the use of telephone calls
- The recruiting personnel does not only promote within the Chinle agency but also travels to Fort Defiance agency and Western agency. When traveling to other agencies the staff ensures to use all safety precautionary measures to ensure that safety such as wearing masks and gloves. Staff also continuously sanitizes hands upon entering back into the vehicle.
- Recruiting safely by practicing social distancing, always using hand sanitizer and anti-bacterial wipes, and wearing face masks and/or face shields.

Information Technology Department:**Donovan Sam****928-882-3141****dsam@navajotech.edu**

- Student, faculty, and staff will follow CDC and Navajo Nation COVID guidelines to protect themselves and others at all times, including proper use of face mask, social distancing and hand hygiene.
- Temperatures will be checked upon entering campus and buildings by E-Security.
- Student, faculty, and staff will sign-in at computer lab for contact tracing.
- Computer Lab usage
 - Limit capacity
 - Wipe before and after use
 - Desktops are 6ft apart
 - Each desktop will have plexiglass shield
 - One way in one way out of computer lab
- Laptops, Hotspot Devices Check-In/out
 - Set up check-in/out station outside of building
 - Social distance by placing plexiglass between students and staff
 - Students will wipe all devices before checking in/out devices
- NTU accounts (Emails, MyNTU, Moodle)
 - Student, faculty, and staff will contact Chinle IT for NTU account support, including:
 - New accounts
 - Forgot password/username
 - Any technical issues
- End User Technical support
 - Provide support through emails or calls, including:
 - ZOOM
 - TeamViewer
 - Remote Connection