



Strategies for Safe Campus Operations

Pandemic Response Trio

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Managing Occupancy, 25% Capacity

The maximum capacity for the main campus is 2,213 individuals. The capacity limit during the pandemic is limited to no more than 553 individuals on campus at one time. The largest building on main campus is SkyHawk Gymnasium with a max. capacity of 2,500. That maximum capacity was only met during face-to-face graduations. Since the pandemic, all graduations have been virtual. Each building will have less than 15% capacity as the majority of services are conducted virtually.

Social Distancing

Avoid meeting with people face-to-face. Communicate electronically, even when communicating with people in the same office or building. All meetings should take place via Zoom, or other video conferencing software. Be sure you understand the privacy considerations when sharing information electronically at your meetings. Zoom recommendations can be found at <http://www.navajotech.edu/about/it-dept> ([Create Meeting with Zoom](#)).

Do not linger in hallways, stairwells, or areas where personnel are likely to congregate such as breakrooms, copier rooms, or other shared areas. Avoid sharing elevators, but when necessary, limit persons in the elevator to two to three individuals and stand six feet apart. Adhere to social distancing when waiting for the elevator. Most buildings will remain locked or badge-access only to limit the number of people in our facilities. Buildings that have open hours will have those hours publicly displayed. Classrooms and other facilities opened for instructional purposes will be arranged to allow for appropriate social distancing of at least 6 feet.

Large events and lectures are not allowed at this time. No more than 5 persons may gather in one closed space. Departments/Units are not to host large gatherings until further notice.

Maintain social distancing in university vehicles and limit vehicle occupancy to no more than two people per vehicle. If two people are occupying one vehicle, each person must wear a face mask while in the vehicle.

It is highly recommended that all documents needing review and/or signatures be routed via email or by other electronic routing/signature software such as Adobe Sign.

Self-Reporting Requirement

NTU has implemented a policy for self-reporting either symptoms of or a positive test for COVID-19 in order to support efforts to slow the spread of infection. This is both to connect SkyHawks to resources that can support them, and to help the University assess the community impact of the virus. This policy is specific to those individuals who are either currently working on NTU's campuses or have been physically on campus since March.

Self-Reporting Form:

<https://docs.google.com/forms/d/e/1FAIpQLSecVCfzKrwVBBvmslYOd6V8CuyqbpC0HgdgsULpvVvSrmPtVA/viewform>

Covid-19 Positive Students and Employees In Campus Space

If a supervisor becomes aware that a student or employee who has occupied an NTU space has tested positive for COVID-19, please recognize that individual's right to privacy regarding healthcare issues, but also recognize the concerns of other occupants.

Supervisor responsibility for students or employees who disclose they have tested positive:

- Send the individual home or instruct them not to come to work.
- [Read the NTU Guidance for Positive COVID-19 Cases](#)
- Instruct the individual to utilize into NTU's self-reporting form at <https://docs.google.com/forms/d/e/1FAIpQLSecVCfzKrwVBBvmslYOd6V8CuyqbpC0HgdgsULpvVvSrmPtVA/viewform>.
- Request permission from the student or employee to disclose to other employees the positive test results.
 - Let co-workers who were in the immediate area know of the positive results and send them home and utilize NTU's self-reporting form. If the employee has not granted permission, then avoid using the employee name when speaking with co-workers.
 - Supervisor should contact HR at HR@navajotech.edu regarding leave options available to employees that were exposed or possibly exposed to COVID-19.
 - Co-workers should follow guidance provided by CDC's related to testing and self-quarantining.

- HR will be responsible for contacting Facilities Management (FM) to formalize the clean-up process.
- Facility Maintenance will be responsible for communicating back to the Supervisor and HR that the area has been cleaned.

CONTACT TRACING

- HR will begin the contact tracing process, contacting the student or employee to determine areas and others that he/she has been in contact with.
 - NTU contacts for tracing are:
 - [Wanda Cooke](#): HR Director
 - [Sharon Noel](#): NTU Legal
 - [Ron Begay](#): Maintenance

Testing Services

NTU is partnering with several entities to administer COVID-19 Testing for our employees and students. Each testing event may vary in the type of test being administered: nasal swab specimens and oropharyngeal (throat) swab specimens. There can also be a rapid test (Abbot BionexNOW) and LabCorp Test that are administered. The agencies that we are working with are:

1. Crownpoint Indian Health Service
2. New Mexico Pathology Consultants
3. New Mexico Department of Health

Crownpoint Indian Health Service has designated a Liaison that NTU Human Resource Department works with to schedule and coordinate testing and vaccination events. Additionally, the Chinle Indian Health Service has designated a point of contact for vaccination coordination and the Chinle Site Director will be the point of contact for the Chinle Instructional Site.

Training

A COVID-19 Training Specialist was hired to conduct trainings using ZOOM meetings, in-person trainings, create training material that is shared via NTU Facebook account, KCZY Radio Station, and NTU email system. Informational material is also being posted on NTU COVID-19 webpage as new developments and Executive Orders are being made available. Anyone can visit NTU COVID-19 website to get more information.

As this virus is mutating, the COVID-19 Training Specialist is tasked with updating and training our employees on a weekly basis. The COVID-19 Training Specialist also is also tasked with assisting the COVID-19 Testing Events and the COVID-19 Mass Vaccination Events that we partner with local hospitals and the State of New Mexico Health.

