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NAVAJO TECHNICAL UNIVERSITY

ESTABLISHED 1979

MEMORANDUM

TO: NAVAJO TECHNICAL UNIVERSITY PERSONNEL

FROM: *Wanda J. Cooke*
Wanda J. Cooke, Director of Human Resource
Navajo Technical University

DATE: August 6, 2020

SUBJECT: Protocol for Reporting a Positive COVID-19 Case

The purpose of this memo is to provide a protocol for reporting confirmed COVID-19 diagnosis, based on your own positive test result or the test result of someone with whom you share a residence. Employees must report a COVID-19 positive test by email to: reportcovid@navajotech.edu. The group email will automatically alert three (3) core team members who will immediately begin the administrative controls including contact tracing, closure of buildings for immediate intense sanitization, contacting outside agencies where necessary.

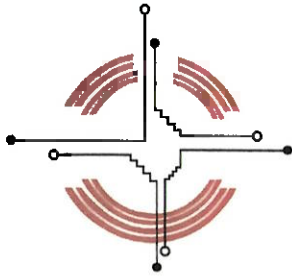
A form must be completed with the following information:

- Include your email
- Provide a personal cellular telephone number
- Provide county of residence
- Provide last date/time on campus
- Identify buildings from when last on campus
- Date of COVID-19 positive test result
- Type of COVID test (if known)
- Date symptoms started
- Date of exposure if known or location where you might have been exposed
- Names of employees, visitors, students that you were in contact with while on campus for more than 15 minutes

As an added safety measure, NTU has partnered with a third-party testing laboratory: Pathology Consultants of New Mexico that provides test kits and are self-administered. Test kits are available at the Human Resource (Wanda Cooke) and with Safety Officer (Ron Begay). These test kits are available for employees and students who had “exposure” to a positive case. The employee or student must complete a Test Intake Form. A sample will be provided on how to complete the form. The cost will be picked up by your insurance so please have your insurance information readily available.

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PRIVACY NOTIFICATION: The medical information of the employee who tested positive is protected by the Health Information Privacy Act and we are not at liberty to disclose that information. Please refrain from requesting information and refrain from sharing medical diagnosis of other persons regardless of how you may have obtained the information.

If you have any questions, please contact me by email at wcooke@navajotech.edu or by telephone at (505) 387-7368.

cc: Distribution