



HOOPA VALLEY TRIBAL
OFFICE OF EMERGENCY SERVICES
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MEMORANDUM

To: All Tribal Departments
All Tribal Employees

From: Amos Pole, Incident Commander
Byron Nelson, Jr., Chairman
Tribal Council

CC: Elizabeth Turner, Human Resources
Office of Tribal Attorney

Date: March 19, 2020

RE: 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 are placed on eighty (80) hours of Administrative Leave, pursuant to the Public Health Emergency Leave policy until April 2, 2020.

The following departments have been deemed non-essential:

1. HCATEP
2. Education Afterschool Program
3. Child Care Food Program
4. Child Development/Preschool
5. JOM/Indian Education Center
6. Vocational Rehab
7. Early Head Start
8. Head Start
9. Recreation
10. Hoopa Fire Department- WUI Crew
11. Housing Improvement Program
12. Roads Department (except for Transportation Division)
13. Fisheries Department
14. Forestry (except Nursery)
15. TEPA
16. Land Management

17. Musuem
18. THPO
19. Self-Governance
20. Commerce Department
21. Enrollment
22. TERO
23. Planning Department
24. Records

The following businesses have been deemed non-essential:

1. Lucky Bear Casino
2. Roads Departments- Roads Aggregate & Ready Mix
3. Tish-Tang Campground
4. Hoopa Development Fund
5. HFI/Saw Mill

Due to confidentiality consideration the list of non-essential employees is not included in this memorandum. If you are an employee on the following list, you will need to contract your immediate supervisor to determine if you have been deemed a non-essential employee.

The following departments have been deemed essential:

1. Education Department
2. K'ima:w Medical Center
3. TANF
4. Two Rivers Tribune
5. KIDE Radio Station
6. Hoopa Tribal Police Department
7. Office of Emergency Services
8. Hoopa Fire Station
9. Volunteer Fire
10. Americorps/TCCC
11. Public Utilities District
12. Food Distribution
13. Tribal Court
14. Hoopa Housing Authority

15. Roads Department- Transportation Division
16. Forest- Nursery
17. Administration
18. Office of Tribal Attorney
19. Child and Family Services
20. Fiscal
21. Human Resources
22. Plant Management
23. Elections

The following businesses have been deemed essential:

1. Hoopa Grocery Store
2. Hoopa Mini Mart
3. Tswenaldin Inn