



NTU Warehouse Re-Entry Guidelines

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The NTU Warehouse Re-Entry Guidelines are designed to ensure and maximize a safe and healthy environment, NTU has established the following protocols for all staff, students, and visitors while on campus conducting business at the NTU Warehouse. These guidelines are based on information obtained from the Centers for Disease Control and Prevention (CDC), The New Mexico Department of Public Health and Environment, and the New Mexico Higher Education Department. The protocols defined in this document are expected to be followed without exception. The NTU COVID-19 Mitigation and Response plans will be adhered to.

Entrance to NTU Warehouse

- **MAIN ENTRANCE IS LOCATED ON NORTH SIDE OF BUILDING.**
- **EXIT IS LOCATED ON THE SOUTH SIDE OF THE BUILDING.**
- **NOTE: Warehouse is open to only warehouse employees for daily foot traffic to conduct daily business**
- **ONE-WAY FOOT TRAFFIC**
- All Employees, and Delivery personnel must properly wear a facemask at all times upon entering the NTU Warehouse.
- All Offices will have Barriers (i.e. Plexi-glass) installed where necessary.
- There will be signage posted within the building to remind employees/visitors about social distancing, mask requirement, etc.
- Touchless Hand Sanitizer dispensers are available at the NTU Warehouse Delivery Entrance.

Health Check to Enter Campus

- All Employees, Students, Non-NTU Programs, and Visitors will be screened with a Non-Contact Thermometer during arrival to campus by the NTU Security. The Screened Temperature must read 100.3 degrees or below to be allowed onto Campus. If an individual's temperature reached 100.4 degrees or above security will deny entry onto campus
- Touchless Hand Sanitizer stations will be placed across campus to reduce the spread

Social Distancing

- Everyone must stay at least 6 feet away from others. (Social Distancing)
- No gathering or congregating groups with more than ten (10) people.



Face Covering

- Staff, Students and Visitors are required to wear face masks while on campus.
 - Masks should fully cover the nose and mouth without gaps.
 - Masks should stay in place without needing adjustments.
 - Cloth masks should be washed daily

Staff Daily Office Cleaning and Transportation Providers

- Surfaces and objects frequently touched will be disinfected at the beginning and end of the work day- Computer/Laptops, Keyboards, Phones, Desk, Chair, Filing cabinets, etc.
- Staff will disinfect chair, desk, and other areas after visitor leaves the office.
- Frequent cleaning for the parts of shared equipment you touch after each use, equipment, tools and vehicles, for example, pallet trucks and forklift trucks.
- Limit access to transportation providers in the warehouse and meet/unload in the yard.
- Increasing the frequency of hand washing and surface cleaning
- Where possible and safe, having single workers load or unload vehicles.
- Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.
- Where possible, using the same pairs of people for loads where more than one is needed.
- Custodians have a routine cleaning schedule for the offices, restrooms, storage rooms, open areas, etc.

Anyone who does not follow protocol will be reported to the Security and asked to leave the premises.

All limitations subject to change based on guidance issued by NTU, CDC, the State and Navajo Nation.