



PUEBLO OF ISLETA

P. O. BOX 1270, ISLETA, NM 87022

MEMORANDUM

TO: All Pueblo of Isleta Employees

FROM: Ruben Lucero - Pueblo of Isleta Emergency Operation Incident Commander *RL*
Kevin Lente- Pueblo of Isleta Tribal Council President *KL*

SUBJECT: Further Guidelines Regarding the Suspension of Employee Travel due to COVID-19

DATE: March 15, 2020

cc: Tribal Governors, Tribal Council and Human Resources

Pursuant to Resolution 2020-011 dated March 11, 2020, this memo further defines restrictions to employee travel and provides instruction on self-isolation procedures in the event that employees have conducted travel within the last 14-calendar days. In addition, employees are recommended to follow the same precautionary guidelines in the event they choose to conduct personal travel. These measures are necessary to mitigate the transmission of the COVID-19.

Effective immediately, **ALL** Pueblo of Isleta (POI) employee travel is suspended. "ALL" travel is defined as POI work related, both in-state and out-of-state. In-state travel includes destinations outside a 50 mile radius of the boundaries of the POI. Employees who have returned from POI work related travel within the last 14-days will be evaluated and directed based on the criteria defined by the *New Mexico Department of Health COVID-19 Self-Isolation Recommendations*. Employees required to self-isolate will be designated Administrative Leave for work related travel and will depend on the date when they returned from their travel.

Category-1: Employees who have traveled to/from a high-risk COVID-19 area OR have been in contact with a person known to be positive for COVID-19 in the past 14-days, are required to self-isolate for a period of 14-calendar days.

Currently, the New Mexico Department of Health (NM-DOH) defines high-risk COVID-19 areas as:

- China
- Europe (especially Italy)
- Japan
- Iran
- South Korea
- Seattle, Washington
- Portland, Oregon
- New York City, New York
- San Francisco, California

The POI will continually monitor the NM-DOH website (<http://cv.nmhealth.org>) for added high-risk areas which will be automatically included under this provision. Employees in Category-1 who develop any

respiratory symptoms such as cough, shortness of breath, or fever, will need to call 1-855-600-3453 and press option-2. Employees are expected to notify their supervisor immediately thereafter.

Category-2: Employees who have traveled outside of New Mexico within the past 14-days, but not to currently known high-risk areas, will be evaluated on a case-by-case basis. Determination for directing the 14-day self-isolation protocol will be based on travel factors which include mode of travel and travel destination. Employees who have traveled via airlines, or to highly populated areas, or attended conferences and/or large gatherings/events greater than 100 people, will be required to self-isolate. The self-isolation protocol may be waived for employees who have traveled by motor vehicle to areas of lower risk in the interest of preserving the workforce for the essential service departments. However, these employees will be continually monitored for signs and symptoms. Employees who develop any respiratory symptoms such as cough, shortness of breath, or fever, will need to call 1-855-600-3453 and press option-2. Employees are expected to notify their supervisor immediately thereafter.

The POI departments defined as essential services for purposes of the COVID-19 situation include:

- Administration
- Assisted Living Facility
- Attorney
- Construction Operations
- Design & Construction
- Dispatch
- Elder Center
- Environment
- Fire Department
- Head Start
- Health Center
- Housing
- Human Resources
- MIS
- Natural Resources
- One-Stop
- Travel Center
- Police Department
- Procurement
- Prosecutor
- Public Defender
- Public Works
- Social Services
- Survey & Mapping
- Transportation
- Tribal Council
- Tribal Court
- Treasury
- Contracts & Grants
- Tribal Service Complex & Facilities
- Victims Services
- WIC
- Wildland Enforcement Officers
- Regulatory Gaming
- Post Office

Finally, employees who are contemplating personal travel, whether in-state or out-of-state in the coming weeks, are highly recommended to reconsider and postpone their plans. While the Pueblo of Isleta cannot prohibit your personal travel decisions and should an employee choose to travel otherwise, the employee will be asked to self-disclose their intentions to their supervisor in-advance. Before returning to work, the employee will be required to complete an attestation of their travel for evaluation by the Pueblo of Isleta to determine if the employee should be required to follow the self-isolation procedure defined above. In the event the employee is required to self-isolate, they will be

required to use their personal leave (vacation or sick) or leave without pay for the prescribed period of self-isolation.

As spring break for the local schools have recently concluded, we expect there are employees who have returned from family vacation. We are asking these employees to self-disclose their recent travel history to their supervisor who will determine if they will be required to follow the self-isolation guidelines defined above.

Please know that the Pueblo of Isleta cares about you and the members of the community and must implement these measures to mitigate the widespread transmission of the COVID-19. We thank you for your cooperation.