

**REENTRY PLAN FOR INSTRUCTIONAL SITE
NAVAJO TECHNICAL UNIVERSITY TEECNOSPOS INSTRUCTIONAL SITE
TEECNOSPOS, ARIZONA**

01/06/2021

Dr. Frank Todacheeny, Coordinator

GUIDELINES FOR CAMPUS REOPENING PLANS

WATCH FOR SYMPTOMS OF COVID- 19

- Fever, Cough, Shortness of Breath, Sore Throat, Headache, Muscle Pain, Chills, and Loss of Taste.

STAY HOME

- Avoid unnecessary travel.
- Always stay at home when you are sick.
- Wash your hands frequently.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Provide for all meetings to take place remotely whenever possible.
- If you have concerns around family, get tested and keep your students home until you know the results.

NAVAJO TECHNICAL UNIVERSITY AND TEECNOSPOS INSTRUCTIONAL SITE AND THE LOCAL COMMUNITY

NTU and Teecnospos Instructional Site, and the Local Community will be working collaboratively during this time to ensure safety for all employees, students, and community people at Teecnospos Instructional Site. NTU class instruction are starting on January 25, 2021.

PHYSICAL DISTANCING

All NTU community members are expected to maintain appropriate social distancing on campus. Classes and activities have been scheduled and located to help students and faculty move about while maintaining social distancing. In particular, 60% of courses at NTU Teecnospos Site are scheduled to provide remote instruction and 40% hybrid model, mostly the certificate programs. Local signage and campus communications will reinforce the messaging on the need to maintain social distancing.

- **Distancing and Masks:** Ensure that a distance of at least six feet is maintained among individuals while on campus, inclusive of faculty and staff, and students, to the extent possible and when seated in a classroom or meeting, unless safety or the core activity (e.g. moving equipment, performing transaction) requires a shorter distance or individuals are of the same residence. Any time individuals come within six feet of another person who does not reside in

the same residence, acceptable face covering must be worn. NTU will ensure that acceptable face coverings are worn properly. Acceptable face coverings for COVID-19 prevention include but are not limited to cloth-based face coverings (e.g. home made sewn, quick cut, bandana), surgical masks, and face shields that cover both the mouth and nose. NTU will provide acceptable face coverings to employees for workplace activities that typically require a higher degree of personal protective equipment (PPE) due to the nature of the work. Adherence to mask use policy is expected and will be self-managed. Any significant violations of mask policy can and will result in the campus community member being banned from campus activity for an appropriate time.

- **Limited Occupancy and Congestion:** There will be directional signage to limit occupancy and congestion. Small space will be limited to no more than one individual at a time (e.g. supply rooms, faculty offices, study lounges, unless all individuals in such space at the same time are wearing acceptable face covering or are members of the same residence). Appropriate occupancy signage will be displayed. A limit of 10 students per classroom. NTU will evaluate the number of workstations and shared seating areas for labs that can be occupied simultaneously, For instance: number of workstations at six feet distance + number of shared seats at 6 feet repurposed as work seats = maximum capacity. Using the maximum capacity per floor, NTU will set target capacities at a percentage of that maximum and will adjust the space and protocols when need to ensure safety.
- **Reconfigure Floorplans:** NTU Campus Planning will modify or reconfigure the use and/or restrict the use of classrooms and other places where students and faculty gather, so that individuals are at least six feet apart in all directions (e.g. side-to-side and when facing one another) and are not sharing workstations without cleaning and disinfecting between use. NTU will limit use of shared workstations when feasible. When distancing is not feasible in public spaces, NTU will require the use of face coverings or physical barriers (e.g. plastic shielding walls, in lieu of face coverings in areas where such barriers would not affect air flow, heating, cooling or ventilation or otherwise present a health or safety risk).
- **Signage:** Campus facilities has appropriate signage and developed as required by federal, state, local school district and university policy. Signage have been deployed and maintained in support for classrooms and labs to maintain safety. NTU is using applicable printing resources provided by NTU Main Campus and Tecnospos Instructional Site.

GATHERINGS IN ENCLOSED SPACES

- **General Guidance for Enclosed Spaces:** Gatherings on campus in enclosed spaces will be managed based upon current federal, state, local and university policy. In all cases, rules regarding social distancing will be adhered to and proper social distancing will be maintained. NTU will prohibit the use of by more than one individual at a time of tightly confined spaces (e.g. supply rooms, kitchens), unless all employees and students in such spaces at the same time are wearing acceptable face coverings. In the case of positive test, NTU Tecnospos Site will immediately notify Tecnospos Site and NTU to close the facility and conduct thorough cleaning in line NTU and Tecnospos Site guidelines. This applies to the following spaces At NTU

Tecnospos Site: 1) Kitchen in Bldg A; 2) Computer Lab at Bldg A, sanitized after each usage; 3) Conference Room in Bldg A & B, sanitize after each usage; Lecture/Classrooms, occupancy limit in accordance to fire code; 4) Office Spaces- refer to General Guidance of Enclosed Spaces; and 5) Bathrooms- refer to General Guidance of Enclosed Spaces.

OPERATIONAL ACTIVITIES AT NTU TECNOSPOS SITE

- All NTU and Tecnospos employees not reporting to campus will continue to work remotely.
- Bookstore or Library orders by students can be arranged for a curbside pick up or mailed (arrange for shipping). Students will make arrangement with Coordinator for pick up.
- Campus deliveries and drop-off and/or pick up will be monitored by the Coordinator and will coordinate with NTU Warehouse for any other deliveries.
- Faculty Congress Committee and other committees on behalf of the students will meet periodically to ensure that the students have support when NTU has to transition to online mode of operation to face-to-face teachings. NTU will maintain a safe, socially distanced environment for students as they return to campus.
- NTU and Tecnospos Site will continue to operate with limited public safety and facilities staff reporting to campus on a routine basis, and other staff requiring the prior approval to visit the campus for a discreet amount of time. NTU employees are to communicate with their supervisor to determine when they will be permitted to return to campus, and what their responsibilities are. Guidelines & Protocols for Returning to Work (HR Proceedings).
- NTU Human Resources (HR) will be sending a communication to all faculty and staff asking individuals to contact their office if the individual needs a reasonable accommodation related to COVID-19. The communication will advise if they have an underlying medical condition or other risk factor that they believe would make their return to campus unsafe. These employees will be encouraged to request an accommodation. To maintain a healthy campus, all NTU employees and students must obtain a COVID-19 test and send results to NTU HR for reentry. HR will work with supervisors at NTU Tecnospos Site to accommodate faculty and staff who are at a higher risk of a severe illness, by allowing these individuals to continue to work remotely wherever possible.
- NTU will adhere to the Academic Policies, Requirements, and Deadlines to ensure that all students get up-to-date information on grading policies and academic support.
- Students will contact NTU IT Dept. to set up their email account and contact Financial Aid for Pell Grants and/or other scholarships they may apply to. NTU Coordinator and Administrative Assistant will be available for additional assistance.

CONTACT INFORMATION

Link to Campus Reopening Plan <http://www.navajotech.edu/coronavirus/reentry-plans>

First Day of the Spring Semester: January 25, 2021

Course Delivery Model: Online, Hybrid and Face-to-Face

Reopening Plan Point of Contact: Dr. Frank Todacheeny, 928-656-3600, ftodacheeny@navajotech.edu