



Navajo Technical University
Sky Hawk Central
COVID-19 Reentry Guidelines



To help promote a healthy and safe environment, NTU has established the following protocols for all students, prospective students, and visitors while on campus conducting business at the Sky Hawk Central (Admission, Registration, Financial Aid, and Advisement offices). These guidelines are based on information obtained from the Centers for Disease Control and Prevention (CDC), The New Mexico Department of Public Health and Environment, and the New Mexico Higher Education Department. 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.

Students and visitors are encouraged to contact staff via email or telephone prior to coming on campus. Enrollment and registration of courses may be completed through distance communication. Contact information are as follows:

For Admission and Registration - admissions@navajotech.edu

Geraldine Slim, Admission Officer - gslim@navajotech.edu 505-387-7377

Thelma Johnson, Admission Technician - tjohnson@navajotech.edu 505-387-7380

Kelly Chiquito, Registrar - kchiquito@navajotech.edu 505-387-7426

Renee Damon, Assistant Registrar - rdamon@navajotech.edu 505-387-7475

For Dual Credit

Freda Joe, Dual Credit Coordinator - fjoe@navajotech.edu 505-387-7364

For the Recruitment

Brenda Yazzie, Campus Recruiter - b.yazzie@navajotech.edu 505-387-7427

For Advisement

Kyle Arviso, Advisor - k.arviso@navajotech.edu 505-387-7513

Leslie Tsosie, Advisor - l.tsosie@navajotech.edu 505-387-7514

Sherietta Martinez-Brown, First-Year Advisor - smartinez@navajotech.edu 505-387-7470

For Student Financial Aid - financialaid@navajotech.edu

Gary Segay, Financial Aid Manager - gsegay@navajotech.edu 505-387-7428

Yolanda Begay, Financial Aid Technician - ybegay@navajotech.edu 505-387-7442

Rena Tom, Financial Aid Assistant - rtom@navajotech.edu 505-387-7417

For Overall Enrollment Department

Dr. Delores Becenti, Director - d.becenti@navajotech.edu 505-387-7404

Entrance to Sky Hawk Central

- A sign is posted on the entrance door to inform the public that there will be a limit of six (6) students/visitors at a time in the building for service.
- A sign is posted listing the names of staff with email and phone numbers to call.
- Face mask must be worn at all times in the building.
- Restriction - Children under the age of 14 are not allowed in the building.
- Signage are posted within the building to remind employees/students about social distancing, mask requirement, etc.
- Offices have barriers (i.e. Plexi-glass) installed where necessary. Entrance upon permission into the office.

Health Check

- Upon arrival visitors will be required to sign-in and will be screened. Screened temperature must read 100.3 degrees or below to be allowed into the building. If a visitor's temperature reaches 100.4 or above, we will notify security and inform the visitor to leave the building.
- Check-in staff will use disposal gloves.
- Non-contact thermometers will be used.
- A change of gloves by the staff will be required before the next check.
- Thermometers must be wiped with an alcohol wipe and cleaned between each use.
- Hand-sanitizer and sanitizer wipes are available in the foyer.

Daily Hygiene Practices

- Wash hands often with soap and water for at least 20 seconds.
- Use hand sanitizer if water is not available.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with your sleeve when you sneeze or cough.

Face Covering

- Staff and visitors are required to wear appropriate face masks.
- Masks should fully cover the nose and mouth without gaps.
- Masks should stay in place without needing adjustments.
- Cloth masks should be washed daily

Social Distancing

- Everyone must stay at least 6 feet away from others (Social Distancing)
- No gathering or congregation.
- Plexi-glass are located in the testing room and in the lobby (tables).
- A maximum of two (2) people are allowed to test in testing room.

Daily Office Cleaning

- Surfaces and objects frequently touched will be disinfected at the beginning and end of the work day- Computer/Laptops, Keyboards, Phones, Desk, Chair, Filing cabinets, etc.
- Staff will disinfect chair, desk, and other areas after visitor leaves the office.

Custodians have a routine cleaning schedule for the offices, restrooms, storage rooms, open areas, foyer, and testing room.

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