

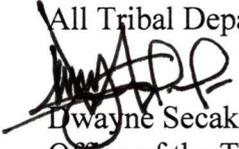


Timothy L. Nuvangyaoma  
CHAIRMAN

Clark W. Tenakhongva  
VICE-CHAIRMAN

## MEMORANDUM

TO: All Tribal Departments / Programs / Villages

FROM:  Dwayne Secakuku, Tribal Secretary - Interim  
Office of the Tribal Secretary

DATE: March 26, 2020

SUBJECT: **Limited Staff Hours**

On March 17, 2020, the Hopi Tribe issued Executive Order #001-2020 concerning the COVID -19 pandemic, followed by Executive Order #002-2020- Declaration: Stay-At-Home Order. In light of the issued Executive Orders and recent confirmed case at the Hopi Health Care Center along with the confirmed cases in Navajo and Coconino Counties, the majority of the Office of the Tribal Secretary staff will be doing their part to prevent the spread of this virus and practice social distancing to flatten the curve by working from home.

This practice will continue through April 17, 2020, unless otherwise extended. The Office of Tribal Secretary will continue to be on-site on an as-needed-basis to ensure that Essential Government Functions are performed and carried out for Hopi Tribal Council Sessions and meetings. The staff will continue to periodically check emails and be available for on-site staffing if the need should arise.

In an effort to reduce the amount of contact and potential transmission of the COVID-19 virus, we request your utmost cooperation with this temporary measure.

I greatly appreciate your cooperation and thank you in advance. Any questions, please feel free to contact my office at (928) 734-3132 or by email at [DSecakuku@hopi.nsn.us](mailto:DSecakuku@hopi.nsn.us)

cc: Office of the Chairman  
Office of the Vice-Chairman  
File