

**Student Life and Activities Coordinator
Student Service Department
Operation Plan**

Work Schedules for Department Employees

1. Supervisors and employees will coordinate schedules to avoid workplace conflicts for office space.
2. Shared offices or employees' work spaces will require social distancing. No more than one employee may work in the office at any time. No visitors in the offices.
 - Student Life and Activity Coordinator - Wellness Center Office 1
 - Student Senate - Wellness Center Conference Room
3. Telework is encouraged for our department when needed. Especially for employees who are high-risk or caring for someone who is high-risk.

4.

Name	Title	Email	Contact #
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Employee Safety Guidelines for Onsite Work:

1. All employees will abide by CDC and NTU's COVID-19 protocols: including frequent handwashing and/or use of hand sanitizer, avoid touching their eyes, nose, or mouth with unwashed hands, and covering coughs and sneezes.
 - Need sanitizer stations at designated areas.
2. If employees feel sick, they should communicate with their supervisor and work from home or stay home.
3. Face covering is required at all times unless the employee is in an office or conference room by themselves. Employees must wear a face covering in places where social distancing from six feet is not possible. This includes common areas, hallways, the Student Union Building, SLAC room when helping students, or other areas where passing or interactions may be possible at closer distances.
4. Meetings will be scheduled in spaces that facilitate social distancing and/or occur remotely using web-conferencing tools.

Events, Programming, and/or Services (Student Senate and Miss NTU)

1. Meetings will continue to be held virtually where possible or with a hybrid of in-person in larger meeting rooms where adequate social distancing is possible.
2. Training will be provided virtually using Zoom. Any training that is provided in-person is only available if the group is small enough to fit in the training space where social distancing, use of face coverings, and cleanliness can be maintained.

3. SLAC and Student Senate events will be pre-approved by the campus Dean of Students and Risk Management.
4. SLAC and Student Senate activities will be held virtually through social media platforms, challenges, and collaborating with different departments.
5. Campus recreation programs will be monitored by SLAC staff and will continue to checkout equipment to students (basketballs, softball gear, Aggie Bikes, etc.).
6. Student Senate and Miss NTU will limit to one student in the office space at a time.
7. Students will be encouraged to email, text, or schedule appointments to meet with SLAC staff members. Contact information will be provided in the SUB hallway and on SLAC staff doors.
- 8.

Name	Title	Email	Contact #
Michael McMillan	Student Activity Coordinator	mmcmillan@navajotech.edu	505.387.7444
Leomi Foster	Miss NTU	missntu@navajotech.edu	505.387.7444
Deirdra Deswood	SS President	ntustudesenate@navajotech.edu	505.387.7444
Nylana Murphy	SS Vice President	ntustudentsenate@navajotech.edu	505.387.7444
Wanda Jimmie	SS Secretary	ntustudentsenate@navajotech.edu	505.387.7444
Ashton Brown	SS Treasurer	ntustudentsenate@navajotech.edu	505.387.7444
Chelsie Whitewater	SS Master of Arms	ntustudentsenate@navajotech.edu	505.387.7444

Facility Protocols to Protect Employees and Visitors:

1. NTU-approved COVID-19 signage that lists COVID-19 symptoms will be posted in the Student Union Building. Employees or visitors who are exhibiting symptoms will be instructed to return home and conduct business remotely.
2. Sufficient wipes and/or disinfectant spray and paper towels will be ordered through facilities to provide more frequent cleaning of high-touch surfaces. This includes: telephones, office door handles, campus recreation equipment, computers, and light switches.
3. Front desk staff in the Student Center will sit behind a plexiglass barrier to conduct business. They are required to wear a face covering when interacting with patrons. Until the plexiglass is ordered, the Student Center will not be open.
4. The Wellness Center will operate from 10:00 am to 3:00 pm Monday-Thursday. The center will be cleaned and equipment wiped down from 8:00 am - 10:00 am, and 3:00 pm - 5:00 pm. Deep cleaning of all equipment will be 6:00am to 5:00pm on Friday. The Student

Center will allow a maximum of eight patrons in the facility at one time. Patrons will be provided sanitizing guidelines.

5. Chairs and furniture in the SUB hallway and offices will be placed apart to facilitate social distancing.
6. Unless it creates privacy, data security, or other security risk, the internal doors will be propped open, so handle usage is limited and increased ventilation.

Training and Communication Plan for Return to Onsite Operations

1. Once approved, a copy of this plan will be emailed to SLAC employees and student leaders.
2. Preparations for return of work and expectations will be discussed at regular meetings with staff and student leaders.
3. Employees will be emailed the NTU-approved screening questions to review before returning to work on site. Employees who have recently been symptomatic or who become symptomatic will be instructed to work from home and seek medical treatment if the symptoms are of concern to the employee. The state of New Mexico recommends testing for COVID-19 for any of these symptoms which includes a fever, cough, shortness of breath, sore throat, muscle aches and chills, or decreased sense of smell or taste.
4. Before an employee returns to work, their supervisor must approve the date of their return to onsite work to ensure proper arrangements are in place including social distancing, wearing of face coverings, and proper hygiene activities.
5. The supervisor will monitor (using passive observation) their onsite employees daily for potential symptoms and send employees or student leaders home who exhibit symptoms.
6. The SLAC department will post NTU-approved signage setting expectations for staying home when sick, practice respiratory hygiene and etiquette, and workplace behavior.

Travel Needs and Limitations for the Coming Year

1. The SLAC department will limit out-of-state travel for business purposes only.
2. Employees will be advised to check COVID-19 symptoms before and after travel for personal or business reasons and to stay home until symptoms have fully resolved.
3. Travel to and from high risk areas or who have potentially had contact with someone with a higher risk of infection will be required to quarantine until cleared by Human Resources.

August

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 Virtual Student Orientation	8
9	10 Classes Begin	11	12	13	14 NAVAJO POLICE DAY Honor the fallen law enforcement – balloon release	15 Hiking 6 pm – till (Teepee Trail)
16 Movie 12 pm – 5 pm (WC)	17	18 Dance Aerobics w/ Shyler 6 pm – 7 pm (Virtual)	19	20 Dana Desiderio Traditional Story 6 pm – 7 pm (Virtual)	21	22 Scavenger Hunt
23 Walmart – 12 pm – 6 pm (5 students)	24	25 Dance Aerobics w/ Shyler 6 pm – 7 pm (Virtual)	26	27 3-3 Volleyball 5 pm – 7 pm	28	29 Cookout w/ movie 12 pm – 5 pm
30 Walmart – 12 pm – 6 pm (5 students)	31					

September

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Dance Aerobic w/ Shyler 6 pm – 7 pm 30 day Challenge Weigh in at 12 pm	2	3 Virtual Bingo	4	5 Walking – Campus Trail 3 mile
6 Movie Day	7 3-3 Volley Ball w/Cookout	8 Dance Aerobic w/ Shyler 6 pm – 7 pm	9	10 Virtual Tour	11	12 Online Scavenger Hunt
13 Walmart Run	14	15 Dance Aerobic w/ Shyler 6 pm – 7 pm	16 Karaoke Night (virtual) 6 pm – 9 pm	17 Motivational Speaker	18	19 Horseshoe Tourney
20 AM Walmart Run PM Study Hall	21 Midterm Week	22 Midterm Week	23 Midterm Week	24 Midterm Week	25 Midterm Week	26 Gaming Tournament
27 Cookout	28	29 Dance Aerobic w/ Shyler 6 pm – 7 pm	30 30 day Challenge last day - last weigh in			

October

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Virtual Bingo 1	2	Movie - Evening 3
Walmart Run 4	5	Dance Aerobic w/ Shyler 6	7	3-3 Volleyball Tourney 8	9	Bicycle Ride 10
Walmart Run 11	12	Dance Aerobic w/ Shyler 13	James and Ernie Show 14	Virtual Photo Contest 15	16	Cookout 17
Horseshoe Tourney 18	19	Dance Aerobic w/ Shyler 20	21	Motivational Speaker 22	23	Chess or Checkers tourney 24
Walking – Campus Trail 3 mile 25	26	Dance Aerobic w/ Shyler 27	Virtual Costume Contest All students! 28	Door Decoration Family Housing and Dorm 29	30	Movie Fest - midnight 31
Other Activities in the month of October: • Red Ribbon	• Breast Cancer Awareness • Domestic Violence					

November

NATIVE AMERICAN HERITAGE MONTH

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Walmart Run	2	3 Dance Aerobic w/ Shyler	4	5 Virtual Bingo	6	7 Volleyball
8 Horseshoe	9	10 Dance Aerobic w/ Shyler	11 VETERANS DAY Mini Virtual Veteran's day Powwow 10-3pm	12 Motivational Speaker	13	14 Cookout/ Movie
15 Study time	16 Finals Week	17 Finals Week	18 Finals Week	19 Finals Week	20 Finals Week	21 GRADUATION
22	23	24	25	26	27	28
29	30					