



**Timothy L. Nuvangyaoma**  
CHAIRMAN

**Clark W. Tenakhongva**  
VICE-CHAIRMAN

March 20, 2020

**MEMORANDUM**

**TO: ALL HOPI TRIBAL GOVERNMENT EMPLOYEES**

**FROM: Timothy L. Nuvangyaoma, Chairman**  
**Office of the Chairman**

*Clark W. Tenakhongva*  
**Clark W. Tenakhongva, Vice Chairman**  
**Office of the Vice Chairman**

*Dorma L. Sahneyah*  
**Dorma L. Sahneyah, Executive Director**  
**Office of the Executive Director**

**SUBJECT: TRIBAL GOVERNMENT SHUTDOWN**

In response to the COVID-19 (Coronavirus) Pandemic, and to ensure the health, safety and well-being of employees of the Hopi Tribal Government and the general Hopi public, effective at 5:00 pm TODAY, March 20, 2020, only essential staff will continue to work onsite. This will remain in effect until April 17, 2020. Those who are sent home shall work at home or telework, if feasible.

Those unable to work at home or telework shall continue to remain at home. Please keep track/detailed log of your work and time, or make a note of why you were unable to work from home. It is important to document this information as it will form the basis for funding requests, reimbursements, grant-related justifications, etc. Rest assured that everyone will continue to get paid.

In conformance with Executive Order #001-2020 and all related tribal directives, employees are directed to provide updated contact information, such as cell or landline phone numbers to your department directors as it may become necessary to contact you for work-related matters. It is expected that you will be available at home, unless you are on approved leave, during normal working hours and that you will be able to report to work within an hour of being notified to do so.

**Essential Tribal Programs to Remain On-Site  
Legislative**

|   |                                     |                       |
|---|-------------------------------------|-----------------------|
| 1 | Hopi Office of the Tribal Treasurer | On-site Staffing<br>3 |
| 2 | Revenue Commission                  | On-site Staffing<br>2 |

**Executive**

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|   |                                  |                       |
|---|----------------------------------|-----------------------|
| 3 | Office of the Tribal Chairman    | On-site Staffing<br>4 |
| 4 | Hopi Office of the Vice-Chairman | On-site Staffing<br>2 |
| 5 | Office of the Prosecutor         | On-site Staffing<br>2 |
| 6 | Public Defender's Office         | On-site Staffing      |

**Judicial**

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|   |                    |                        |
|---|--------------------|------------------------|
| 7 | Hopi Tribal Courts | On-site Staffing<br>10 |
|---|--------------------|------------------------|

**DATs**

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|    |                                |                       |
|----|--------------------------------|-----------------------|
| 8  | Office of Financial Management | On-site Staffing<br>5 |
| 9  | Human Resources                | On-site Staffing<br>3 |
| 10 | Information Technology         | On-site Staffing<br>2 |
| 11 | Office of Real Estate Services | On-site Staffing<br>1 |

**Department of Health and Human Services**

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|    |                                   |                       |
|----|-----------------------------------|-----------------------|
| 12 | Community Health Services Program | On-site Staffing<br>5 |
| 13 | Medical Transportation Program    | On-site Staffing<br>5 |

**Social Services**

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|    |                     |                       |
|----|---------------------|-----------------------|
| 14 | Foster Care Program | On-site Staffing<br>1 |
| 15 | Indigent Burial     | On-site Staffing<br>1 |

**Public Works and Transportation**

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|    |             |                  |
|----|-------------|------------------|
| 16 | Solid Waste | On-site Staffing |
|----|-------------|------------------|

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**Hopi lands Program**


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|    |   |                        |
|----|---|------------------------|
|    |   | On-site Staffing       |
| 17 | Hopi Lands Program  | 3                      |
|    | <b>Department of Public Safety and Emergency Services</b>           |                        |
| 18 | Hopi Law Enforcement Services                                       | On-site Staffing<br>24 |
| 19 | Emergency Medical Services Program                                  | On-site Staffing<br>22 |
| 20 | Structural/Hazardous Fire Program/<br>Emergency Management Services | On-site Staffing<br>5  |
|    | <b>Hopi Regulated Entities</b>                                      |                        |
| 21 | Tutuveni  | On-site Staffing<br>1  |
| 22 | Hopi Telecommunication  | On-site Staffing       |