

POSTED

January 11, 2022 @ 3:54pm - @ Market @ Postoffice @ hodge
all dept Boxes / employee Email / Hualapai website

Jeannette
Gephier

NOTICE

- **SOCIAL DISTANCING** – (7) PEOPLE WILL BE ALLOWED IN THE LOBBY AREA, IF BEYOND THAT (7) YOU MAY BE ASKED TO WAIT OUTSIDE.
- **MASK** ARE A MUST TO WEAR TO ENTER THE ADMINISTRATION BUILDING AT ALL TIMES. (A MASK WILL BE PROVIDED IF YOU DO NOT HAVE ONE)
- **TEMPERATURE CHECKS/SIGNING IN** – EVERYONE ENTERING THE ADMINISTRATION BUILDING WILL TAKE THEIR OWN TEMPERATURE WHEN SIGNING IN AND RECORDED. (EMPLOYEES, COMMUNITY MEMBERS, COUNCIL MEMBERS, ETC).
- **HAND SANITIZERS** ARE AVAILABLE IN THE LOBBY AREA.
- **NON-TRIBAL ADMINISTRATION STAFF**, WILL BE ANNOUNCED TO THE DEPARTMENT WISH TO SEE. BASED ON THE VALIDITY OF ISSUE, YOU MAY BE ALLOWED TO THEIR OFFICE OTHERWISE YOU WILL BE MET IN THE LOBBY. (DO NOT GO FROM OFFICE TO OFFICE UNLESS YOU NOTIFY THE RECEPTIONIST)

SECRETARIES WILL SCREEN VISITORS FOR CHAIRMAN OR VICE BEFORE ANYONE IS ALLOWED TO THEIR OFFICES.

RESTROOMS WILL BE CLOSED TO THE PUBLIC. (EMPLOYEE USE ONLY)

➤ **ADMINISTRATION OFFICE HOURS:**

8:00 AM TO 5:00 PM

9:00 AM TO 3:00 PM – OPEN TO COMMUNITY



ADMINISTRATION THANKS YOU ALL FOR YOUR COOPERATION.

Updated: 07/01/21

RECEIVED
11-8-2021
8:00am

Jeannette Gephier
All dept
Boxes
POST TO
employee
email