



ESTABLISHED 1979

NAVAJO TECHNICAL UNIVERSITY

S I H A S I N

**Student Life and Activities Coordinator
Student Service Department
Re-Entry Plan
Begin: January 25, 2020**

Work Schedules for Department Employees

1. Supervisors and employees will coordinate schedules to avoid workplace conflicts for office space.
2. Shared offices or employees' work spaces will require social distancing. No more than one employee may work in the office at any time. Only 1 visitor in the offices at a time.
 - Student Life and Activity Coordinator (SLAC) - Wellness Center Office 1
 - Student Senate - Wellness Center Conference Room
3. Telework available upon approval for our department when needed. Especially for employees who are high-risk or caring for someone who is high-risk.

Name	Title	Email	Contact #
George LaFrance	Athletic Director	glafrance@navajotech.edu	505.387.7477
Michael McMillan	Student Activity Coordinator	mmcmillan@navajotech.edu	505.387.7444

Employee Safety Guidelines for Onsite Work:

1. All employees will abide by CDC and NTU's COVID-19 protocols: including frequent handwashing and/or use of hand sanitizer, avoid touching their eyes, nose, or mouth with unwashed hands, cover coughs and sneezes.
 - **Sanitizer stations at designated areas.**
2. If employees feel sick, they should communicate with their supervisor and work from home.
3. If students feel sick, please stay home and follow CDC guidelines.
4. Face covering is required at all times unless the employee is in an office or conference room by themselves. Employees must wear a face covering in places where social distancing from six feet is not possible. This includes common areas,

hallways, the Student Union Building, SLAC room when helping students, or other areas where passing or interactions may be possible at closer distances.

5. Meetings will be scheduled **VIRTUALLY** to facilitate social distancing and/or occur remotely using web-conferencing tools.

Events, Programming, and/or Services (Student Senate and Miss NTU)

1. Meetings will continue to be held virtually where possible or with a hybrid of in-person in larger meeting rooms where adequate social distancing is possible.
2. Training will be provided virtually using Zoom. Any training that is provided in-person is only available if the group is small enough to fit in the training space where social distancing, use of face coverings, and cleanliness can be maintained.
3. SLAC and Student Senate events will be pre-approved by the campus Dean of Students and Risk Management.
4. SLAC and Student Senate activities will be held virtually through social media platforms, challenges, and collaborating with different departments.
5. Campus recreation programs will be monitored by SLAC staff and will continue to checkout equipment to students (basketballs, softball gear, Aggie Bikes, etc.) All equipment will be sanitized before next usage.
6. Student Senate and Miss NTU will limit to one student in the office space at a time.
7. Students will be encouraged to email, text, or schedule appointments to meet with SLAC staff members. Contact information will be provided in the SUB hallway and on SLAC staff doors.

Name	Title	Email	Contact #
Michael McMillan	Student Senate Advisor	mmcmillan@navajotech.edu	505.387.7444
Leomi Foster	Miss NTU	missntu@navajotech.edu	505.387.7444
Deirdra Deswood	SS President	ntustudentsenate@navajotech.edu	505.387.7444
Nylana Murphy	SS Vice President	ntustudentsenate@navajotech.edu	505.387.7444
Patricia Dan	SS Secretary	ntustudentsenate@navajotech.edu	505.387.7444
Ashton Brown	SS Treasurer	ntustudentsenate@navajotech.edu	505.387.7444

Joel Yazzie	SS Master of Arms	ntustudentsenate@navajotech.edu	505.387.7444
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Facility Protocols to Protect Employees and Visitors: (Wellness Center/SUB)

1. NTU-approved COVID-19 signage that lists COVID-19 symptoms will be posted in the Student Union Building. Employees or visitors temperature check will be at the front doors and those who are exhibiting symptoms will be instructed to return home and conduct business remotely.
2. Sufficient wipes and/or disinfectant spray and paper towels available by the custodians who provide more frequent cleaning of high-touch surfaces. This includes: telephones, office door handles, campus recreation equipment, computers, and light switches.
3. Front desk staff in the Student Center will sit behind a plexiglass barrier to conduct business. They are required to wear a face covering when interacting with patrons.
4. Wellness Center/Game room will remain closed until we get the approval to open up.
5. Once approved, the Wellness Center will operate from 10:00 am to 3:00 pm Monday-Thursday. The center will be cleaned and equipment wiped down from 8:00 am - 10:00 am, and 3:00 pm - 5:00 pm. Deep cleaning of all equipment will be 6:00am to 5:00pm on Friday. The Student Center will allow a maximum of eight patrons in the facility at one time. Patrons will be provided sanitizing guidelines.
6. Chairs and furniture in the SUB hallway and offices will be placed apart to facilitate social distancing.
7. Unless it creates privacy, data security, or other security risk, the internal doors will be propped open, so handle usage is limited and increased ventilation.

Training and Communication Plan for Return to Onsite Operations

1. A copy of this plan will be emailed to SLAC employees and student leaders.
2. Preparations for return of work and expectations will be discussed at regular meetings with staff and student leaders.
3. Employees will be emailed the NTU-approved screening questions to review before returning to work on site. Employees who have recently been symptomatic or who become symptomatic will be instructed to work from home and seek

medical treatment if the symptoms are of concern to the employee. The state of New Mexico recommends testing for COVID-19 for any of these symptoms which includes a fever, cough, shortness of breath, sore throat, muscle aches and chills, or decreased sense of smell or taste.

4. Before an employee returns to work, their supervisor must approve the date of their return to onsite work to ensure proper arrangements are in place including social distancing, wearing of face coverings, and proper hygiene activities.
5. The supervisor will monitor (using passive observation) their onsite employees daily for potential symptoms and send employees or student leaders home who exhibit symptoms.
6. The SLAC department will post NTU-approved signage setting expectations for staying home when sick, practice respiratory hygiene and etiquette, and workplace behavior.

Travel Needs and Limitations for the Coming Year

1. The SLAC department will limit out-of-state travel for business purposes only.
2. Employees will be advised to check COVID-19 symptoms before and after travel for personal or business reasons and to stay home until symptoms have fully resolved.
3. Travel to and from high risk areas or who have potentially had contact with someone with a higher risk of infection will be required to quarantine until cleared by Human Resources.
4. SLAC will follow the Fleet Management and Transportation Services Covid – 19 Re-Entry Plan for travel. See attached.

Fleet Management and Transportation Services COVID-19 Re-Entry Plan

The Navajo Technical University Fleet Management and Transportation Service COVID-19 Re-Entry Plan is to provide a safe and healthy procedure, which details the process for NTU Students and NTU employees utilizing the NTU transportation services for 2020 Fall and 2021 Spring semesters.

Procedures

NTU vehicles will be classified as fleet vehicles and assigned vehicles. The NTU Plan shall be administered under the Fleet Management Department.

Procedures will be in place for NTU students being transported for fall 2020 and spring 2021 semesters. All NTU employees whom will be transporting or traveling on University business, activity or daily travel shall comply with the procedures.

Fleet Vehicles

All departments, to which fleet are assigned shall adhere to the Following:

- Clean vehicle after usage and wipe all areas in NTU vehicle with at least 60% alcohol/disinfection recommended to kill the virus on the surface.
- NTU Vehicle with more than one passenger must wear a cover facemask throughout the duration of the travel.
- Signed Travel Advance form or Travel vehicle request form is required in the NTU vehicle when traveling at all times. This form justifies authorization for travel should any law enforcement officer/ transportation officer require verification.
- NTU vehicle passenger max load will be based on a safe distance between each passenger. Social distancing will be adhered to.

CAPACITY	PASSENGER	COACH/VAN
25	10	Coach
15	6	Van
8	4	Van
4	2	Car/Truck

Drivers

All Drivers must be authorized driver. Only approved passengers are permitted to travel in NTU vehicle. Security checkpoint will check driver temperature before entry onto NTU campus.

- All drivers are required to wash their hands (*20 second minimum*) before and after every transport or travel with NTU vehicle.
- NTU driver will check temperature of all passengers with a temperature gauge before any entry into the NTU vehicle. If temperature exceeds more than 99.5 F. The driver will not allow the NTU passenger to enter the NTU vehicle at any time.
- Driver will wipe down all area of the interior of vehicle immediately after travel is complete.
- Driver and passenger(s) are required to wear a facemask. Exception is if there is only one person on travel.
- Only two passengers per seat will be allowed in the passenger vans.
- Vehicle will be schedule until all authorized travel form(s) is approved and signed by Supervisor. E-mail or verbal request will not be accepted for any vehicle request.
- All NTU fleet will clean, wipe and disinfect interior vehicle after each drop off and pick up with NTU students.

Passengers

- All passengers are required to wear a facemask before entry into an NTU vehicle.
- All passenger is required to wash his or her hands, after being transported and before entry of vehicle.
- We ask that passengers respect the driver and other passengers by keeping communication at a cordial level.

Administration

- All administrators are required to limit employee travel, especially to another state or county where hot spots of the COVID-19 reported.
- Collaboration to make arrangements between campus sites will be required by both site supervisors to arrange safe travel.
- No Airport drop-off or pick-up will be allowed during the Fall/Spring semester.