



Hualapai Human Resources Department
P.O. Box 179 941 Hualapai Way
Memorandum No. 32-20
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7/07/20

From: Travis Godwin, Director
 Human Resources
To: All Tribal Employees
Subj: **Return to Work Plan/Schedule**
Ref: (1) Hualapai Tribal Nation Government COVID-19 Symptoms and COVID-19
 Diagnosis Policy
 (2) Workplace Precautions Plan COVID-19 Memo, DTD 5/28/2020
 (3) Hualapai Tribal Nation Government COVID-19 Employment
 Accommodation for High-Risk Employees Policy
 (4) Akos Employer Onsite COVID-19 Testing and Telemedicine Agreement
 (5) Tribal Council Meeting Minutes, DTD 7/7/2020
Encl. (1) ICS 213 RR & Instructions

1. **DIRECTORS, ASSISTANT DIRECTORS & PROGRAM MANAGERS:** As per Tribal Council, Ref. (5) and Tribal Administration all Department Directors, Assistant Directors & Program Managers are to return to work in the following manner:
 - a. Must be back to work in a full-time status beginning with Pay Period 16, 7/20/2020.
 - i. It will be up to the Department Director and management as to whether “normal” schedules will be utilized or alternative scheduling will be used for COVID-19 precautions and as part of your Workplace Precautions Plan.
 - b. Departments will be required to ensure that proper PPE is obtained and available for all employees, customers and guests.
 - i. PPE and other supplies can be obtained by filling out Encl. (1), ICS 213 RR and forwarding to ict@hualapai-nsn.gov
 - ii. Departments whose employees will be working with/serving individuals who have been diagnosed with COVID-19 are urged to contact the Office of Environmental Health in order to determine whether or not specific masks should be worn and to obtain guidance on how to acquire the

proper training and fitment for such masks. Environmental Health Officer
– LT Braden Hickey, REHS at braden.hickey@ihs.gov (928) 273-9939.

- c. Departments must ensure their work spaces comply with social distancing guidelines, take into account Ref. (1), Ref (2), and comply with their own Workplace Precautions Plan.
 - d. Departments must ensure that their Workplace Precautions Plan is up to date and forwarded to HR and ICT's Safety Officer.
 - e. Departments must ensure their employees have received and have signed acknowledgment forms for Ref. (1) and Ref. (3).
 - f. Departments can expect to be contacted by ICT's Safety Officer to ensure compliance with all of the above requirements.
2. **ALL OTHER EMPLOYEES:** As per Tribal Council and Tribal Administration all other Tribal Employees will be required to return to work in the following manner:
- a. Must be back to work in a full-time status beginning with Pay Period 17, 8/03/2020.
 - i. It will be up to the Department Director and management as to whether "normal" schedules will be utilized or alternative scheduling will be used for COVID-19 precautions and as part of your Workplace Precautions Plan.
 - ii. If requesting alternative work assignments, locations or schedules due to being a high-risk employee please refer to Ref. (3).
 - b. All employees must comply with their department's Workplace Precautions Plan – COVID-19.
3. **MANDATORY COVID-19 TESTING:** As per Tribal Council and Tribal Administration, COVID-19 testing for employees is MANDATORY. COVID-19 testing is a condition of employment, which means if an employee wants to continue to work for Tribal Government they will have to submit to a test. If an employee chooses not to submit to a test they can expect disciplinary actions.
- a. COVID-19 Testing for all Tribal Employees; currently working, those Directors, Assistant Directors and Program Managers scheduled to return to work on 7/20/2020 and all other employees scheduled to return on 8/03/2020 will be tested in the following manner:
 - i. Akos will be showing up on-site to test the above mentioned employees on both 7/15/2020 and 7/16/2020. Testing location and specific schedule is to be determined and will be disseminated soon on the Tribal Website, via test message and published in the Gam'Yu, time permitting.
 - ii. Testing will include:
 1. On-Site Electronic Registration
 2. Telemedicine Stations where providers order the COVID-19 Test
 3. RN or Medical Assistant in full PPE capturing specimen via PCR Nasal Swab
 4. Laboratory Processing

5. Follow up calls for all who test positive for COVID-19
 - iii. A self-quarantine period immediately following the test **IS NOT** being directed. Refer to Ref. (1) regarding what to do if an employee is displaying symptoms of COVID-19.
 - iv. Should an employee test positive the procedures in Ref. (1) must be followed, to include notifying the immediate supervisor.
4. **WORKPLACE PRECAUTION PLANS:** Workplace Precaution Plans will continue to be in effect until further notice due to the ongoing epidemic. As things change with the epidemic expect policies to change in response, whether to lessen or to tighten restrictions and procedures.
5. **COVID-19 TRAINING FOR EMPLOYEES:** COVID-19 Training For Employees: A Certificate For Healthy Workplaces Training:
 - a. An organization wide email was sent out to every employee's email address with instructions on how to accomplish this training. It is the department's responsibility to ensure that all of their employees have completed this training **NO LATER THAN 7/24/2020** or one week following the date an employee returns to work. Retain completion certificates in your department. It is not necessary to forward these to HR at this time as HR will be tracking completion through the company's website.
6. Refusal to work, or return to work will be met with disciplinary actions due to being Absent Without Official Leave (AWOL).


Travis Godwin