

ESTABLISHED 1979

NAVAJO TECHNICAL UNIVERSITY

S I H A S I N

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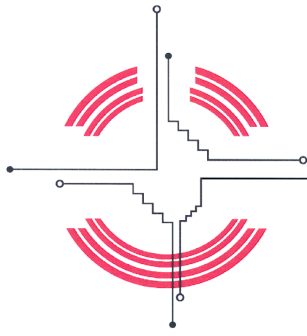
Front Circulation Desk
(505) 387-7421 ext.1158

LIBRARY RE-ENTRY PLAN

The Library will provide quality resources to students, faculty, and staff of Navajo Technical University. The Library will also provide a safe and sanitary environment to the students, faculty, and staff of Navajo Technical University.

I. Requirements

1. All students, faculty, and/or staff must wear a facemask upon entering the Library.
2. All students must present a current NTU class schedule to enter the library before utilizing any resources NTU Library provides or the facility.
3. All faculty and staff must show NTU ID to enter the library and utilize any resources NTU Library provides.
4. All students, faculty and staff must sign-in at the front circulation desk and get temperature.
5. All students, faculty, and staff must provide their own USB. USBs are to be used to save any documents downloaded from the internet or Microsoft applications. USBs are also to be used for scanning, printing, and copying.
6. Only one level of the library is open to allow staff to manage the flow of traffic and to support the limited numbers accessible in the building at one time. Foot traffic is one-way in and one-way out.
7. Signs posted throughout the library informing social distancing, face mask, hand washing.
8. Absolutely NO FOOD or DRINKS allowed in the library.
9. No community members are allowed.
10. No children are allowed. Students must leave their children at home.



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II. Library Staff Responsibilities

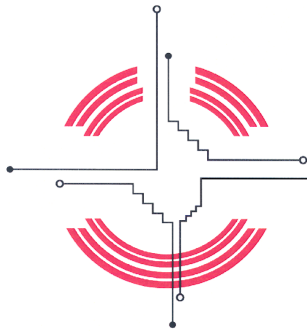
1. The Library Staff will provide cleaning solutions at the front desk.
2. Provide hand sanitizer station. Make sure it is always filled.
3. The Library Staff will wipe down an area after each use: tables, chairs.
4. The Library Staff will wipe down a computer after each use, keyboard, mouse, monitor, tables and chairs.
5. All books, magazines, and newspapers must be wiped down before re-shelving.
6. Provide a clearly labeled basket for any books, magazines, newspaper that is used.
7. Keep in contact with the NTU Safety Officer to maintain adequate cleaning supplies, gloves, rags, etc.
8. Provide curbside services: book check-out/check-in, printing, scanning, copying.
9. Students are encouraged to utilize online library databases and online collections. "How To" access to services are provided via video as well as through zoom workshops.
10. In-service training for library staff on disinfectants and proper cleaning techniques.

III. Student Responsibilities

1. Wear facemask at all times while in the library.
2. Continue to practice and maintain social distancing according to CDC recommendations.
3. Any books, magazines, or newspaper must be placed in a basket after each use.
4. If the library is at its recommended capacity, then students must remain outside until an open space is available.
5. If students are waiting outside the library, a time limit will be enforced to give everyone adequate library usage.
6. Students must call ahead of time if they are requesting curbside services: book check-out/check-in, printing, scanning, copying.

IV. Faculty Responsibilities

1. Make sure students wear their mask while in the library.
2. All Faculty and staff must fill out a Library Reservation form before utilizing the lecture room.
3. A maximum of 15 students are allowed in the library Lecture room.
4. Clean up after themselves before exiting the library.
5. Enforce no food or drinks policy while in the library.



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V. Security

1. Will continue to do a walk-through of the library.
2. Sign-in at the front circulation desk.
3. Will assist in removing any unruly patrons from the library.

VI. Library Hours:

1. Monday through Thursday, 8:00am to 7:00pm
2. Friday, 8:00am to 5:00pm
3. Saturday hours by appointment only
4. Sunday hours by appointment only

Links:

<http://www.navajotech.edu/coronavirus>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

<https://www.cdc.gov/niosh/topics/chlorine/>

<https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0>

<https://www.epa.gov/coronavirus/cleaning-and-disinfecting-best-practices-during-covid-19-pandemic>