



Hoopa Valley Tribe
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Chairman Byron Nelson, Jr.

MEMORANDUM

To: All Tribal Departments & Program Managers

FROM: Byron Nelson Jr., Chairman
Hoopa Valley Tribal Council
Gregory Moon, Incident Commander
Wendy George, Deputy Incident Commander

CC: All Tribal Employees
Elizabeth Turner, Human Resources
Office of the Tribal Attorney

DATE: December 17, 2020

RE: Updated Determination of Essential and Non-Essential Departments, Businesses, and Employees in Accordance with the Pandemic Response Plan

Effective immediately all non-essential departments, businesses, and employees will be subject to the Public Health Emergency Leave Policy are placed on not more than eighty (80) hours of Administrative Leave, returning to work January 04, 2021. The Tribal Council has determined that not more than 80 hours of Administrative leave will be granted with pay, (excluding days-off). Administrative Leave shall be granted for date and time only, and granted to only those employees who absent the emergency administrative leave would have been working regardless of classification. For those programs that are funded via grants and/or contracts you should confirm with your funding source that this will be an eligible expense to your budget. In addition Managers that can have staff perform work via Telecommuting/Remotely is strongly encouraged in order to continue operations effectively and efficiently during this difficult time.

The following department have been deemed non-essential:

1. HCATEP
2. Education Afterschool Program
3. Child Care Food Program
4. Child Development/Preschool
5. JOM Learning Center/Indian Education Center
6. Vocational Rehabilitation Program
7. Early Head start
8. Head start

8. Head start
9. Recreation
10. Hoopa Fire Department – WUI Crew
11. Housing Improvement Program
12. Fisheries Department
13. Forestry/Wildlife (except essential employees & Nursery)
14. TEPA
15. Land Management
16. Museum
17. THPO
18. Self-Governance
19. Commerce Department
20. Enrollment
21. TERO
22. Planning Department
23. Records
24. Archives

The following business have been deemed non-essential:

1. Lucky Bear Casino
2. Tish-Tang Campground
3. Hoopa Development Fund
4. HFI Saw Mill

Please note that the businesses listed above have temporarily suspended services to the public.

However, some employees may be considered essential employees and will continue to report to work. If you are considered an essential employee and you work at one of the businesses above, you will be contacted by either your immediate supervisor and/or Human Resources.

Due to confidentiality considerations the list of non-essential employees is not included in this memorandum. If you are a supervisor who works in a department on the following list, you will need to contact Human Resources to provide them with a list of employees who have been deemed non-essential and essential.

The following departments have been deemed essential:

- 1) Education Department
- 2) K'ima:w Medical Center
- 3) TANF (Limited and/or Telecommuting/Remotely as determined by the Director)
- 4) Two Rivers Tribune
- 5) KIDE Radio Station
- 6) Hoopa Tribal Police Department

- 7) Office of Emergency Services
- 12) Hoopa Fire Department
- 13) Hoopa Volunteer Fire Department
- 14) AmeriCorps Program
- 15) Hoopa Public Utilities District (Limited schedule in place)
- 16) Food Distribution Program
- 17) Tribal Court (Limited schedule in place)
- 18) Hoopa Housing Authority (Limited schedule in place)
- 19) Roads Department (Subject to approved safety protocols)
- 20) Forestry/Nursery (Subject to approved safety protocols)
- 21) Administration (Open with limited schedule, and/or Telecommuting/Remotely as determined)
- 22) Office of the Tribal Attorney (Open with limited schedule, remote telecommuting)
- 23) Child & Family Services
- 24) Fiscal (Limited schedule, and/or Telecommuting/Remotely work)
- 25) Human Resources (Limited schedule, and/or Telecommuting/Remotely work)
- 26) Plant Management
- 27) Elections (Schedule as approved by Council)

The following businesses have been deemed essential:

- 1) Hoopa Grocery Store
- 2) Hoopa Mini Mart
- 3) Tsewenaldin Inn
- 4) Hoopa Forest Industries (subject to limited staffing)
- 5) Hoopa Aggregate & Ready-mix (subject to limited staffing)

Please note that essential and non-essential determinations may change as updated guidance and determinations are made in response to the COVID-19 Pandemic.