



March 20, 2020

Dear NTU Students, Staff and Faculty,

Effective March 20, 2020, the following changes have been made to yesterday's update that was sent out to everyone. These changes have been made based upon new information received as of last night and early this morning.

- 1. Spring Break.** The break will be extended for an additional week.  
March 19, 2020 – April 3, 2020  
The extended break is for our students.  
The additional week will provide time for faculty to become more familiar with their remote learning plans and to become familiar with on-line instruction. Support has been sent to faculty members and posted on the website under "Online Learning".
- 2. On-Line Instruction.** Students and faculty will begin on April 6, 2020.  
This first week will focus on implementation of a new way of teaching and learning for both faculty and students. We must ask questions if we are struggling. Support is available.
- 3. Telework.** All employees are to conduct telework. This means you are being held accountable to work on your program's tasks and to communicate with your supervisor on a daily basis. Supervisors will be held accountable to providing guidance and support for their respective employees.
- 4. Essential Employees.** The following employees are considered essential to the current function of the university during this time. 1) Dorm staff; 2) Maintenance staff; 3) Custodial staff; 4) Cafeteria staff; 5) Finance; 6) Financial Aid staff, and, 7) Security officers.
- 5. Cafeteria.** Only "take-out" box meals will be provided. The cafeteria is open only to the NTU students and the NTU employees with identification badges.

6. **On-Call Personnel.** We have identified the following as “on-call” personnel. All can be reached through the NTU Main number: 505-387-7400

- 1) Financial Aid for help with filing financial aid;
- 2) Information Technology for technological issues;
- 3) Mr. Ron Begay, Incident Commander/Maintenance;
- 4) Instructional Site Coordinators and Director;
- 5) Nurse 24-hr for medical issues associated with COVID-19 symptoms.

If you are an employee who is elderly or have compromised health issues (diabetes, asthma, COPD, etc.), you will need to inform your immediate supervisor so they can work with you to manage your individual work plan.

In closing, these are unprecedented times and we appreciate your patience and understanding. Please remain calm, take care of yourselves and your families, stay at home and wash your hands.

Sincerely,



Dr. Elmer Guy

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