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NAVAJO TECHNICAL UNIVERSITY

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UPDATE FOR REENTRY PLAN FOR KIRTLAND INSTRUCTIONAL SITE KIRTLAND, NM

Updated 6/21/2021

Dr. Vangee Nez, Site Coordinator

GUIDELINES FOR CAMPUS FOR FALL 2021

WATCH FOR SYMPTOMS OF COVID-19

- Fever
- Cough
- Shortness of breath
- Sore throat
- Headache
- Muscle pain
- Chills
- Loss of taste or smell.

STAY HOME

- Avoid unnecessary travel.
- Always stay at home when you are sick (except for medical emergencies).
- Wash your hands frequently.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Provide for all meetings to take place remotely whenever possible.
- If you have concerns around your family, get tested and keep your student home until you know the results.

NTU KIRTLAND INSTRUCTIONAL SITE AND BOND WILSON TECHNICAL CENTER /CENTRAL CONSOLIDATED SCHOOL DISTRICT

NTU Kirtland Instructional Site and Bond Wilson Technical Center (BWTC) and Central Consolidated School District (CCSD) will be working collaboratively during this time to ensure safety for all employees, students, and guests at BWTC.

VACCINATION CARD

FALL 2021, ALL NTU students must submit their Vaccination Card and/or their Affidavit of Exemption.

PHYSICAL DISTANCING

All NTU community members are expected to maintain appropriate social distancing on campus (6 feet apart). Classes and activities have been scheduled and located to help students and faculty move about while maintaining social distancing. In particular, 94% of courses at NTU Kirtland Instructional Site are scheduled to provide instruction face-to-face for all Applied Technology courses and some of the math and introduction to computer courses in the fall; while other courses will be offered in hybrid. Local area

signage and campus communications will reinforce the messaging on the need to maintain social distancing.

- **Distancing and Masks:** Ensure that a distance will remain at least six feet is maintained among individuals while on campus, inclusive of faculty and staff, and students, to the extent possible and when seated in a classroom or meeting, unless safety or the core activity (e.g., moving equipment, performing a transaction) requires a shorter distance or individuals are of the same residence. Any time individuals come within six feet of another person who does not reside in the same residence, acceptable face coverings must be worn. NTU will ensure that acceptable face coverings are worn properly. Acceptable face coverings for COVID-19 prevention include but are not limited to cloth-based face coverings (e.g. homemade sewn, quick cut, bandana), surgical masks, and face shields that cover both the mouth and nose. NTU will provide acceptable face coverings to employees for workplace activities that typically require a higher degree of personal protective equipment (PPE) due to the nature of the work. Adherence to mask use policy is expected and will be self-managed. Any significant violations of mask policy can and will result in the campus community member being banned from campus activity for an appropriate time.
- **Limit Occupancy and Congestion:** There will be directional signage to limit occupancy and congestion. Small space will be limited to no more than one individual at a time (e.g. supply rooms, faculty offices, study lounges, unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same residence). Appropriate occupancy signage will be displayed. A limit of 10 students per classroom. NTU will evaluate the number of workstations and shared seating areas for labs that can be occupied simultaneously. For instance: number of workstations at six feet distance + number of shared seats at 6 feet repurposed as work seats = maximum capacity. Using the maximum capacity per floor, NTU will set target capacities at a percentage of that maximum and will adjust the space and protocols when needed to ensure safety.
- **Reconfigure Floorplans:** NTU Campus Planning will modify or reconfigure the use and/or restrict the use of classrooms and other places where students and faculty gather, so that individuals are at least six feet apart in all directions (e.g. side-to-side and when facing one another) and are not sharing workstations without cleaning and disinfection between use. NTU will limit use of shared workstations when feasible. When distancing is not feasible in public spaces, NTU will require the use of face coverings or physical barriers (e.g. plastic shielding walls, in lieu of face coverings in areas where such barriers would not affect air flow, heating, cooling or ventilation or otherwise present a health or safety risk).
- **Signage:** Campus facilities has appropriate signage and developed as required by federal, state, local school district and university policy. Signage have been deployed and maintained in support for classrooms and labs to maintain safety. NTU is using applicable print resources provided by NTU Main Campus and BWTC from CCSD.

GATHERINGS IN ENCLOSED SPACES

- **General Guidance for Enclosed Spaces:** Gatherings on campus in enclosed spaces will be managed based upon current federal, state, local and university policy. In all cases, rules regarding social distancing will be adhered to and proper social distancing will be maintained. NTU will prohibit the use of by more than one individual at a time of tightly confined spaces (e.g. supply rooms, kitchens), unless all employees and students in such spaces at the same time are wearing acceptable face coverings. In the case of a positive test, NTU Kirtland Instructional Site will immediately notify BWTC/CCSD and NTU Main Campus to close the facility and conduct thorough cleaning in line with NTU and CCSD guidelines. This applies to the following spaces at NTU BWTC:
 - **Student Lounge/Kitchen:** Refer to General Guidance for Enclosed Spaces.

- **Computer Labs:** For electronic equipment, NTU BWTC will clean the keyboards after each use following the manufacturer's guidelines. If no guidance is available, will use alcohol-based wipes or soft cloths sprayed with disinfectant that includes at least 70% alcohol. NTU will encourage students to thoroughly wash their hands before using any computer terminal, we will distribute alcohol-based wipes for students to wipe the keyboard and mouse prior to using the equipment, and NTU cleaning staff will disinfect high touch points as per schedule.
- **Conference Rooms:** Currently not in use. All meetings are schedule via Zoom.
- **Exterior Campus Grounds:** There is one entrance to the building and all gates are locked. There are picnic tables more than 6 feet apart for students to use.
- **Hallways:** BWTC/CCSD has placed markers in the hallways for bi-directional flow. NTU and BWTC has placed hand sanitizer, near entrances.
- **Lecture/Classrooms:** NTU has set occupancy limits no greater than 50% of fire code and will regulate the distance between seats to allow for 6 feet of separation between individuals.
- **Lobby and Common Areas:** Waiting area seating have been blocked off. There is an area for check-in and screening for temperatures and a form to fill-out prior to entry into the building. Individuals enter one at a time until all procedures have been completed. All common areas will be restricted to ensure maintenance of social distancing protocols and NTU and BWTC will regulate the use of common areas with clear signage (including maximum occupancy) and physical distancing measures in accordance with public health rules and guidelines.
- **Office Space:** Refer to General Guidance for Enclosed Spaces.
- **Restrooms:** Refer to General Guidance for Enclosed Spaces.

- **OPERATIONAL ACTIVITY AT NTU Kirtland Instructional Site**
- All NTU and BWTC employees not reporting to campus will continue to work remotely.
- Bookstore or Library orders by students can be arranged for a curb-side pick up or mailed (arrange for shipping). It is anticipated that this will result in minimal need for in-person pick up. NTU BWTC has a small library and some textbooks are available and welding tools can be purchased onsite. Students will make arrangements with coordinator for pick up. Guidelines & Protocols for the Library has been reviewed and updated.
- Campus deliveries and drop-off and/or pick up will be monitored by NTU Kirtland Instructional Site Coordinator and will coordinate with NTU Warehouse for any other deliveries.
- Due to the nature and extent of the work that must be performed, it is anticipated that this model will be employed for some time. Importantly, there is only 1 point of egress and ingress to the campus, the Main Entrance at Bond Wilson Technical Center allowing to monitor and control access.
- Faculty Congress Committee and other committees on behalf of the students will meet periodically to ensure that the student have support when NTU has to transition to online mode of operation to face-to-face teachings. NTU will maintain a safe, socially distanced environment for students as they return to campus.
- NTU and BWTC will continue to operate with limited public safety and facilities staff reporting to campus on a routine basis, and other staff requiring the prior approval to visit the campus for discrete periods of time. NTU employees are to communicate with their supervisor to determine when they will be permitted to return to campus, and what their responsibilities are. Guidelines & Protocols for Returning to Work (HR has confirmed and reviewed and updated the document.)
- NTU Human Resources (HR) will be sending a communication to all faculty and staff asking individuals to contact their office if the individual needs a reasonable accommodation related to COVID-19. The communication will advise if they have an underlying medical condition or other

risk factor that they believe would make their return to campus unsafe. These employees will be encouraged to request an accommodation. To maintain a healthy campus, all NTU employees and students must obtain a COVID-19 testing and send results to NTU HR for reentry. HR will work with supervisor at Kirtland Instructional Site to accommodate faculty and staff who are at a higher risk of a severe illness, by allowing these individuals to continue to work remotely wherever possible.

- NTU will adhere to the Academic Policies, Requirements, and Deadline to ensure that all students get the most up to date information on grading policies and academic support.
- Students will contact NTU IT Department to set up their NTU email account and contact Financial Aid for Pell Grants and/or other scholarships they may apply to. NTU Kirtland Instructional Site coordinator will be available for additional assistant.
- Go to <http://www.navajotech.edu/coronavirus/reentry-plans> and <http://www.navajotech.edu/online-student-learning-support> for detailed information.

CONTACT INFORMATION

First Day of the Fall Semester: August 23, 2021

Course Delivery Model: Online, Hybrid and Face-to-Face

Student Services Delivery Model: Hybrid and Face-to-Face

Reopening Plan Point of Contact: Dr. Vangee Nez, 505-609-5020, vangee.nez@navajotech.edu

OTHER CONTACT INFORMATION

Milo McMinn, Principal 505-598-4581 / mcmim@centralschools.org

https://ccsd.esvbeta.com/bondwilsontechnicalcenter_home.aspx

EMS 911 (Kirtland) or EMS Shiprock 505-368-6175

Northern Navajo Med. Ctr. 505-368-6001 (ask for ER)

NNMC Nurse Hotline: 505-368-7447

San Juan Regional Med. Ctr. 505-516-0938/Toll Free 888-949-5387

NMDOH 505-827-0006 Epidemiology and Response Division (ERD) of the DOH.

NM Coronavirus Hotline 855-600-3453

David Nez, NN Div. of Health 928-871-7014

To report or speak with an epidemiologist for consultation, management, control, and diagnosis of outbreaks (reports to CDC).