



DEPARTMENT OF DINE EDUCATION
**Safety and Guidance Manual for Reentry
into the Workplace**



THE NAVAJO NATION

August 2020

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I. INTRODUCTION

The Centers for Disease Control and Prevention (CDC) is responding to a pandemic of respiratory disease spreading from person-to-person caused by a novel (new) coronavirus. COVID-19 is a disease caused by a coronavirus, a common virus that can cause respiratory tract infections. It affects the upper respiratory tract or lower respiratory tract.

In early 2020, following a December 2019 outbreak in China, the World Health Organization (WHO) identified a new type of coronavirus. Officials named this new virus severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). This virus causes COVID-19. The outbreak quickly spread throughout the world. It spreads the same way other coronaviruses do, through person-to-person contact. Infection ranges from mild to severe. Currently, there is no cure to treat the virus.

Due to the increase in positive cases throughout the United States, the Navajo Nation and the Department of Dine Education (DODE) took action to ensure employee and customer safety. The Navajo Nation and DODE will continue to perform essential functions and provide essential services valid to each of its program ability to remain a viable entity during time of increase threats from all hazards, manmade or natural. Since the threat to an organization's continuity of operation is greatest during a pandemic outbreak it is important for organizations to have a COVID-19 response plan in place to ensure it can carry out its essential functions and services. While organizations may be forced to suspend some operations due to the severity of a pandemic outbreak, an effective response plan can assist an organization in its effort to remain operational, as well as strengthen the ability to resume operations.

II. Purpose

The purpose of the Department of Dine Education Safety and Guidance Manual for Reentry into the Workplace is to provide guidance to the central and agency programs to resume full operation of essential direct services in a healthy and safe manner to prevent the spread of COVID-19 and keep each employees and their customers safe.

It is the purpose of the Safety and Guidance Manual for Reentry into the Workplace to protect, recommend and carryout proper safety and security protocols of best practices from the Center for Disease Control (CDC), Federal Emergency Management Agency (FEMA), National Institute of Health (NIH), and local health organizations to prevent the transmission of the COVID-19 among the Navajo people. In doing so, DODE will require all employees to follow and abide by the standards that have been established in this manual.

III. Continuity of Planning

DODE will utilize its guidance manual to provide and implement specific prevention, protection and control measures to decrease the threat and impact from the COVID-19 pandemic. DODE will conduct an analysis of all risk based on implemented measures. DODE employees will be informed regarding protective actions and modifications made

to the plan. All DODE memorandums and communications of the COVID-19 developments during the pandemic will be distributed by the DODE Administration and the Navajo Nation Command Center. Guidance and instructions to establish infection control measures regarding social distancing, and personal protective equipment (PPE) are provided by the DODE Administration, the DODE Safety Team and DODE Program Managers to assist in limiting the spread of COVID-19.

More specifically in a confined workplace, the steps recommended will consist of social distancing of six-foot measures implemented, teleconferencing for face-to-face meetings, posting COVID-19 control guidelines, promoting social distancing between employees and customers to maintain six-foot separation between individuals and implementing communication strategies that request and enable employees to stay home when they feel sick or show signs of symptoms.

Each program under the Department of Dine Education has an assigned Program Manager and/or Supervisor. It will be the requirement of this individual to ensure their staff will follow the recommended guidance manual and establish the protocols set forth in the manual for the safety of all employees:

- Program Managers and/or Supervisor will work in unison with the DODE Safety Team to verify and confirm that all protocols are in place to manage daily operations of each program services.
- The DODE Safety Team and Program Managers and/or Supervisors will communicate weekly to inform employees about the developments within the organization's response plans, impact of COVID-19 in the workplace and to remind employees that the Department is continuing to function business as usual.

IV. General Practices & Understanding to Prevent the Spread of COVID-19.

Prevention of COVID-19: The Navajo Nation Office of the President and Vice President issued an Executive Order No. 001-20 declaring a state of emergency for the Navajo Nation, this included the NDOH legislation (NNC Resolution No. CO-50-14) and the Navajo Nation Public Health State of Emergency Declaration (CEM Resolution No. 20-03-11), to stay-at-home, shelter-in-place and limit the movement of people within and outside their immediate communities and to limit the contact with individuals who are not in their immediate household. At the same time, the surrounding State Department of Health programs released information to the workforce for employees to educate employees to take the necessary precautions that should be taken including how to prevent contracting the virus for themselves and others.

DODE Administration will monitor the severity of the pandemic and establish continual business activities or immediately address any pandemic threat. The Safety and Guidance Manual for Reentry into the Workplace plan will be implemented as needed to support the continual performance of essential functions. The Safety and Guidance Manual for Reentry into the Workplace is to be read in conjunction with the CDC recommendations

as appropriate. Further, this manual complements the State and CDC recommendations specific to pandemic events and emerging infectious diseases.

The prevention of the spread of COVID-19 is the responsibility of each DODE employee. There is COVID-19 information available on the internet and available from local health departments that provide best practices for establishing safe home and work environments, this includes the Center for Disease Control (CDC), the National Institute of Health (NIH), American Association of Pediatrics (AAP), the Federal Emergency Management Association (FEMA), the Indian Health Service (IHS), the Navajo Department of Health (NDOH), and the Navajo Nation Command Center. Each DODE Employee should familiarize themselves with these protocols and practice them at home and at work.

DODE Employees will sign the Safety and Guidance Manual for Reentry into the Workplace *Employee Acknowledgment Form* (**APPENDIX A**). This form will be filed in the employees HR records. It is for the purpose of acknowledging the suggested safety measures by DODE.

WASH YOUR HANDS

1 Wet



2 Get Soap



3 Scrub for at least 20 seconds



4 Rinse



5 Dry



CS170614-06/12/2020

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Management of Sanitation within the Workplace: Each DODE program will be required to monitor and track the sanitation process within their work environment, office space, and/or personal workstation. The DODE Safety team will be monitoring the programs safety and guideline protocols established by each DODE Program.

The Sanitation Certification Form (APPENDIX B) will be kept on file by each DODE Program and utilized to assist in the sanitation process of those programs:

1. The Sanitation Form will be subject to inspection by a member of the DODE Safety Team bi-monthly and signed off on.
2. The Sanitation Form will also assist the DODE Safety Team to monitor the spread of pathogens, all frequently touched surfaces. These areas need to be sanitized by using disinfectants (Lysol, Clorox, etc.). All surfaces listed shall be cleaned in the morning and afternoon by designated Program personnel. Designated Program personnel shall write their name, date and time of cleaning on the *Sanitation Certification Form*.

Best Practices to prevent the spread in the DODE Workplace:

1. Individuals who return from designated CDC hotspots whether business or personal travel, must quarantine for 14 days. This 14-day window can be shortened by receiving a negative result from a qualifying negative COVID-19 test taken between 7-14 days after returning.
2. Ensure physical distance between personnel, customers, and any member of the public is minimized, and that keeping six feet between persons is always possible.
3. Address requests of personnel who are members of a vulnerable population for special accommodations.
4. Provide that the entity or organization will carry enough and appropriate PPE based on industry best practices.
5. All place of business must develop COVID-19 policies and procedures. Such policies and procedures must provide that the entity or organization will carry enough disinfectant products.
6. Require hygiene practices such as cleaning frequently touched surfaces and handwashing.
7. Provide for conducting regular employee COVID-19 screenings, such as temperature checks, checklist or diagnostic testing.
8. Provide for on-going safety training and education on COVID-19.
9. Provide standards to respond to suspected and confirmed cases of COVID-19 among employees. The policies and procedures shall further provide contact information for the nearest healthcare facility, and such information posted conspicuously at the place of business (e.g., informational poster).
10. The place of business shall contact the NHCOC by calling (928) 871-7014 immediately in the event of a suspected or confirmed case of COVID-19 to consult about next steps.



If you are returning to work, continue to stay alert and protect yourself by practicing everyday preventative actions.

Protect Yourself and Others in the **WORKPLACE**



Stay home when you are sick



Cover your coughs and sneezes



Monitor your health



Avoid sharing objects and equipment



Wear a cloth face covering



Clean and disinfect frequently touched surfaces and objects



6 Feet

Practice social distance in shared spaces



Keep a hand sanitizer on hand with at least 60% alcohol



Wash your hands with soap & water often



Avoid having visitors at the workplace



NAVAJO HEALTH COMMAND OPERATIONS CENTER
(P) 928.871.7014
(E) coronavirus.info@nndoh.org
www.ndoh.navajo-nsn.gov/COVID-19



Understanding symptoms of COVID-19: DODE employees should become knowledgeable to understanding the symptoms of COVID-19 by reviewing the Center of Disease Control (CDC) website and the information provided to take preventive safety measures to keeping their work environment safe and healthy. COVID-19 symptoms include fever, tiredness, shortness of breath, and cough. However, other COVID-19 symptoms can include body aches, nasal congestion, runny nose, sore throat and diarrhea.

- Employees who are experiencing onset or prolong symptoms COVID-19 must inform their immediate supervisor and to remain at home in quarantine and/or self-isolation and seek medical care when needed.
- Employees may need to provide additional information to their immediate supervisor if they had been in contact with any other employees during this time to take preventive safety and health measures to stop the spread of COVID-19.

Positive Test for COVID-19: Any DODE employees who test positive for COVID-19 must remain at home, quarantine or self-isolate themselves and notify their immediate supervisor. Quarantine begins when a person is exposed to the disease to see if they become ill. Self-Isolation begins when a person who is ill from others who are not ill to keep the disease from spreading. An employee who receives positive test results and will remain in isolation for 14 days. Upon returning to work the employee will require a doctor statement indicating the employee is cleared to return to work.

Exposure to COVID-19: Any DODE employee who knowingly were exposed to anyone who has tested positive for COVID-19 is to notify their immediate supervisor and is required to quarantine and/or self-isolate themselves for a minimum of 14 consecutive days from the date of being in close proximity with such person(s).

This includes if you cared for anyone or a family member(s) who tested positive and/or have traveled or returned from travel from a hotspot designated by the CDC, employees must:

1. DODE employees must continue to take preventive safety measure in staying healthy and safe by limiting their travel to reduce any possible exposure of contracting COVID-19. Such DODE employees who considers getting a COVID-19 tested due to exposure, shall report the test results to their immediate supervisor by email or phone call as soon as the employee receives the results. Awaiting the COVID-19 test result, the DODE employee will need to remain home in quarantine and/or self-isolate during this time.
2. Employees must utilize the COVID Leave Procedure Form (***APPENDIX C***) when serving a self-isolation/quarantine at home. Employees should follow the Navajo Nation Amendment that addresses COVID-19 Leave in the Personnel Policies section X: 'Leave Administration' set forth for all Navajo Nation employees (HEHSCJN-08-20: Amendment to NN Personnel Polices for COVID19 leave).

Disclosure of DODE Employees Health concerns: The DODE program will adhere to HIPPA laws and protect employee's records and their health conditions and concerns. DODE employees with any underlying health conditions which would increase the risk of the employee contracting COVID-19 at the worksite, may disclose their health information to their immediate supervisor at their own will. DODE employees are to

meet with their immediate supervisor to develop a work plan that is accommodating to the employees' health condition and concerns.

Appropriate Trainings for DODE staff:

Training for each DODE employee will be provided through virtual online training sites or programs. Recommended trainings will include:

- Understanding Prevention of COVID-19
- Keeping Safe within the work environment
- Acknowledgment of NN COVID-19 leave
- Acknowledgment of NN Telecommuting Policies & Procedures.

Following Public Health Orders and CDC Guidelines: It is highly recommended that each DODE employee complies with the Navajo Public Health Emergency Orders and CDC guidelines.

Dikos Ntsaaígíí-Náhást'éíts'áadah SYMPTOMS OF CORONAVIRUS DISEASE 2019

Patients with COVID-19 have experienced mild to severe respiratory illness.

Naalnii' bee ééhózinígíí (Symptoms can include)

*Symptoms may appear 2-14 days after exposure.



Ts'íisniidóóh
(Fever)

Dikos
(Cough)



Ch'ééh jididziih
(Shortness of Breath)

If you have been in close contact with someone with confirmed COVID-19 in the past 2 weeks and develop symptoms, contact your local hospital and/or physician. Call your local hospital before you go to a hospital.

For more information:
Navajo Department of Health
(P) 928.871.7014
(E) ndoh@navajo-nsn.gov

Website:
<http://www.ndoh.navajo-nsn.gov/COVID-19>



V. DODE Program Safety Practices and Rules & Guidelines within the DODE work environment:

Personal Protective Equipment (PPE): DODE Program Managers will distribute and track the distribution of PPE's using the *DODE Master Employee's PPE (APPENDIX D)*. DODE will provide the appropriate PPE equipment for all DODE staff upon returning to work such as cloth mask/surgical mask and gloves, disinfectants, cleaning supplies.

1. The primary item in the PPE is a face mask. All DODE employees shall wear a face masks when they are in the DODE building, Monday through Friday, 8:00 AM to 5:00 P.M. **NO EXCEPTIONS** will be given unless medically supported with proper documentation.

Displaying of Information about COVID-19: DODE employees' office will display informational facts sheet about the COVID-19 virus and best practices to prevention on their office doors or entrance doors of main office. These information fact sheets are to be displayed in all conspicuous locations, such as; at the entrance of the agency offices entrance doors and/or waiting area. Additional information should also include:

1. Visual aids such as placards, high visibility colored signs, traffic flow visual indicators to assist the movement of individual with the building and in their Program office space.
2. Visual aids should also promote social distancing, wearing a mask and to avoid congestion of people in a small enclosed space.

The Safety Team recommends DODE Programs to post information for guest to see and to monitor each guest and visitor to each Program. (i.e. Each DODE employee at the agency office will need to place visual markers taped on the floor spaced at least six feet apart to ensure social distancing practices when visitors arrive for appointments or for any type of program services.

Establishing a safe work environment through barrier establishment: To further reduce the chance or exposure to COVID-19, the DODE Safety Team requires all DODE Programs improve their program workspace ventilation. This can be done by opening windows to create a direct, one-way flow of air from within the building to the outside. If this cannot be done, then an assessment must be conducted to create this recommendation. This can be coordinated with DODE Administration and the Facilities Maintenance Department. In addition, the Safety Team requires each DODE Program install physical barriers to avoid exposure where appropriate-e.g. a plexiglass sheet barrier at a reception area or replacing the office entrance door with a half door to stop guest or visitors from entering the protected workspace.

Employee entrance into the workplace: It is important for employees to maintain social distancing while arriving and leaving the DODE facility, employees must:

1. All DODE personnel will enter from the front of the Education Center building. They will enter through the appropriately marked door "ENTRANCE" and proceed to the front FEMA security desk to sign-in, asked a

series of health questions and each employee will have their temperature taken by FEMA personnel.

2. All DODE personnel will wear their identification badges where it can be seen by security personnel and it must be worn throughout the day while in the DODE building. The usage of identification badges keeps unregistered individuals from roaming the DODE facility.
3. DODE personnel will be asked a number of safety and health questions for exposure to COVID-19 (Navajo Nation COVID-19 Screening-APPENDIX E) before being authorized to entry the workplace.

Disinfecting and Sanitizing workstation/area: It is recommended that each DODE employees to disinfect and sanitize their workstation/area frequently in the time frame of: 8am, 1pm, and 4:45pm. DODE employees will utilize the DODE Manager Sanitation Form-Appendix B. Employees should do the following:

1. Each DODE employee will be responsible to ensure that their office remain clean, safe and healthy by wiping down commonly touched areas with disinfectant solutions/wipes within their work environment such as: door knobs, light switches, chair arm rest, pens, telephones, copier buttons, and desks, keyboards, and other objects.
2. Each DODE Program and their extension agency offices will provide their staff with hand sanitizer, disinfecting sprays, wipes or liquid for their location.

DISINFECTANT SAFETY DURING THE COVID-19 PANDEMIC

- DO NOT DRINK OR INJECT BLEACH, LYSOL, OR ANY OTHER DISINFECTANT AS A TREATMENT FOR COVID-19
- FOLLOW LABEL INSTRUCTIONS
- DO NOT MIX CHEMICALS
- STORE CHEMICALS OUT OF REACH OF CHILDREN
- DISINFECTANTS ARE POISONOUS AND CAN CAUSE SERIOUS HARM OR EVEN DEATH IF SWALLOWED OR INJECTED

POISON Help
1-800-222-1222

@navajodephealth
#DineDabidzil

Navajo Health Command Operation Center
Phone: 928.871.7014
Info Email: coronavirus.info@nndoh.org
www.ndoh.navajo-nsn.gov/COVID-19

The following areas should be monitored and sanitized daily:

- 1. *Conference Room Usage:*** All DODE programs that have a work conference room should be disinfected before and after each use by the DODE employee who used it. There should be a hand sanitizer, disinfecting wipes or liquid, and facial Kleenex available in the conference rooms always.
- 2. *Break Rooms and Kitchens:*** DODE programs that have a break room within their work environment, limiting individuals in the break room to no more than two (2) people and to practice social distancing and wearing a face mask
- 3. *Restrooms Usage:*** All DODE program that have private restrooms should always be cleaned by wiping down water facet handles, toilet levers, and door handles with disinfectant solutions/wipes. It is advised that each DODE employees practice good hygiene by hand washing frequently by washing their hands for 20 seconds.
- 4. *GSA and Tribal Vehicles:*** Each DODE employee should follow the procedures and policies set forth by the Division of Fleet management to maintaining Tribal vehicle clean. Employees are responsible for keeping the Tribal vehicles clean & sanitized after each usage by wiping down steering wheel, gear stick, radio, signal lever, and other surfaces that are most touched by the employee. In addition, all tribal vehicle occupants are required to wear face masks while utilizing tribal vehicle. DODE employees will utilize the DODE Manager Sanitation Form-Appendix B for GSA/Tribal Vehicle cleaning checklist.
- 5. *Incoming/Outgoing Mail:*** Each DODE Agency program office should develop a schedule for staff to rotate to pick up mail from the postal office or central office. All other communication efforts should be achieved by e-mail, telephone or fax and the following should be considered:
 - a)** DODE employees that are checking the Post Office and collecting mail the individual will need to practice safety precautions during this time by wearing gloves, face mask, social distancing and to sanitize all mail before distribution.
 - b)** All incoming fax and prints will need to be put into the appropriate employees' box that is near the printer/fax machines.
 - c)** Each DODE Agency will have a public drop-box that customers and visitors may drop off documents in to submit to the program.
- 6. *Utilizing internet resources:*** All DODE employees may utilize the DODE resources to promote the prevention of the COVID-19 pandemic. This information as well as other Navajo Nation programs website pages maybe shared with families, customers, and consumers to share information and share necessary healthy updates affecting the community at large.

FACT SHEET

PROPER USE OF KN95/N95 MASKS

The recommendations in this fact sheet provide advice for when to discard or reuse a KN95/N95 mask. Paying attention to the condition of your mask—and discarding damaged or contaminated masks—can greatly reduce the risk of contact transmission. Do not reuse a mask more than five times.



N95 FACE MASK

(Standard: National Institute for Occupational Safety and Health Certification)
The N95 respirator is the most common of the seven type of particulate filtering face piece respirators. This mask filters 95% of airborne viruses but the filter material is not resistant to oil.



KN95 FACE MASK

KN95 Masks are manufactured outside the U.S. and are Chinese made masks, designed to meet the Chinese standards of protection. On April 3, 2020, the FDA issued an Emergency Use Authorization for non-NIOSH-Approved N95 respirators made in China. The EUA makes KN95 Masks eligible for use, as long as certain protection standards are met.

**N95 masks are designed for full protection of clean shaven people.*



TIPS FOR REUSING MASK:

Hang used clean and undamaged respirators in a designated storage area or keep them in a clean, breathable container such as a paper bag between uses.

Store one respirator in a bag and clearly identify who uses it. Storage containers should be disposed of or cleaned regularly.

If you accidentally touch the inside of your respirator, discard it



DISCARD WHEN:

N95 respirators are contaminated with blood, respiratory or nasal secretions, or other bodily fluids from patients.

Close contact with any patient co-infected with an infectious disease.

Mask is visibly dirty or damaged



NAVAJO HEALTH COMMAND OPERATION CENTER
(P) 929.871.7014
(E) coronavirus.info@nndoh.org
www.ndoh.navajo-nan.gov/COVID-19



VI. Potential schedule meetings, appointments with customers and visitors:

Planning according for schedule meetings:

- DODE Administration recommends that DODE Programs plan accordingly regarding meeting with their customers by scheduling appointments and meeting times through virtual meetings or by teleconferencing using any method such as Skype, Zoom, etc.

Designated meeting location:

When DODE employees need to meet in face-to-face with their customers or visitors, a designated meeting location will be established.

- Safety measures will need to be highly practiced and that everyone is always to wear their face mask.
- Visitors and Customers will have their temperature check prior to entering the building.
- Hand sanitizers will be readily available for visitors and customers to use.
- Social distancing will be practiced so that everyone is six (6) feet apart.
- No more than 4-5 people will be in a large conference room and no more than 2-3 in a small conference room.



CORONAVIRUS DISEASE 2019
(COVID-19)

You can help prevent the spread of respiratory illnesses with these actions:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose & mouth.
- Practice social distancing by putting space between yourself & others.
- Wash hands often with soap & water for at least 20 seconds.

 [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

316159-A March 25, 2020 8:00 AM

PROTOCOL FOR VISITOR, GUEST and CUSTOMERS VISITING

DODE ADMINISTRATION BUILDING

All Visitors, Guest and Customers conducting business at the DODE Window Rock location will abide by the safety standards, as follows:

1. Pre-appointments:
 - a. DODE encourages all visitors, customers, and guest to make their arrangements by telephone prior to visiting the DODE building. Appointments can be made with the respective program they are conducting business with.
 - i. On the day of visitation: Visitors, customers and guest must call in advance, upon their arrival. This assures DODE personnel will meet the visitor, client or guest at the front entrance after they are screened and sign-in.
 - ii. DODE Program personnel will escort the visitor, client or guest to their appropriate location.
2. Same Day Appointments:
 - a. Due to the safety of DODE personnel, same day appointments will not be prioritized over pre-appointment arrangements. DODE will only allow up to 10 visitor, client or guest per hour to occupy the DODE facility (all programs).
 - b. DODE personnel will follow the same protocol for visitor, client or guest check-in procedures below.
3. DODE On-Site Check-in Procedure:
 - a. All visitor, client or guest will enter the DODE building immediately report to the front FEMA security station.
 - b. Security Station will assure proper identification of visitor, client or guest entering the building.
 - c. All visitor, client or guest will be screened with safety questions (Navajo Nation COVID-19 Screening-**APPENDIX E**) and a temperature reading:
 - i. IF temperature is in the normal range of 97.7F -100.3F (36.5C-37.9C), personnel will be allowed to enter the DODE facility.
 - ii. IF temperature is more than 100.4F (38C), the person will not be allowed to enter the DODE building and will be told to return at another time.
 - iii. Personnel will sign in at the Security Station and then report to the DODE Check in Station.
 - iv. Personnel will sign DODE Sign-in sheet and be issued a pass.
 - v. Personnel will be directed to the program for their appointment.
4. DODE On-Site Check-Out Procedure:
 - a. All visitor, client or guest will report immediately to the DODE Check-out station to sign-out and return the pass.
 - i. DODE Personnel will direct the visitor, client or guest to the FEMA Security Station.
 - ii. All visitor, client or guest will sign out at the FEMA Security Station and immediately exit the DODE building.

VII. Staff Work Rotation schedule & Telecommuting:

Considering an Optional Staff Rotation scheduling for staff & agency offices:

DODE employees with underlying health issues or concerns may disclose their health concerns with their immediate supervisor at their own will and both parties may discuss & develop a work plan on what works best for the employee. Each DODE employees that will be implementing a Work Rotation Schedule will need to adhere to the **Navajo Nation Telecommuting Procedures & Policies**. (*APPENDIX E*)

Staff rotational scheduling is optional for each DODE agency office that share office space that is limited in size and/or when staffing is high. So that staff are minimized to any potential exposure of COVID-19.

Developing a Work Rotation Schedule: All DODE employees be categorized by their Supervisor with the type of schedule the DODE Program will be utilizing during this COVID-19 Pandemic. As appropriate designation is identified, the following areas can be utilized for an “Alternative Work Schedule”, as follows:

- Telecommuting
- Staggered Work Schedule
- Compressed Workweek
- Working Weekends

DODE employees should provide their feedback & concerns when establishing a work rotational schedule office work schedule with their immediate supervisor.

DODE Employees with minor children:

DODE employees should notify their immediate supervisor and follow the guidelines that are set forth by the Navajo Nation and/or DODE administration regarding caring for minors at home.

DODE employees may consult with their immediate supervisor about their concerns and an alternative work plan will need be considered with approval from supervisor/manager.

VIII. CONCLUSION

These Return-To-Work guidelines for the DODE program will ensure our employees are safe within their work environment as seem deemed also by the Navajo Nation Personnel Policies. These are recommendations and public health guidance tools to help everyone stay safe and to stop the spread of COVID-19. The DODE *Safety and Guidance Manual for Reentry into the Workplace* will be updated as the conditions of the work environment improve. Resources and tool kits are readily available and can be accessed in the reference section of this manual.

STOP THE SPREAD! STAY SAFE!

APPENDICES

“APPENDIX A”

THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE PRESIDENT



Employee Acknowledgement Form COVID-19 Worksite Safety Guidelines

I _____ (print), hereby acknowledge that I have received, read, and understand the “Navajo Nation Executive Branch COVID-19 Worksite Safety Guidelines”.

Per the Navajo Nation Personnel Policies Manual (PPM) Section XVII (B), supervisors and employees have a responsibility to maintain a safe work environment by preventing conditions leading to injuries, accidents, and losses. As such, The COVID-19 Worksite Safety Guidelines are intended to guide Navajo Nation Executive Branch Divisions in having employees return to worksites safely during the pandemic.

Therefore, I confirm to Division/Department practices, rules, and regulations in response to COVID-19. I further understand that:

- It is my responsibility to wear appropriate Personnel Protection Equipment (PPE) that is provided to me and report all unsafe conditions or violations of the COVID-19 Worksite Safety Guidelines to my immediate supervisor in order to protect the health and safety of all individuals at worksites.

By signing below, I am acknowledging the receipt of this document and will comply with the COVID-19 Worksite Safety Guidelines.

(Signature of Employee)

(Date)

(Position Title, Department)

(Division)

cc: Department of Personnel Management

Division of Human Resources – Administration

Post Office Box 9000 Window Rock, AZ 86515 t: (928) 871-6375 f: (928) 871-6377 www.dhr.navajo-nsn.gov

“APPENDIX B”

Sanitation Verification

Procedure: To prevent the spread of pathogens, all frequently touched surfaces need to be sanitized by using disinfectants (Lysol, Clorox or Sanidate 5.0). All surfaces listed shall be cleaned in the morning and afternoon by designated personnel. Designated personnel shall write their name, date and time of cleaning in spaces provided.

Name: Date: Department:

	Monday		Tuesday		Wednesday		Thursday		Friday	
	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon
DODE Program Office										
Inside Door Handles										
Outside Door Handles										
Light Switches										
Phones										
Desktop										
Keyboard and Mouse										
Pens										
Keys										
Arm Rests										
DODE Administration Office										
Inside Door Handle										
Outside Door Handle										
Light Switches										
Handle Rail										
Equipment Controls										
Xerox Machine buttons										
Breakroom Refrigerator handles										
Coffee Pot handles and buttons										
Water Dispenser buttons										
Breakroom Cabinet handles										
Faucet and Handles										
Breakroom table tops										
Outside Restroom Door Handle										
Inside Restroom Door Handle										
Restroom Faucet and Handle										
Keys										
Phones										
Unit- when used										
Inside Door Handle										
Outside Door Handle										
Steering Wheel										
Gearshift handles										
Heater/Cooler Controls										
Radio controls										
Frequently used tools										
Keys										
Prokeys										
Seat belt latches										
Seat belt release buttons										
Breakroom (sample)										
Breakroom Refrigerator handles										
Coffee Pot handles and buttons										
Water Dispenser buttons										
Breakroom Cabinet handles										
Faucet and Handles										
Breakroom table tops										
Restrooms (Upstairs/Downstairs)										
Outside Restroom Door Handle (2)										
Inside Restroom Door Handle (2)										
DODE Sunrise Conference Room										
Inside Door Handle										
Outside Door Handle										
Light Switches										
Table Tops										
DODE Sunset Conference Room										
Inside Door Handle										
Outside Door Handle										
Light Switches										
Table Tops										
DODE Fishtank Room										
Inside Door Handle										
Outside Door Handle										
Light Switches										
Table Tops										

“APPENDIX C”

THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE-PRESIDENT



MEMORANDUM

TO : Division Directors, Department/Program Manager
EXECUTIVE AND LEGISLATIVE BRANCHES

FROM : 
Reyrita Toddy, Delegated Human Resources Director
Department of Personnel Management

DATE : August 31, 2020

SUBJECT: **COVID-19 LEAVE PROCEDURES**

Attached for your information and use are the COVID-19 Leave Procedures. These procedures are to be utilized when addressing leave requests for employees who are in need of personal leave due to COVID-19 to care for themselves or a family member, or to be away from the workplace as required by his or her supervisor pursuant to the Navajo Nation Personnel Policies Manual and applicable laws and regulations.

Should you have any questions, please contact the Department of Personnel Management at (928) 871-6330. Thank you.

CONCURRED:



Dr. Perphelia Fowler, Division Director
Division of Human Resources

DISTRIBUTION

XC: Paulson Chaco, Chief of Staff, OPVP
Honorable Seth Damon, Speaker, LB
LaShawna Tso, Chief of Staff, LB
Pearline Kirk, Controller, OOC
Robert Willie, Accounting Manager, OOC
Loretta Largo, Accounting Manager, OOC
File



**PROCEDURES
EXECUTIVE AND LEGISLATIVE BRANCHES
DEPARTMENT OF PERSONNEL MANAGEMENT**

SECTION:	LEAVE ADMINISTRATION	NO. 20-X-006
SUBJECT:	COVID-19 LEAVE PROCEDURES	RELEASE DATE: 8/31/2020
CROSS REFERENCE:	Navajo Nation Personnel Policies Manual (NNPPM), Section X. Leave Administration, B.3.h. COVID-19 Leave	REVISION DATE:
REVIEW:	DEPARTMENT OF JUSTICE REVIEW	DOJ REVIEW DATE: 8/31/2020

PURPOSE

To provide guidelines for programs when addressing COVID-19 leave requests for employees who are in need of personal leave due to COVID-19 to care for themselves or a family member, or to be away from the workplace as required by his or her supervisor pursuant to the Navajo Nation Personnel Policies Manual and applicable laws and regulations.

APPLICABILITY

These procedures apply to all employees regardless of length of services with the Navajo Nation Executive and Legislative Branches, with the exception of program participants, board, commission and committee members.

DEFINITIONS

Family member: For purposes of these procedures, a family member is defined as an employee’s spouse, children or parent.

PROCEDURES

The following procedures shall be utilized when addressing COVID-19 Leave requests.

1. An employee may request COVID-19 leave under the following circumstances:
 - a. Category a - When a family member has tested positive for the virus and requires assistance from the employee.

- b. Category b - When the employee has tested positive for the virus.
 - c. Category c - When the employee is required by his or her supervisor to be away from the workplace due to:
 - i. Exposure to an individual who has tested positive or is suspected to be positive for COVID-19, or
 - ii. If the employee shows symptoms consistent with COVID-19.
2. Supervisors and program managers are required to refer to the CDC.gov website and guidelines from the Navajo Health Command Operation Center (NHCOC) to learn about and remain current on the COVID-19 virus and applicable worksite precautions.
 3. The request must be made in writing for a specified period of time and submitted to the employee's supervisor. If the employee is incapacitated or restricted due to illness, an authorized family member may submit the request for the employee.
 4. All leave requests shall be accompanied by appropriate documentation, as follows:
 - a. For category a and b, the employee must submit official medical documentation from a medical provider showing a positive COVID-19 test for the employee or family member, which may include a doctor's note or document from a hospital or other testing facility.
 - b. For category a, the employee must also submit a written document describing the assistance needed by the family member, and why that assistance cannot be provided by others.
 - c. For category c, the employee must submit a written memorandum from his or her supervisor or program manager that requires the employee to be away from the workplace and identifies the amount of time the employee must be away.
 - d. When requesting COVID-19 leave, the employee must sign a release form to allow the supervisor to verify COVID-19 status with the employee's medical provider. This information shall be handled in accordance with the Navajo Nation Privacy Act.
 - e. If proper documentation, as required is submitted, the supervisor cannot deny the leave within the maximum 120 work hours. The supervisor may limit the duration of the leave to less than the 120 maximum, in consultation with the employee and the employee's medical provider as consistent with the Center for Disease Control COVID-19 Guidelines.
 - f. If COVID-19 leave is granted, prior to the end of an approved COVID-19 leave, an employee must submit supporting documentation showing a negative test result. Pictures, screenshots and letter of test results would meet this requirement.
 - g. In the event that the employee is unable to obtain written documentation from his or her medical provider regarding their test result, the employee shall write a verification memorandum attesting to the verbal notification received from the medical provider or testing facility regarding his or her test result.
 5. Upon obtaining the supervisor's approval, the supervisor or program manager shall forward the leave request and supporting documents to DPM for appropriate action and update in HRIS.
 6. The DPM will make necessary updates to HRIS (i.e., Leave Begin and Leave End Date to reflect the Effective Date and the Not To Exceed (NTE) date) based on documents submitted to DPM by the program.
 - a. Once the 120 work hours have been completed, the employee information will be updated to reflect End of COVID-19 Leave.

- b. A PAF for Start of COVID-19 Leave and an End of COVID-19 Leave will be generated and processed by DPM to ensure confidentiality. This will be strictly for records purposes and will be maintained by DPM.
- 7. All requests for leave, including all supporting documentation submitted by an employee must be kept confidential, and the information related to the reason for leave will be restricted to other Navajo Nation employees with a need to know to process the leave, including the employee's supervisor, the Program Manager and the Department of Personnel Management.
- 8. COVID-19 leave is paid leave and will be coded as Administrative Leave on the timesheet; and will be not be charged to the employee's accrued annual or sick leave.
- 9. Abuse of COVID-19 leave or falsification of documents will result in disciplinary action, up to and including termination.
- 10. Violations of this confidentiality requirement by those employees, or any other employee of the Navajo Nation, is a violation of the Navajo Privacy Act, 2 N.N.C. §§ 91 and 92, can result in civil and criminal penalties. Such violation may also result in discipline of those employees by his or her supervisor.

REQUIRED FORMS

Written Request to Supervisor for COVID-19 Leave

Memorandum from Supervisor

Medical Documentation from Medical Provider



NAVAJO NATION MEDICAL RECORDS DISCLOSURE AUTHORIZATION FORM

Authorization form Disclosure of Information: I voluntarily consent to authorize my health care provider: _____ (Insert Name), disclose my health information during the term of this Authorization to the recipient(s) that I have identified below.

Recipient: I authorize my health care information to be released to the following recipient(s):

Name: _____

Address:

Purpose: I authorize the release of my health information for the following purpose:

(Note: "at the request of the patient" is sufficient if the patient is initiating the Authorization.)

Information to be disclosed: I authorize the release of the only the following records or types of health records pertaining to:

- From the date of this Authorization until: _____
- Until the provider fulfills this _____ request.
- Until the following event occurs: _____

Redisclosure: I understand that my health care provider cannot guarantee that the recipient will not redisclose my health information to a third party. The Third Party may not be:

Employee Name (print): _____

Signature/Date:

“APPENDIX E”

TODAY’S DATE: _____

NAVAJO NATION COVID-19 SCREENING		
PLEASE READ EACH QUESTION CAREFULLY	PLEASE CIRCLE THE ANSWER THAT APPLIES TO YOU	
Have you experience any of the following symptoms in the past 48 hours: <ul style="list-style-type: none"> ➤ Fever or chills ➤ Cough ➤ Shortness of breath or difficulty breathing ➤ Fatigue ➤ Muscle or body aches ➤ Headache ➤ New loss of taste or smell ➤ Sore throat ➤ Congestion or runny nose ➤ Nausea or vomiting ➤ Diarrhea 	YES	NO
Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have a laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?	YES	NO
Are you isolating or quarantining because you may have been exposed to a person with COVID-19 diagnosis or are worried that you may be sick with COVID-19?	YES	NO
Are you currently waiting on the results of a COVID-19 test?	YES	NO
Did you answer NO to ALL QUESTIONS?	Access to Navajo Nation facilities APPROVED . Please show this to security at the facility entrance. Thank you for helping us protect you and others during this time.	
Did you answer YES to ANY QUESTION?	Access to Navajo Nation facilities NOT APPROVED . Please see Page 2 for further instructions. Thank you for helping us protect you and others during this time.	

How to Protect Yourself and Others

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick**. www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



15-71629-1A 08/20/20

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

“APPENDIX F”



PROCEDURES EXECUTIVE AND LEGISLATIVE BRANCHES DEPARTMENT OF PERSONNEL MANAGEMENT

SECTION:	ALTERNATIVE WORK SCHEDULES	NO. 20-V-002
SUBJECT:	TELECOMMUTING PROCEDURES	RELEASE DATE: 3/23/2020
CROSS REFERENCE:	Navajo Nation Personnel Policies Manual (NNPPM), Section on Alternative Work Schedules	REVISION DATE:
REVIEW:	DEPARTMENT OF JUSTICE	DOJ REVIEW DATE: 3/23/2020

PURPOSE

The purpose of these procedures is (1) to define telecommuting as it applies to the Navajo Nation Executive and Legislative Branches, and (2) to establish the guidelines for telecommuting. The Department of Personnel Management issues these procedures in accordance with Navajo Nation Personnel Policies Manual (“NNPPM”).

The Navajo Nation provides these procedures to facilitate telecommuting work as an option for certain positions under appropriate circumstances.

APPLICABILITY

These procedures shall apply to all programs of the Executive and Legislative Branches when addressing telecommuting activities. All program managers, supervisors, and telecommuters shall be familiar with these procedures. In the event of an emergency, such as a weather disaster or epidemic, the Navajo Nation may allow or require employees to temporarily work from home to ensure operational continuity.

These procedures do not apply to non-emergency situations where a program allows an employee to work at home on a temporary, irregular basis.

DEFINITIONS

Telecommuting - a voluntary or mandated “alternative work schedule” NNPPM under which an employee performs some or all assigned duties at home or another remote location, determined by an employee’s immediate supervisor, Department Manager, or Division Director.

Telecommuter’s Agreement – a document that describes a specific Telecommuting work arrangement, and any necessary equipment needed for rendering services.

PROCEDURES

Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is a management tool allowing flexibility in work options. It does not change the terms and conditions of employment with the Navajo Nation, the telecommuter’s salary, employment status, job responsibilities, applicability of manuals and procedures, or employee benefits.

Employee Selection and Criteria

Only employees who can perform a substantial amount their work away from the main work site may telecommute. Eligibility criteria shall be determined by Department Managers. Selection of individual employees for Telecommuting shall be determined by the employee's immediate supervisor or a manager higher in the chain of command. Supervisors must make the criteria known to eligible employees. Such criteria may include reasonable accommodation provisions for permanently or temporarily disabled employees. Such criteria may also be based on, or include, a valid state of emergency declaration by the appropriate officials in the Executive or Legislative Branches.

Telecommunication Period and Work Schedule

Telecommuters shall maintain regular contact, through email or by phone, with their immediate supervisor, co-workers, and with anyone else the work requires and is feasible. Employees must ensure, to the extent possible, that they have access to job-related documents and equipment from their homes or the remote location from which they may be Telecommuting. Supervisors shall maintain frequent communication with the telecommuting employee.

Supervisors, in consultation with their respective Department Managers, shall set Telecommuting periods and work schedules. Supervisors shall provide employees with start and end-dates for Telecommuting in the Telecommuter's Agreement. Except in the case of exigent circumstances, the employee and Program shall execute the Telecommuter's Agreement before the start of Telecommuting. The Telecommuting schedule may require part- or full-day presence at the regular worksite some days, to be determined at the supervisor's discretion. If the supervisor sets no alternative, the employee's normal Tour of Duty shall apply during the Telecommunication period.

Changes to Telecommuting assignments or work schedules may be made at the discretion of the Division Director to meet the needs of the program or the employee. Telecommuting periods may be ended earlier than agreed to, due to the resolution of the event or circumstances that were cause for the Telecommuting arrangement, as determined by [OFFICIAL(S)]. In the event Telecommuting is ended earlier than planned, the employee shall have a reasonable time to return to the worksite as decided within the discretion of the supervisor in consultation with the employee.

Equipment

Supervisors may require a telecommuter to have a computer with functioning internet access to communicate with people and access the information needed to perform their duties and meet their responsibilities. Supervisors may also request a telecommuter to have a telephone at which the telecommuter may be reached during the Telecommuting period. If an employee does not have a phone at which the supervisor may reach them, the supervisor and employee shall establish an alternative means by which the employee may be reached expeditiously.

- The Navajo-Nation-is not obliged to provide equipment necessary for an employee to telecommute.
- Telecommuting employees must abide by all Navajo Nation laws and policies, including those regarding privacy, information security, and software licensing.
- Telecommuting employees must abide by the Navajo Nation accounting policies for all purchases and expenditures incurred for telecommuting equipment or services.
- Maintenance or repair of Navajo-Nation-owned equipment will be performed only by the Nation's authorized technician. The telecommuting employee, in consultation with their supervisor, shall be responsible for bringing or delivering any equipment in need of repair or

maintenance to a repair service designated by the supervisor or Program. The employee, in consultation with their supervisor, shall be responsible for picking up or arranging for delivery of equipment once service is completed. "Maintenance" shall not be read to include standard, necessary software updates, which the employee may initiate as such updates are made available.

- Maintenance and repair of employee-owned equipment is the responsibility of the employee. The Navajo Nation is not liable for such equipment even if the employee was engaged in the department/program's work at the time of malfunction.
- Upon termination of the telecommuting agreement or employment, or at the program's or supervisor's directive, the employee must return all Navajo Nation-owned equipment and property to the Navajo Nation.

Confidentiality

As Navajo Nation employees, telecommuters are expected to adhere to all policies and procedures within the Navajo Nation Personnel Policies Manual, regarding privacy, security and confidentiality for the computer, its data and information, and any other information handled in the course of work.

Health and Safety

If an employee incurs an injury while telecommuting, Navajo Nation workers' compensation laws and policies apply. Per these procedures' definition of "Telecommuting", Telecommuting does not include actions that the telecommuter may take while not actively working, including both at the site from which the employee is telecommuting or elsewhere. These noncovered actions include all actions that the employee would not be able to perform in his/her regular work site, or which are related to living at home. Examples of such non-covered actions include caring for children, caring for pets/livestock, cooking, cleaning, yard work, checking the mail, shopping, and maintenance work on vehicle. In the event of an injury or illness, the employee must immediately notify their immediate supervisor and complete all required documents related to the injury or illness.

Telecommuter's Agreement

The Telecommuter's Agreement documents the policies in effect and their effect on any other agreements between the Navajo Nation and the telecommuter. The Agreement must be signed or agreed to by physical or electronic signature by the employee and supervisor, and the Human Resources Director or her designee, and any other official designated by the Division Director. Except in exigent circumstances, the Agreement shall be signed by all parties prior to the start of telecommuting.

A telecommuter's agreement is not required for occasional situations in which the employee works from home, which situations shall be determined at the discretion and authorization of the employee's supervisor, in accordance with the NNPPM.

The "Equipment and Supervisor's Checklist for Telecommuters" provides verification that all essential details from start-up of a telecommuting arrangement to end of telecommuting have been covered with an employee prior to the start of telecommuting.

FORMS REQUIRED:

Telecommuter's Agreement

Equipment and Supervisor's Checklist for Telecommuters

Telecommuter's Agreement

In accordance with the Department of Personnel Management's "TELECOMMUTING PROCEDURES" We, the supervisor, on behalf of the Navajo Nation, and [NAME] ("Employee"), collectively referred to as the "Parties", enter into this Telecommuter's Agreement to allow Employee to Telecommute for the duration and per the conditions provided in this Agreement. The Parties agree that home-based telecommuting is at the discretion of the employer, and subject to discontinuation by the supervisor at any time. This agreement shall be in effect from _____ at _____ until _____ at _____. Employee's work schedule shall be [e.g. MONDAY THRU FRIDAY, 8AM-12PM, 1PM-5PM].

The Navajo Nation will pay the following work-related expenses during the Telecommuting period:

- Maintenance and repair of equipment, including cellular phones, owned by the Navajo Nation and duly-issued to the employee for the Telecommuting period.

The Navajo Nation will not pay for the following expenses during the Telecommuting period:

- Any and all day-to-day expenses not covered by the Navajo Nation under normal circumstances
- Cost, maintenance, or repairs of privately owned equipment
- Utility costs related to the use of equipment or home office
- Travel expenses associated with commuting to the regular worksite.

Telecommuting days are scheduled and shall not be substituted without advance approval of the program manager or supervisor. Employee shall appear at the main worksite _____.

Employee shall work remotely _____.

Employee must be available by phone or email during work hours. Employee shall respond to emails and phone messages in a timely manner.

Except to the extent the terms of this agreement conflict, the Navajo Nation Personnel Policies Manual ("NNPPM") and any [DEPARTMENT/DIVISION] policies shall continue to apply during the Telecommuting period.

Telecommuting is not a substitute for dependent care. The telecommuter agrees that regular and backup dependent care arrangements have been made, if applicable.

The telecommuter shall carry out the steps needed to ensure information security in the home office setting, and has read the Navajo Nation's security requirements and procedures. The telecommuter agrees to check with his/her immediate supervisor when security might be a concern.

The telecommuter has read and understands the Navajo Nation's telecommuting procedures and agrees to abide by those procedures and all other applicable laws, policies, and procedures.

_____ Employee Name (print)	_____ Signature	_____ Date
_____ Supervisor Name (print)	_____ Signature	_____ Date
_____ Human Resources Director	_____ Signature	_____ Date



Navajo Nation -- Telecommute Equipment Checkout Form

Jonathan Nez
PRESIDENT

Myron Lizer
VICE PRESIDENT

Requesting Personnel: _____ Date of Request: _____
 Requested Date(s): _____ to _____
 Purpose of Use: _____ Telecommute

	Items Checked In	Initial Here
<input type="checkbox"/> (list Navajo Nation property assigned to employee below)		
1. <input type="checkbox"/> Laptop SN: _____	<input type="checkbox"/>	_____
2. <input type="checkbox"/> Scanner SN: _____	<input type="checkbox"/>	_____
3. <input type="checkbox"/> AC Adapter (blk. Cable w/rectangular box)	<input type="checkbox"/>	_____
4. <input type="checkbox"/> Power Cord (2/3 Pronged Connector)	<input type="checkbox"/>	_____
5. <input type="checkbox"/> Black Carrying Case w/Strap	<input type="checkbox"/>	_____
6. <input type="checkbox"/> Wireless Mouse	<input type="checkbox"/>	_____
7. <input type="checkbox"/> Ether Net Cable (Blue cable)	<input type="checkbox"/>	_____
1. <input type="checkbox"/> Printer SN: _____	<input type="checkbox"/>	_____
2. <input type="checkbox"/> Power Cord (2 pieces)	<input type="checkbox"/>	_____
3. <input type="checkbox"/> USB Cable	<input type="checkbox"/>	_____
1. <input type="checkbox"/> Projector w/Lens Cap	<input type="checkbox"/>	_____
2. <input type="checkbox"/> Black Carrying Case	<input type="checkbox"/>	_____
3. <input type="checkbox"/> Power Cord	<input type="checkbox"/>	_____
4. <input type="checkbox"/> Remote Control (Missing for Proxima)	<input type="checkbox"/>	_____
5. <input type="checkbox"/> MI-DA Analog Computer Cable (blue head cable adapter)	<input type="checkbox"/>	_____
6. <input type="checkbox"/> 1-General & Mouse Adapter (PS/2) Cables	<input type="checkbox"/>	_____
OTHER:		
1. <input type="checkbox"/> MiFi Verizon JetPack	<input type="checkbox"/>	_____
2. <input type="checkbox"/> Other:	<input type="checkbox"/>	_____

AGREEMENT

*In signing this agreement, I agree to take personal responsibility for all items checked above and further agree to ensure the safekeeping of all said items. I will ensure that **ALL** items are kept in a safe and secure place. I also agree that if any items are lost or misplaced for any reason(s), whether such actions are within my control or not, I will be held personally liable for the expense(s) of replacement.*

NOTE: All items should be kept together in an organized fashion and to be checked personally by assigning personnel in your PRESENCE before the items can be signed out and back in. The borrower must obtain an approval signature from the supervisor before equipment can be checked out. Thank you.

Borrower's Signature

Date

Supervisor's Signature (Required)

Date

Date Returned

Accepted by

RESOURCE LIST

FEDERAL RESOURCES

- [Coronavirus.gov](https://www.cdc.gov/coronavirus)
- [USA.gov/Coronavirus](https://www.usa.gov/coronavirus)

Center for Disease Control and Infection

Phone: (800) 232-4636

Web: [CDC.INFO](https://www.cdc.gov)

Indian Health Service

HOTLINE: (928) 871-7014

<https://www.ihs.gov/coronavirus>

Federal Emergency Management Agency

Web:

<https://www.fema.gov/disasters/coronavirus>

STATE RESOURCES

Arizona Department of Health Services

Phone: (602) 542-1025 (General Info.)

COVID HOTLINE: 211

Web: <https://www.azdhs.gov/coronavirus>

New Mexico Department of Health

COVID-19 health hotline 1-855-600-3453

Web: <https://cv.nmhealth.org>

Utah Department of Health

Utah Coronavirus Information Line: 1-800-456-7707

Web:

<https://healthcare.utah.edu/coronavirus>

TRIBAL RESOURCES

Navajo Department of Health

Phone: (928) 871-7014

Email: nndoh.navajo-nsn.gov

www.doh.navajo-nsn.gov/COVID-19

Navajo Health Command Operations Center

Phone: (928) 871-7014

Email: coronavirus.info@nndoh.org

Web: www.ndoh.navajo-nsn.gov/COVID-19

Tsehotso Medical Center

Phone: 1-877-432-6775 or 928-729-8341

Web: www.fdihb.org

DODE Safety Team Members:

Name	Title	Department	Phone	Email
BENALLY, Adrienne	Assistant	Office of Special Education & Rehabilitation Services	(928) 871- 7248	adriennebenally@nndode.org
GONNIE, Patricia	Interim Superintendent	Department of Dine Education- ADMIN	(928) 871- 6888	patriciagonnie@nndode.org
GRAHAM, Rose	Program Manager	Office of the Navajo Nation Scholarship & Financial Aid	(928) 871- 7424	rosegraham@nndode.org
HASKIE, Suzette	Senior Education Specialist	Office of Dine Accountability & Compliance	(928) 871- 7794	suzettehaskie@nndode.org
TRACY, Roy	Program Manager	Office of Educational Research and Statistics	(928) 871- 7770	roytracy@nndode.org
TSO, Matthew	Legal	Department of Dine Education- ADMIN	(928) 871- 7469	matthewtso@nndode.org