



NTU Veterinary Teaching Hospital and Veterinary Technology Program COVID-19 Protocol

1. In order to ensure and maximize the safety of all staff and students in and around the Veterinary Teaching Hospital building and grounds and Veterinary Technology Modular building, additional protocols will be enforced by the Director and Human Resource Department.
2. All employees and students on the premise are required to test for the virus that causes COVID-19 at least weekly if they have at least one the following symptoms:
 - a. Sore throat
 - b. Cough
 - c. Shortness of breath
 - d. Sneezing
 - e. Runny nose
 - f. Fever (above 98.7 degrees F)
 - g. Congestion
 - h. Headache
 - i. Gastrointestinal upset
 - j. Fatigue
 - k. Muscle pain
 - l. Loss of taste
 - m. Loss of smell
3. If you have any of the above symptoms, do NOT enter the building. Notify Dr. Daye immediately by cell phone. You are required to show a negative COVID-19 test result before coming back to the premise and main campus.
4. All staff and students are required to have their temperature taken by Ms. Sharie Begay at least two times per day when entering the buildings. If she is off, then Ms. Shawna Begay will be responsible.
5. All staff and students are required to wear their PPE before entering the buildings therefore wait for the PPE to be placed on the outdoor table. Maintain at least 13' distance while waiting.
6. All staff and students are required to wear the following PPE while in the buildings, during labs, and assisting with veterinary patients: face mask N-95, face shield, level II gown, shoe covers, and gloves. Change your gloves frequently as you touch different surfaces and patients.
7. All staff and students are required to wear the following PPE while outdoors working on animals with at least 1 other person: face mask N-95, face shield, level II gown, shoe covers or clean rubber boots, and gloves. Face shield is optional when the weather doesn't permit.
8. All staff and students are required to wear at least the following PPE while working on outdoor animals by yourself or NOT within 13' of another person: face mask and gloves.
9. All staff and students are required to remain in their offices (and designated work area) at all times except when going to the restroom, to lunch, to assist with veterinary patients, and to assist another person with a task (call Dr. Daye first to obtain permission). All staff are required to call or text the rest of the staff and students in the building when leaving their office to ensure they do not encounter others outside of their office.

10. While in your office with door closed and if you do not share an office, you may remove the PPE carefully so as not to contaminate yourself. Use hand sanitizer immediately following removing the PPE.
11. For Sharie and Shawna who share an office, they may remove their face shield and gown only and switch to a regular disposable face mask while in their office. Use hand sanitizer immediately following removing the PPE.
12. All staff and students are required to wipe all surfaces including handles, knobs, doors, counter tops, hand gel pumps, faucets, soap dispenser, switches, etc. in common areas immediately.
13. All staff and students are required to use a designated restroom stall, sink, soap dispenser, hand gel dispenser, and paper towels. Staff and students must notify others in the building they are taking a restroom break to ensure that their paths don't cross.
14. Keep office door closed at all times.
15. Must have plexiglass between instructors and students during labs.
16. All rooms are limited to 5 people at a time.
17. All staff and students are required to bring their lunch in a cooler or if feasible, go home for lunch.
18. Director will immediately send home staff and students if they show up and enter the building with any of the above- mentioned symptoms. Failure to disclose any of these symptoms will result in being written up for not following protocol and possibly termination after being written up at least three times.
19. The above protocol is in addition to the previous protocols already in place.
20. Do not come to work and lab if you do not feel well. Stay home.