



# WARRIOR SAFETY GUIDE

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Updated: 06/16/2023

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Updated as of June 16, 2023

Velveena Davis, Diné College Incident Commander/Campus Security & Emergency Response  
Chairperson

**Campus Operation Status as of 06/16/2023:** *Fully Open Status and Return to Normal*

- ❖ Open access, sunset COVID Health Screening Program, removal of Student vaccination mandate, mask optional and open facility access to public.

# Diné College Mission, Principles, and Values

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**College Mission.** Diné bina'nitin áyisíí ásiláago binahjí', ótta'í na'nitin náasjí' yee ínááhwiidoot' áłígíí yéego bidzilgo ádiilníł, áko Diné nilínígíí t'áá attso yá'át'éehego bee bił nahaz'áq dooleet niidzin.

Rooted in Diné language and culture, our mission is to advance quality post-secondary student learning and development to ensure the well-being of the Diné People.

**College Principles.** Nihina'nitin, Sa'ah Naaghaái Bik'ehózhóón bił hadét'éege, dóó índa Diné yee iiná íł'ínígíí át'éege nahasdzáán bikáa'gi dóó yádiłhił biyaagi bohónéedzánigi át'éege yee hiná. Díí binahjí' t'áá attsodéé' bik'ihwiinít'ígíi bitah yá'áhoot'éege yee iiná'íł'í.

Our educational principles are based on Sa'ah Naaghaái Bik'eh Hózhóón, the Diné traditional living system, which places human life in harmony with the natural world and universe. The system provides for protection from the imperfections in life and for the development of well-being. The principles are four-fold:

- **Nítsáhákees.** Critical Thinking. Baa nítsádzíkees. Apply the techniques of reasoning.
- **Nahat'á.** Planning. Nahat'á anítsíkees bee yáti' doo íshjání óozin. Develop and demonstrate communication skills. Nahat'á nahaaldeet. Demonstrate systematic organization skills.
- **liná.** Implementation. T'áá hó'ájít'éege hózhóogo oodáát. Demonstrate self-direction based on personal values consistent with the moral standards of society. T'áá hó'ájít'éege hózhóogo oonish. Demonstrate quality, participation, work, and materials.
- **Siihasin.** Reflection and assurance. Siinasingo oodáát. Demonstrate competency. Siihasin nahaaldeet. Demonstrate confidence.

**College Values.** Our employees and students will adhere to the following values to achieve the mission and purposes of the College:

- **T'áá hó'ájít'éege.** Excellence and self-initiative in problem-solving, compassion, setting clear goals, and establishing positive working relationships.
- **Ahił na'anish.** Cooperating and helping one another, keeping all employees well informed, using proper language for communication, respecting one another on equal terms, and honoring K'é.
- **Il idlí.** Respecting the cultural, racial, and gender diversity of the Diné People, maintaining safe, courteous, respectful, and positive learning environments, and valuing inclusiveness.
- **Il ééhózin.** Understanding, thoughtfulness, competence, confidence, conscientiousness, and reflectivity for serving the needs of the Diné People.

# Promoting Healthy Behavior Nitsáhákees-Critical thinking

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## **T'áá hó ájít'éego** self-initiative

Diné College's mission of providing educational opportunities to our Navajo Nation by ensuring reasonable measures are implemented to guarantee a safe working, teaching and learning environment for all students, staff and faculty.

### **Staying Home or Self-Isolating**

- If a student, employee or faculty become sick with COVID-19 symptoms, get tested at the nearest testing site, stay home while waiting for test results and contact Department of Human Resources (DHR) if you had recently been to a Campus or Center.
- Students, faculty and staff are encouraged to follow all updated CDC guidelines.
- Students, faculty and employee who have tested positive for or are showing symptoms of COVID-19 are to immediately inform supervisor, faculty or DHR.
- CDC's criteria can help inform return to work/school policies:
  - a. If they have been sick with COVID-19
  - b. If they have recently had a close contact with a person with COVID-19
- Students or Employees will respond based on the type of COVID-related case.
  - **Isolation** relates to behavior after a confirmed positive (+) infection. Isolation for 5 days followed by wearing a well-fitting mask for an additional 5 days to minimize the risk of spreading the virus to others. Only exit 5-day isolation if displaying no COVID related symptoms.
  - **Quarantine** refers to the time following exposure to the virus or close contact with someone known to have COVID-19. For all those exposed, get tested for SARS-CoV-2 at day 5 after exposure. Keep distance or remove yourself from the individual who is COVID positive, if possible. Always wear your mask at all times and self-monitor for any developing symptoms.

### **Hand Hygiene and Respiratory Etiquette**

- Students, faculty and staff will be encouraged to wash hands with soap and water for at least 20 seconds and use hand sanitizer provided in each building.
- Students, faculty and staff are encouraged to cover coughs and sneezes with a tissue or use the inside of your elbow.

### **Masks Optional**

- Face masks are optional on campus/centers among students, faculty, and staff.
- Effective mask are N95/KN95s and Surgical mask.
- Students, faculty and staff will be reminded not to touch the face covering and to wash their hands frequently.
- Students, faculty and staff are encouraged to change face mask frequently, if worn.

## Signs and Messages

- [Signs](#) are posted in visible locations throughout the college campus such as building entrances, restrooms, coffee shop and cafeteria that promote awareness to stop the spread of COVID-19.
- Students, staff, and faculty are encouraged to keep updated via college email, website, radio, and zoom update meetings.
- Links to CDC website is provided on posters to promote awareness.
- Sign up for [Alert Media](#) emergency notification for communication on closure, shut-downs, or related emergency codes.

# Maintaining Healthy Environments

## Nahat'á- Planning

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### **Ahít na'anish** Keeping all employees well informed

Diné College implemented strategies to maintain healthy environments by establishing protocols for daily/regular cleaning of public and shared spaces

### **Cleaning and Disinfection**

- Operations & Maintenance (O&M) and Supervisors have been trained in COVID-19 cleaning and sanitation to promote a safe working and learning environment.
- O&M developed schedules for increased, routine cleaning and disinfection of classrooms and facility spaces.
- O&M will [Clean and disinfect](#) frequently touched surfaces such as door handles, sink handles, grab bars, hand railings, bathroom stalls, tables within Diné College facilities daily and between use as much as possible. Use of shared objects (e.g., lab equipment, computer equipment, desks) should be limited when possible, or cleaned between use.
- O&M will ensure [safe and correct use](#) and storage of [cleaners and disinfectants](#) external icon, including storing products securely as recommended by CDC and OSHA.
- Students, faculty and staff are encouraged to keep their personal items cell phones, laptops, ipads and personal work and living spaces clean. Students, faculty, and staff are also encouraged to use disinfectant wipes to wipe down desks, lab equipment, and other shared objects and surfaces before use.
- O&M will ensure there is adequate ventilation when using cleaning products to prevent students or staff from inhaling toxic fumes.

### **Ventilation**

- Diné College is ensuring the ventilation systems operate properly and increase circulation of outdoor air floor as much as possible.
- Food service areas will focus on air flow barriers between the Cooks/Food Prep and those being served (students/employees).
- Staff must ventilate and air out rooms when and if possible by opening doors and windows.

### **Water Systems**

- To minimize the risk of [Legionnaires' disease](#) and other diseases associated with water, [take steps](#) to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown.
- Students, staff and faculty are encouraged to bring their own water to minimize use and touching of water fountains.

### **Physical Barriers and Guides**

- Physical barriers such as sneeze guards and partitions are available upon request to O&M and can be placed in areas where it is difficult for social distances.
- To request an installation of a plexi glass within your location, contact O&M and submit a School Dude Ticket.

**Communal Spaces**

- Shared spaces such as computer labs, library, fitness room, and common will operate at social distance and on-going sanitation.
- Computer labs will be cleaned and monitored for max capacity and computer desktops within Residence Life dorm room for the sole use by the student.

**Adequate Supplies**

- Diné College encourages [healthy hygiene](#) behaviors by providing adequate supplies, including soap, hand sanitizer containing at least 60% alcohol, paper towels, tissues, disinfectant wipes, masks (as feasible), and no-touch trash cans.
- Request for Personal Protection Equipment (PPE) and cleaning supplies can be made to the Operation & Maintenance Department.

# Maintaining Safe Operations

## liná-Implementation

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### II ééhózin. Competence, confidence, conscientiousness, and reflectivity

Diné College established protocols to maintain a healthy operation.

#### **COVID Vaccination and Booster Shot**

- Students are NOT mandated to be COVID-19 vaccinated, unless applying for Student Housing or Family Apartment.
  - Vaccination verification for students interested for on-site housing will verify record during application process with Residence Life.
- Employees are mandated to be COVID vaccinated and provide proof of vaccination upon hire (including on-site contract workers and internships, work study, community job placement).
  - Updated vaccination and/or booster are self-reported to DHR for updated record keeping.
  - Employees who are medically documented as severely allergic and not eligible for the COVID vaccination will need to report to Supervisor and DHR. Medical documentation will be provided to support non-eligibility of COVID vaccine and establish a safety plan to carry out delivery of work task. Safety plan will be at the agreement of both the employee and supervisor with the concurrence of DHR. Agreement will be in writing and filed with DHR.
  - If it is determined that the work performance has no possible solution to be carried out in a safe environment, review of Job Description will need to be re-assessed by DHR and the supervisor to meet the needs of the department and the position.

#### **Leave (Time Off) and Excused Absence Policies**

- 3 days or more will require doctor/medical statement (this includes self-quarantine).
- Employees may choose to use their own Sick Leave or request to DHR for 5-Day Admin Leave for isolation period of COVID-19 Positive cases.
- Faculty and staff are informed of sick leave policies and practices when taking leave for COVID-19 positive case or [caring for someone who is sick](#).
- Diné College developed procedures for returning to classes and campus/centers after COVID-19 illness with the guidance of CDC's criteria to [discontinue home isolation](#) and [quarantine](#). See page 11.

#### **Admin Leave**

- Employees who become COVID-19 Positive may request to DHR approval of 5-Day Admin Leave that may be used in place of regular working hours. Leave hours are used for a maximum of 5 working days within the required 5-day period of isolation.
- Admin Leave must be requested to Supervisor and DHR. Documents will be submitted to DHR on COVID-19 Test.



- Doctor statement or proof of COVID Positive test will be required to request for 5-Day Admin Leave. Until document is provided, personal sick leave will be used.
- Leave must be applied within the same pay period of isolation for having COVID-19 virus.
- Admin leave can only be applied to working hours of the employee during the time of COVID-19 positive.
- Admin Leave is not eligible for those who tested COVID-19 positive within the last 90 days prior to current date of positive test. Current positive test must be outside of the 90-day test window from last positive result.
  - Keep in mind that on an average, an individual may still test COVID-19 positive up to 90 days.
- Once approved, Supervisors will issue out Admin Leave via Pay logics starting on the day you tested COVID Positive (only to your regular working hours/days).
- Request for Admin leave must be within the same pay period of the time of COVID-19 Positive.
- COVID Negative test is not needed to exist isolation but must follow CDC isolation guidelines.
- Those employed under contract or no College Benefits are not eligible for Admin Leave. Employee will resort to Leave Without Pay.

### **Telework, Leave Without Pay**

- Telework defined: a model where employees work remotely while communicating with their colleagues through telephone, email or video conferencing. Working remotely involves employees performing their daily tasks from a location other than a traditional office.
- Employees who must quarantine/isolate, telework is an option with prior approval and agreement by the Supervisor before performing telework status.
- It will be the responsibility of the Supervisor to ensure that the Employee is tracking workload, task and assignment under a telework status and to maintain on-going updates.
- Those who are not approved by Supervisor for telework status or do not have any available personal leave hours will be issued Leave Without Pay.
- Students who are taking on-site courses and who need to isolate/quarantine must inform their faculty immediately.
  - Faculty will work with students on arrangement to transition temporarily to virtual course delivery (depending on resources at home).
  - Faculty will report any COVID-19 case of Students to DHR.
- Diné College Faculty will resort to virtual services (e.g. zoom, teleconference) for students who are not able to arrive on-site due to COVID-positive test.

### **Support Coping and Resilience**

- Students, staff and faculty are encouraged to take breaks from watching, reading, or listening to news stories, including social media if they are feeling overwhelmed or distressed.
- Students, staff and faculty are encouraged to eating healthy, exercising, get sleep and find time to unwind.

- Students, staff and faculty are encouraged to talk with people they trust about their concerns and how they are feeling.
- Signage are posted for counseling and **College hotline** at 928-724-6846, **Navajo Nation COVID-19 Hotline:** 1-928-871-7814, **New Mexico COVID-19 Hotline:**1-855-600-3453
- For on-site services, you may reach out to our Wellness Center

Mariah Leslie, MSW  
 Student Mental Health Coordinator  
 Tsaille Student Wellness, Student Affairs  
[mleslie@dinecollege.edu](mailto:mleslie@dinecollege.edu)  
 (928) 724-6854  
 Tsaille Main Campus, Oak Hall

### **Tsaille On-Campus Residence**

- Those living on the Tsaille campus grounds are subject to abiding by the Navajo Nation Curfew periods and Diné College curfew hours. For emergencies only, you may exit the Circle Drive from the East Exit during curfew periods at the Tsaille Main Campus.
- Family Apartment Housing (Tsaille Campus) are subject access control of those who are allowed within the fenced apartment community at the Tsaille Campus.
- Only those who test COVID-Positive are to isolate. Those who test COVID Negative with Cold-like related symptoms and live within the household will need to wear a mask for 5 days, get tested when symptoms increase and keep social distance.
- Residence Life students who need to quarantine will need to wear mask immediately and get tested.
  - For COVID positive test, report to Housing Management immediately.
  - Student who test positive will need to return home and isolate for 5 days. Follow CDC guidelines.
  - If option to return home is limited or declared homeless, inform Housing Management for other possible arrangement.
- All on-campus residences are required to be fully COVID vaccinated and have updated booster shot.

### **Inactive vs. Active Locations**

Be mindful of areas within your Center or Campus that is open for access or restriction. To avoid creating traffic within areas not attended to for cleaning, please reframe from entering restricted areas that are closed off.

### **Campus Construction Zones**

Please do not enter these construction zones where crews are working. Monitor your emails for these construction notices happening at your sites. Contract and consultants are all subject and required to follow the College's safety policies and guidelines.

## COVID-19 Test Kits

At-home COVID test kits can be obtained (based on supply availability) from Tsailé Department of Human Resources or from your Center Director. If test kits are not longer available, we encourage students and employees to visit their local health care facility.

## Designated COVID-19 Point of Contact

- Diné College Department of Human Resources, Tanya Teller, 928-724-6955, [tteller@dinecollege.edu](mailto:tteller@dinecollege.edu) regarding COVID-19 concerns or COVID Cases.
- To report any COVID-19 related cases, report to DHR.
- Students with COVID-related cases can also contact DHR to seek guidance on isolating. Please keep your facility informed at all times.
- Employees seeking request for Admin Leave for positive cases must submit documents to the DHR POC.

## Preparing for When Someone Gets Sick Si'ih hasin-Reflection and Assurance

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**It'iidí.** Diné People, maintaining safe, courteous, respectful, and positive learning environments, and valuing inclusiveness.

Diné College identified partnership with local health services and prepared several strategies for when someone gets sick on campus/centers.

### Rapid Testing

Student, staff and faculty that report symptoms should call the nearest Health Care Facility testing site.

- Chinle Comprehensive Health Care Facility  
(928) 674-7001/7688
- Crownpoint Health Care Facility  
(505) 786-5291/6381
- Fort Defiance Indian Hospital Board, INC  
(928) 729-8000
- Gallup Indian Medical Center  
(505) 722-1000
- Sage Memorial  
(928) 755-4500
- Kayenta Health Center  
(928) 697-4000
- Northern Navajo Medical Center  
(505) 368-6001
- Tuba City Regional Health Care  
(866) 976-5941
- Utah Navajo Health System  
(866) 976-5941
- Winslow Indian Health Care Center  
(928) 289-4646

**Advise Sick Individuals of Home Isolation Criteria**

- Sick faculty, staff or students should not return to face to face classes or Diné College facilities and take Sick Leave. Must end isolation until they have met CDC's [criteria to discontinue home isolation](#) or released from his/her assigned Health Care Provider.

## Positive Case Occurs

- If you are tested COVID-19 Positive, please inform your faculty and/or supervisor, and DHR Immediately.
- If you have been exposed or a member of your household has tested positive, please (students) notify your faculty if you are taking face to face classes or (employee) notify DHR and your supervisor.
- Guidelines will be provided to ensure that all parties adhere to safety and preventative guidelines.
- **Red text** within parenthesis indicates for Employees ONLY.

## Guidelines for COVID-Case & When to Test



## **If you have been exposed by someone who is COVID-Positive:**

### **I Am Fully Vaccinated & Boosted**

Those who made contact with someone who is COVID-Positive must wear a mask immediately, keep social distance, and monitor for symptoms. Isolation is not needed. Only if you, yourself, test COVID Positive or you develop symptoms, isolate for 5-days and continue to wear your mask for 5-additional days.

### **I Am NOT Fully Vaccinated and NOT Boosted**

Those who fit in this category must wear their mask and get tested immediately. Do not wait for 5-days. Isolate while waiting for test results.

If negative, you do NOT need to isolate but wear your mask for 10 days, monitor for any developing symptoms and get tested again by day 5.

Those employed under contract with no College benefits will be issued Leave Without Pay in-lieu of Sick Leave or Annual Leave hours when entering Isolation or Quarantine. Telework is optional per approval by Supervisor if duties can be performed from home and employee is well enough to work from home.

### **Confidentiality of Positive Cases**

- DHR, Faculty and Supervisors will adhere to confidentiality of Individuals who self-report his/her health status, should they report Positive for COVID-19.
- For housing areas: while the tenants and administration are taking all precautionary measures, Resident(s) will not necessarily be alerted of possible cases within the housing area in order to address confidentiality issues. Only those who are considered at risk of exposure will be contacted if you are named for entering the location of exposure.
- Employees and Supervisors are to keep cases confidential and not share with other parties other than DHR and the Supervisor. Please do not email or call other individuals/offices who are not the Supervisor or DHR.

### **Office Sanitation and Disinfect**

- Diné College O&M may be requested for on-site cleaning if an employee is tested COVID Positive and workstation is located in an **open access area** to others beyond the tested employee (such as a shared workspace or reception desk). This is considered a high risk of access to third parties and needs basic sanitation.
- Enclosed workspace areas can remain closed-off while the employee is in isolation. These areas are not considered high risk of transfer if no access is possible to personnel or students. Personnel can complete his/her own cleaning upon return to the workplace.
- To ensure on-going disinfecting, we ask employees to sanitize their workspace daily.
  - Remember to stay home if you are feeling sick.
- For open workspaces that remains accessible to third parties, O&M will response per the request from Supervisor to conduct basic sanitation cleaning.
- No facility or campus closure is needed to complete cleaning.
- O&M will grant re-entry into work space or learning environment after full cleaning has been completed.

- To prevent any spread, ensure to sanitize hands often or wash hands.
- Wear your mask around others if you work within 3-6 ft distant.
- Clean your work station/space daily.

## Housing Guidelines

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### COVID-19 Diné College Mitigation Housing Guidelines

The Department of Human Resources in collaboration with the Tenant Advisory Committee has developed the guidelines below to promote practices in the DC housing environment that are consistent with CDC guidelines for risk reduction related to COVID-19.

- Guidelines for Diné College Employee Residential Housing:
  - Wash your hands frequently with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
  - Avoid close contact with people who are sick and maintain social distancing of 6 feet.
  - Stay in your apartment/trailer/hogan if you are sick.
  - Cover your mouth and nose with a mask when around others, especially within 6 feet of distance.
  - Cover mouth and nose while sneezing or coughing and avoid touching your face.
  - It is recommended to clean and disinfect frequently touched surfaces daily within your home. Monitor your health consciously – be alert of any COVID-19 related symptoms and contact your doctor/ physician immediately, if symptoms develop.
  - Ventilate your home/room frequently.
  - It is an employee's responsibility to report to the DHR (Tanya Teller, Benefits Coordinator) if a tenant or any member of the tenant's household tests positive for COVID-19.
  - If tested positive for COVID-19, the entire household shall distant themselves within the household. Only those who are tested COVID Positive or displaying COVID related symptoms are to isolate.
    - Make necessary arrangements with family members or friends to assist with supplies and food delivery.
  - Stay indoors while observing isolation for 5-days. If it is necessary to exit the household, ensure a mask is worn and maintain social distancing.
  - While the College is taking all precautionary measures, Residents will not necessarily be alerted to possible cases within the housing area in order to address confidentiality issues.

Students living within Family Student Housing or Dorms are subject to departmental policies and procedures. For questions, contact Housing Manager, Sharon Begay at 928-724-6798 or email at [residencelife@dinecollege.edu](mailto:residencelife@dinecollege.edu).

- COVID-19 Questions and Answers:
  - If you or anyone in your household does test positive, you can contact the following for guidance:
    - Tanya Teller, Benefits Coordinator (928) 624-6603 / [dhr@dinecollege.edu](mailto:dhr@dinecollege.edu)
    - Your healthcare provider or depending on your location:
      - Tsaile Health Center 928-724-3600
      - Chinle Indian Health Service 928-674-0736
      - Tse'hootsooi' Medical Center 928-729-8000
      - Northern Navajo Medical Center 505-368-6001
      - Tuba City Regional Health Care 928-283-2501
- Operations and Maintenance Work Order Request(s):
  - Be aware if you submit a work order to the O&M department for emergency repairs when there is a Household member who is COVID Positive, workers may need to enter your unit only during emergency repairs.
  - Open windows before and after O&M employee arrive at your unit.
  - Both the O&M employee and tenant must wear a face mask and maintain social distancing (6 feet apart).
  - Disinfect all work surfaces before and after the O&M employee leaves the unit.
  - Do not submit O&M tickets for house fixing if your household has a COVID-19 Positive case and not an emergency.
    - If it is an emergency, such as heating or water issues and needs immediate addressing, you will need to inform O&M and DHR that your household has a positive case. The family and the O&M staff will need to take certain precaution while the O&M staff enter the location to attend to the emergency fixing.
- Violation of Guideline for Diné College Housing:

We care for all of our tenants and take everyone's health and safety seriously. Because of that in the event a tenant does not follow or violates the guidelines hereafter, the following procedure will go into effect.

  - First Offense – Tenant Receives Written Warning
  - Second Offense – Tenant is Evicted Immediately