

ADMINISTRATION DIVISION STATUS

ADMINISTRATION NOTARY SERVICES

- Notaries will be screened and handled on a case-by-case basis in the office
- Staff will immediately sanitize their hands as a safeguard after giving notary service
- Notaries will not process notary service outside the office area

LEASE/FUNERAL LOAN

- Funeral Loans:
 - Support Staff will no longer attend family funeral meetings outside of the office
 - Staff will continue to assist families only within the office only
 - Staff will immediately sanitize their hands after giving service
- Lease Loan:
 - Staff will process lease loan only within the office
 - Staff will no longer provide curbside service
 - Staff will immediately sanitize their hands after giving service

Sanitizing Work Area Daily

- Each morning and afternoon all areas of human contact will be sanitized with sanitizing wipes
 - The elevator buttons, downstairs public phone, all door knobs, workstation, copy machine buttons, breakroom area, Minor's Trust waiting room.

MINOR'S TRUST SERVICES

- Servicing parents/guardians will continue with extra precaution taken to assure sanitary guidelines are followed.
- Staff will immediately sanitize their hands after giving service

ROUND HOUSE CAFÉ

- Suspended use of refillable cups for coffee and fountain beverages, including any cups from home. Customers may use new foam cup for each beverage refill
- Foam cups may also be used for water and ice – no refillable containers
- To help with pricing, all foam cups are being charged the refill rate
- Salt & Pepper shakers were removed from Café tables
- Ketchup bottles, condiment bottles (and other bottles of hot sauce), and other "self-serve" type items will be discontinued until further notice

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- Portion Control packets of salt, pepper, ketchup, mustard, mayo, butter, sugar, etc., will be available for all to use
- Hot cereals (oatmeal, cream of wheat) and soups are being served in pre-portioned containers in hot well
- Most “self-service” type items (Salad bar, pizza) will be discontinued until further notice – however we will be serving pizzas pre-made in to-go boxes
 - ARAMARK will increase the number of “grab and go” pre-packaged salads and sandwiches available and continue to monitor availability during lunch service
- No self-service of bacon, sausage, etc., at the grill area
- All items served in/on disposable containers – stainless flatware and melamine plates removed
- Increased frequency of sanitation of Café tables in the dining area

OCLA

Administration:

- All activities of the office continue as normal. Staff continue to work around personal family responsibilities, but operations continue.

Legislative Affairs:

- The Office continues to provide legislative and policy information to elected leadership and management.

Young River Peoples Council:

- Activities of the Young River Peoples Council have been curtailed for the next two weeks. Staff will evaluate programming in the days/weeks ahead.

COUNCIL SUPPORT TEAM:

- All Council travel postponed or cancelled.
- Phone conferencing is being done for some meetings.
- California Members Meeting has been cancelled this year.
- Cultural Sensitivity Classes at the Council Chambers has been cancelled until further notice.
- Council will have the topic of COVID-19 at their district meetings to educate the Community.
- Will post information for Community Members on how to view weekly Council meetings by registering through the Government Services Portal/Get Connected Live.
- Wipe down tables and equipment before and after a Council session and be sure to have tissue and hand sanitizer available.
- Immediately sending home sick staff or Council Members.
- COVID-19 Information posted throughout the area.

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VETERANS REPRESENTATIVES:

- Cancellations:
 - USS Arizona Memorial Presentation (GED Program)
 - Mental Health First Aid 101 Training
 - O'odham Veterans Celebration Meeting
 - AZ Traditional Ways Meeting
 - Piestewa Fallen Heroes Memorial
 - Piipaash Matasheevm Celebration

SELF-GOVERNANCE

- Indirect Items:
 - Burial Assistance. Administrators / Staff unsure of the impact of COVID-19 as it relates to their duties
 - Group Homes. Concerns about essential items (food, toiletries, etc.)

BUDGETS AND RECORDS

- Cancelled March 19, 2020 Budget Model Training
- May cancel March 20, 2020 ADOT Meeting with SRPMIC DOT