

For more information, please contact:

Sheena Begay, Director of Institutional Data & Reporting Navajo Technical University Lowerpoint Road, State Hwy 371 Crownpoint, NM 87313 Office: (505) 786-7383 Mitel Extension: 1027 Cell: (505) 979-6917 Email:<u>sheena.begay@navajotech.edu</u> Visit: http://www.navajotech.edu/about/ins titutional-data-and-reporting

COVID-19 Protocol for The Office of Institutional Data & Reporting at Navajo Technical University

To ensure the wellbeing and safety of everyone during these challenging times, as well as to remain in compliance with local, state and federal guidelines, the Office in Institutional Data & Reporting will be **teleworking through the end of December 2020**. Minimal office hours will be kept during the month only to conduct essential business.

The Office in Institutional Data & Reporting is a department with two staff members: (1) full-time staff and one (1) temporary student intern. We are located on the second floor of the Student Union Building (SUB) at the Main-Crownpoint campus. Majority of institutional reports are completed and submitted online using a computer therefore, teleworking is the most practical and safest choice during this time for the department. You can always contact the director through email or telephone if you have any questions.

FIND PUBLIC HEALTH ORDERS & GUIDELINES HERE:

- State of New Mexico <u>https://cv.nmhealth.org/wpcontent/uploads/2020/</u> <u>11/113020-PHO.pdf</u>
- Centers for Disease Control and Prevention (Considerations for Institutes of Higher Education) <u>https://www.cdc.gov/coronavirus/2019ncov/com</u> <u>munity/collegesuniversities/considerations.html</u>
- Navajo Nation
 https://www.ndoh.navajo-nsn.gov/covid-19
- Navajo Technical University
 <u>http://www.navajotech.edu/coronavirus</u>



For the latest developments involving COVID-19 and NTU, visit us at **www.navajotech.edu/coronavirus** or scan the QR code above.