



INFORMATION TECHNOLOGY (IT) BUILDING RE-ENTRY PLAN

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The IT building will provide quality technical support resources and a safe and sanitary environment to students, faculty, and staff of Navajo Technical University.

I. Requirements

1. All students, faculty, and/or staff must wear a facemask upon entering the IT building
2. All students must present a current NTU class schedule and ID to enter the IT building before utilizing any technical resources provided in the facility.
3. All faculty and staff must show NTU ID to enter the IT building and utilize any technical resources provide in the facility.
4. All students, faculty and staff must sign-in at the front desk and get temperature taken.
5. Only the lobby area of the IT building is open to allow staff to manage the flow of traffic and to support the limited numbers accessible in the building at one time. Foot traffic is one-way in and one-way out.
6. Signs posted throughout the IT building informing social distancing, face mask, hand washing.
7. Absolutely NO FOOD or DRINKS allowed in the IT building.
8. No community members are allowed.
9. No children are allowed. Students must leave their children at home.

II. IT Building Staff Responsibilities

1. The IT building Staff will provide cleaning solutions at the front desk.
2. Provide hand sanitizer station. Make sure it is always filled.
3. The IT building Staff will wipe down area after each use: tables, chairs, etc....
4. The IT building Staff will wipe down a computer after each use, keyboard, mouse, monitor, tables and chairs.
5. Keep in contact with the NTU Safety Officer to maintain adequate cleaning supplies, gloves, rags, etc.

6. Provide curbside services: technology check-out/check-in and technology support
7. Students are encouraged to utilize online technology resources
8. In-service training for IT building staff on disinfectants and proper cleaning techniques.

III. Student Responsibilities

1. Wear facemask at all times while in the IT building.
2. Continue to practice and maintain social distancing according to CDC recommendations.
3. If the IT building is at its recommended capacity, then students must remain outside until an open space is available.
4. If students are waiting outside the IT building, a time limit will be enforced to give everyone adequate IT building usage.
5. Students must call ahead of time if they are requesting curbside services: book check-out/check-in, printing, scanning, copying.

IV. Faculty Responsibilities

1. Make sure students wear their mask while in the IT building.
2. All Faculty and staff must fill out an IT building Reservation form before utilizing the conference room.
3. A maximum of 8 students are allowed in the IT building Lecture room.
4. Clean up after themselves before exiting the IT building.
5. Enforce no food or drinks policy while in the IT building.

V. Security

1. Will continue to do a walk-through of the IT building.
2. Sign-in at the front circulation desk.
3. Will assist in removing any unruly patrons from the IT building.

VI. IT building Hours

1. Monday through Friday, 8:00am to 5:00pm
2. IT Building Classroom, Monday through Friday, 8:00am to 5:00pm
3. Saturday, Closed
4. Sunday Closed

Important Information Links:

<http://www.navajotech.edu/coronavirus>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

<https://www.cdc.gov/niosh/topics/chlorine/>

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

<https://www.epa.gov/coronavirus/guidance-cleaning-and-disinfecting-public-spaces-workplaces-businesses-schools-and-homes>