

Personal Protective Equipment (PPE) Request Guidelines

To ensure and maximize a safe and healthy environment, NTU has established the following protocols for Staff, Faculty, and Students while on campus requesting for Personal Protective Equipment (PPE). These guidelines are based on information obtained from the Centers for Disease Control and Prevention (CDC) and The New Mexico Department of Public Health and Environment. 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.

Distribution of Personal Protective Equipment (PPE)

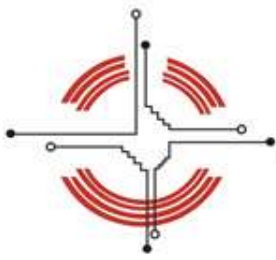
Navajo Technical University is acutely aware of rapidly expanding needs for personal protective equipment (PPE) for numerous organizations across the Navajo Nation-including masks, gloves, face-shields, and disinfectants. Personal Protective Equipment (PPE) resources are limited and some protective equipment products are on backorder status, so employees are encouraged to use conservatively.

NTU will provide the following Personal Protective Equipment for their employees and students on campus:

- facemask (reusable and disposable)
- face shields (only to employees who are in high traffic areas and faculty members who are using mode of instruction of hybrid or face-to-face instruction)
- personal size hand sanitizers
- disposable gloves (only to employees who are tasked with checking temperatures of visitors entering buildings)

Upon availability of funding or supplies, NTU may provide the following cleaning supplies for their workspace area:

- Disinfectant wipes
- Disinfectant cleaner
- Disinfectant aerosol spray
- Bleach
- Air Purifiers
- Plexiglass - barriers
- Non-contact thermometers



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Other supplies that can be obtained from other departments:

- Laminated Signage - Materials Development or from Brooklynne Cooke, Empowerment Building
- Daily temperature log - form can be found online at:
http://www.navajotech.edu/images/covidUpdates/docs/Copy_of_Daily_Employee_Temp_Log.pdf
- COVID-19 Screening Checklist:
http://www.navajotech.edu/images/covidUpdates/docs/Checklist_for_Staff_and_visitors.pdf

Inventory of PPE & Cleaning Supplies

All Inventory of Personal Protective Equipment & Cleaning Supplies will be updated on a weekly basis. All items distributed to employees will be logged in by Brooklynne Cooke, Administrative Assistant. Inventory will follow all NTU fiscal policies. The Safety PPE Program will be overseen by the Director of Support Services, Robert Chase.

Additional Information:

Upon availability of PPE supplies and cleaning supplies, NTU will distribute to each department a reasonable amount of supplies based on the departments' headcount on a biweekly basis. NTU encourages its employees to purchase or provide their own face coverings as a part of their regular safety equipment.

All PPE requests can be made by emailing (bcooke@navajotech.edu) or calling (505) 387-7408 Administrative Assistant: Brooklynne Cooke located at the Empowerment Building.

It is encouraged that you bring your own box or bag to pick-up PPE and cleaning supplies.

Anyone who does not follow protocol will be reported to the Security and asked to leave the premises.

All limitations are subject to change based on guidance issued by NTU, CDC, the State and Navajo Nation.