



Naatsis'aaan Chapter
PO Box 10070
Tonalea, AZ 86044

Hank Stevens
President

Sharon L. Jean
Vice-President

Willie Grayeyes
Secretary/Treasurer

Russell Smallcanyon
*Grazing Committee
Member*

Herman Daniels
Council Delegate

MEMORANDUM

TO: Community Members

FROM: Lorena Atene, CSC
Chapter Officials

DATE: August 31, 2020

SUBJECT: **Chapter Closure but still providing service by Email, Website or Phone until Safe for re-entry according to CDC Guidelines**

Be inform that Naatsis'aaan Chapter walk-in is still close due to **preliminary plans to reopen** is currently taking necessary steps to comply with CDC Guidelines. The Chapter office is open from 8:00am to 12:00pm and 1:00pm to 5:00pm, Monday thru Friday, except during holidays.

Chapter office staff provides no-contact assistance and can be contacted by phone at 928-672-2915, email at navajomountain@navajochapters.org and/or through public notice on Chapter website calendar which is updated periodically.

While Naaatsis'aaan Chapter walk-in is close, the Chapter needs to hire additional PEP worker(s) to take part in assisting a safe reentry to Chapter building and make the place safe for Chapter staff and public:

- A. Ensure the Chapter floorplan reconfiguration in foyer and office work areas for Chapter staff and public safety.
- B. Locate social distancing markers (6-foot spacing) for the Public
- C. Install plexiglass and barriers for safe traffic flow and increase the building ventilation.
- D. Ensure foyer, shared workstations and incoming mail are sanitized at all times.
- E. Post required signs for public notifications: health service information and to inform visitors that anyone not one wearing a mask will not be permitted to enter the Chapter facility.
- F. Build or purchase a drop box for visitors to use at their discretion.
- G. Monitor a daily log or sign-in sheet for every visitor, including staff and officials.



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In the meantime, the Post Office will continue to provide service with no change or arrangements can be made (at Post Office personnel's discretion) to ensure the community members have access to their mail services.

If official business needs to be done with Chapter administration, please call the office or email in advance to set up an appointment. Mask is required to be inside Chapter building. Thank you all for your understanding.

If you have any questions, you may also contact Mr. Hank Stevens, President at 928-691-0811.

Mask up, be safe and protect lives.



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IMPORTANT- Chapter walk-in closure remains but is providing service by Email, Website, or Phone Until Safe Re-entry is in place.

Chapter is taking necessary steps to comply with CDC Guidelines to reopen the Chapter facility.

The Chapter Operation is 8:00am to 12:00pm and 1:00pm to 5:00pm Monday thru Friday, except during Holidays. If you have questions or concerns, or need to make an appointment, you may contact phone 928-672-2915, 928-691-0811 or email the Chapter at navajomountain@navajochapters.org and/or you may also check Chapter website for any updates for Navajo Mountain at <https://navajomountain.navajochapters.org/> . Administration posts the Chapter calendar for community notifications.

AS for local mail service: Post Office hours and services remains the same to continue their mail service. For safety measures, USPS will continue to serve through the **Front Door. Please knock the door and a representative will be with you.**

Please continue to adhere to our instructions as we want you to be safe and to prevent the spread of COVID-19 virus.