



NTU Human Resource Re-Entry Guidelines

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 Human Resource Department. 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 Human Resource Building

- All Employees, Students, Non-NTU Programs, and Visitors must wear a facemask at all times upon entering the Human Resource Building.
- All Offices will have Barriers (i.e. Plexi-glass) installed where necessary.
- There will be signage posted within the building to remind employees/students/visitors about social distancing, mask requirement, etc.
- Hand Sanitizer and Sanitizer Wipes are available in the Human Resource Building Lobby.
- All Employees/Students/Visitors are encouraged to contact staff via email or telephone prior to coming on campus.
- There is no public restrooms available to the general public until further notice
- A one-way traffic are clearly marked for all visitors visiting the Human Resource Building.

Health Check to Enter Building

- All Employees, Students, Non-NTU Programs, and Visitors will be screened with a Non-Contact Thermometer during sign in. The Screened Temperature must read 99.9 degrees or below to be allowed into the building. If an individual's temperature reached 100.0 degrees or above, we will notify security and inform the individual to leave the building.
- Check-In Staff will use disposable gloves and sanitize the pens after each use.
- A Change of gloves by the staff will be required before the next check.
- The Thermometers must be disinfected and cleaned after each use with a disinfectant wipe.
- After signing in, the individual will be asked to put hand sanitizer on to reduce the spread of germs.

Daily Hygiene Practices

- Wash Hands often with soap and water for at least 20 seconds.
- Use hand sanitizer if water is not available.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with your sleeve when you sneeze or cough.



Social Distancing

- Everyone must stay at least 6 feet away from others. (Social Distancing)
- No gathering or congregating.

Face Covering

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

Daily Office Cleaning

- 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.
- Custodians have a routine cleaning schedule for the offices, restrooms, storage rooms, open areas, etc.

COVID-19 Symptoms

1. If you have any of the symptoms below, DO NOT enter the building.
 - Sore throat
 - Cough
 - Shortness of breath
 - Sneezing
 - Runny nose
 - Fever (above 99.9 degrees F)
 - Congestion
 - Congestion
 - Headache
 - Gastrointestinal upset
 - Fatigue
 - Muscle pain
 - Loss of taste
 - Loss of smell
2. For Staff/Students, if you do not feel well, contact your instructor/supervisor/Wanda Cooke, Director of Human Resources and do not come to work/campus. Stay home.
3. For Staff/Students notify, Wanda Cooke, Director of Human Resources immediately by email. There will be a requirement to show a negative COVID-19 test result before coming back to the premises and main campus.
4. Wanda Cooke, Director of Human Resources, Email: wcooke@navajotech.edu, Phone: 505-387-368

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.