

**RESOLUTION OF THE
BOARD OF REGENTS OF
NAVAJO TECHNICAL UNIVERSITY**

Approving the Infectious Disease Control Policy for Navajo Technical University and adjust the Navajo Technical University Personnel Handbook to reflect these changes

WHEREAS:

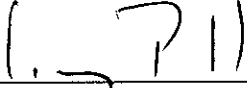
1. The Board of Regents of Navajo Technical University is responsible for the administration, operations and the development of policy as stated in Navajo Nation Council Resolution, CO-58-16, enacted on November 10, 2016, that amended the University's enabling legislation, codified at 15 N.N.C. §§1201-1210; and
2. Pursuant to the University's enabling legislation, Navajo Technical University (NTU) is organized as an institution of higher learning for the primary purpose of providing post-secondary and post-graduate education programs that serve both the academic and vocational/technical needs of the Navajo Nation and its citizens, 15 N.N.C. §1203(A); and
3. Pursuant to the University's enabling legislation, the Board of Regents of Navajo Technical University is authorized to manage and control the University for the effective governance and administration of the University; 15 N.N.C. § 1205(A); and
4. Pursuant to the University's enabling legislation, the Board of Regents of Navajo Technical University is authorized to review and approve all administrative policies and procedures, and all publications setting forth such policies and procedures, 15 N.N.C. §1205 (I); and
5. In light of the COVID 19 Pandemic, the President's team has developed a Infectious Disease Control Policy to guide the University in implementing steps to protect employees and the workplace during an infectious disease outbreak and adjust the NTU Personnel Handbook accordingly; and
6. The Administration of Navajo Technical University recommends that the NTU Board of Regents approve the Infectious Disease Control Policy and adjustments to the NTU Personnel Handbook.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Board of Regents of Navajo Technical University hereby approves the Infectious Disease Policy and authorizes adjustments to the NTU Personnel Handbook to reflect the adoption of this new policy in light of the pandemic.
2. The President of Navajo Technical University is hereby authorized, directed and empowered to do all things necessary to effectuate the purpose of this resolution.

CERTIFICATION

I hereby certify that the foregoing resolution was discussed and considered by the Board of Regents of Navajo Technical University at a duly called meeting held in Crownpoint, NM at which a quorum was present, and that this resolution was passed by a vote of 6 in favor, 0 opposed, and 0 abstained, this 18th day of April 2020.



Tom Platero, Chairperson
NTU Board of Regents

Infectious Disease Control Policy

Navajo Technical University will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Navajo Technical University during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Navajo Technical University is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak. Navajo Technical University will consult the standard practice established by the Center for Disease Control, Department of Health and local, state and federal governments in determining the appropriate course of action.

Preventing the Spread of Infection in the Workplace

Navajo Technical University will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings. An Ad Hoc Committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control according to state, national, and tribal guidelines.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious— frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Limited Travel

All nonessential travel is cancelled until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business- related travel outside the United States will not be authorized until further notice.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis. Contact the NTU Human Resource department for more information.

Telecommuting

Telework requests will be handled according to the Telework Policy. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your Supervisor for consideration on a case by case basis. (see *Telework Policy*)

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide Paid Time Off (PTO) hours to compensate employees who are unable to work due to illness. See Section 8, page 23, Approved Personnel Policy on January 12, 2019. Section 8.1 covers NTU Paid Time Off Policy.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. The University Personnel Policy will be the guiding source when calling in (see Section 8, page 23, Approved Personnel Policy on January 12, 2019 Section 8-A). If leave is requested for illness or medical reasons, the employee must call their Supervisor within two (2) hours of the start of their shift to state that leave will be taken. The employee must complete a PTO form immediately upon return. If an employee is incapacitated, the supervisor may place the employee on appropriate leave. All leave must comply with the Navajo Nation Insurance Benefits Program.

Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness, such as flue, remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, Navajo Technical University may implement social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are requested to:

1. Submit to a daily temperature check by laser thermometer at the front entrance. The President has the authority to implement the daily body temperature check as the President is responsible for the safety and welfare of students, staff, faculty and other personnel.
2. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
3. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if 6' feet possible; avoid person-to- person contact such as shaking hands and utilize a facemask when applicable.

4. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
5. Do not congregate in workrooms, pantries, copier rooms or other areas where people socialize.
6. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
7. Encourage members and others to request information and orders via phone and email in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.