



24TH NAVAJO NATION COUNCIL

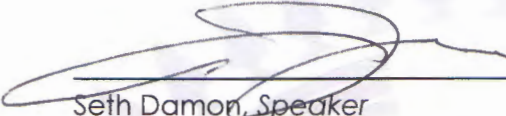
OFFICE OF THE SPEAKER

HONORABLE SETH DAMON

Speaker, 24th Navajo Nation Council

MEMORANDUM

TO: LEGISLATIVE BRANCH

FROM: 
Seth Damon, Speaker
24TH NAVAJO NATION COUNCIL

DATE: MARCH 18, 2020

SUBJECT: **LEGISLATIVE BRANCH - CLOSURE**

This memorandum serves as notification that there has been a reduction in services for all Legislative Branch programs. Programs under the Legislative Branch will be closed effective March 19, 2020 until further notice. Under the authority granted me under 2 N.N.C. §285(B)(2), all supervisors are directed to close public access to office buildings and to initiate remote working procedures for all employees. Notification will be provided when regular services will resume.

All regular and temporary employees shall be paid utilizing administrative leave with pay (Navajo Nation Personnel Policies Manual, X. LEAVE ADMINISTRATION, B. Paid Leave, 3. Administrative Leave).

Offices are to be closed and signs posted on all doors explaining that buildings are closed until further notice. Information pertaining to contact information will be posted on all entrances and voice messages are to be altered to reflect these changes.

This is a necessary measure to prevent the spread of coronavirus (COVID-19). All legislative branch staff are highly encouraged to remain home and to reduce or eliminate personal travel unless vital and necessary.

Guidance on COVID-19 symptoms and cautionary information is available at the Centers for Disease Control and Prevention website: www.cdc.gov.

If employees feel they are experiencing flu or COVID-19 symptoms, we recommend calling ahead to a health care center before arriving on site at the facility.

LEGISLATIVE BRANCH

For reference, the following is a list of contact numbers for local Navajo Nation health care facilities:

- Chinle Comprehensive Health Care Facility: (928) 674-7001/7688
- Crownpoint Health Care Facility: (505) 786-5291/6381
- Fort Defiance Indian Hospital Board: (928) 729-8000
- Gallup Indian Medical Center: (505) 722-1000
- Sage Memorial Hospital: (928) 755-4500
- Kayenta Health Center: (928) 697-4000
- Northern Navajo Medical Center: (505) 368-6001
- Tuba City Regional Health Care Center: (866) 976-5941
- Utah Navajo Health System: (866) 976-5941
- Winslow Indian Health Care Center: (928) 289-4646
- New Mexico Coronavirus Hotline: (855) 600-3453

All questions and correspondence may be directed to Legislative Branch Chief of Staff LaShawna Tso at lrts@navajo-nsn.gov or (928) 871-7160.

Cc: 24th Navajo Nation Council
Executive Branch
Judicial Branch

LEGISLATIVE BRANCH

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