

THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE-PRESIDENT



MEMORANDUM

TO : Division Directors, Department/Program Managers
EXECUTIVE AND LEGISLATIVE BRANCH

FROM : *Tomicita Woodie*
Tomicita R. Woodie, Human Resources Director
Department of Personnel Management

DATE : October 22, 2021

SUBJECT: COVID-19 VACCINATION REQUIREMENT
ADDENDUM TO THE NAVAJO NATION PERSONNEL POLICIES MANUAL

On September 30, 2021 Mrs. Reycita Toddy, Delegated Human Resources Director sent a memorandum informing all Navajo Nation Employees within the Executive and Legislative Branches that all Navajo Nation employees are to comply with the COVID-19 vaccine mandate.

Therefore, the attached Policy Addendum is for immediate implementation and distribution as outlined in the Navajo Nation Personnel Policies Manual (NNPM) regarding the COVID-19 Vaccination Requirements pursuant to Navajo Nation Council Resolution No. CAU-48-21 which mandates all Navajo Nation Government employees be fully vaccinated against COVID-19.

As part of our efforts to ensure compliance with this addendum, the Department of Health will issue further guidance to implement the vaccine requirements, this will be forthcoming in the following week.

All Navajo Nation employees are to comply with the COVID-19 vaccine mandate by submitting proof of full vaccination to their supervisor on or before October 25, 2021, which shall include the type of vaccine; the dates of vaccine 1st dose and, if applicable, the 2nd dose; and the name of the healthcare professional or facility that administered the vaccine. Further, pursuant to CDC guidelines, a person is considered fully vaccinated to (2) weeks after the second dose in a two-dose vaccine, or two (2) weeks after a single-dose vaccine.

Any violations of the requirements set forth in Resolution No. CAU-48-21 shall be "just cause" for disciplinary measures under the Navajo Preference in Employment Act. Employees shall also continue to adhere to all Public Health Orders issued by the Navajo Nation President.

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

CONCURRENCE:

A handwritten signature in black ink, appearing to read "Perphelia Fowler".

Dr. Perphelia Fowler, Division Director
Division of Human Resources

**XC: Paulson Chaco, Chief of Staff, OPVP
Sherylene Yazzie, Chief of Staff, LB/OS
File**

Addendum



Policy Name:	COVID-19 Vaccination Requirement: Addendum to the Navajo Nation Personnel Policies Manual (NNPPM)
Policy Type:	Navajo Nation Council Resolution No. CAU-48-21 – Administrative Policy
Status:	Active
Contact Office:	Department of Personnel Management - Division of Human Resources
Applies to:	All Navajo Nation Government Employees – Executive and Legislative Branch
Purpose:	<p>The purpose of this addendum is to ensure that all employees comply with the COVID-19 vaccine mandate by submitting proof of full vaccination to their supervisor on or before October 25, 2021, which shall include the type of vaccine; the dates of 1st dose and, if applicable, the 2nd dose; and the name of the healthcare professional or facility that administered the vaccine. Pursuant to CDC guidelines, a person is considered full vaccinated two week after the second dose, or two weeks after a single-dose vaccine.</p> <p>Employees who do not provide proof of full vaccination against COVID-19 to their supervisor on or before October 25, 2021-for any reason-are required to provide documentation to their supervisor starting October 25, 2021 that they have tested negative for COVID-19, and are required to continue to provide such documentation every fourteen (14) days thereafter for as long as they are not fully vaccinated.</p>
Policy Statement:	<p>The policy of the Navajo Nation is to provide a safe and healthy work environment for all Navajo Nation government employees to protect them and their families, our customers and visitors and the community at large from COVID-19. Therefore, in accordance with the provisions of Navajo Nation Council Resolution CAU-48-21, all employees of the Executive and Legislative Branches are required to be fully vaccinated against COVID-19 or to provide a negative test every fourteen (14) days. These requirements apply to all employees, including new hires in their introductory period.</p> <p>Any violations of the requirements set forth in Resolution No. CAU-48-21 shall be “just cause” for disciplinary measures under the Navajo Preference in Employment act. Employees shall also continue to adhere to all Public Health Orders issued by the Navajo Nation Department of Health.</p> <ol style="list-style-type: none"> 1. All Executive and Legislative Branch employees are to comply with the COVID-19 vaccine mandate by submitting proof of full vaccination to their supervisor. Employees shall ensure compliance with this requirement within forty-five (45) days after the effective date of passage of CAU-48-21, that is, by 5:00 PM, October 25, 2021. The proof of vaccination shall include the type of vaccine; the date of their first dose and, if applicable, the date of their second

dose; and the name of the health care professional or facility that administered the vaccine.

2. Pursuant to the Centers for Disease Control (CDC) guidelines, a person is considered fully vaccinated two (2) weeks after the second dose of a two-dose vaccine or two (2) weeks after receiving a single-dose vaccine.
3. Employees who do not provide proof of full vaccination against COVID-19 to their supervisor on or before 5:00 PM on October 25, 2021-for any reason-are required to provide their supervisor with documentation of a negative, current COVID-19 test-as defined in guidelines established by Navajo Department of Health-starting on October 25, 2021, and are required to continue to provide such documentation every fourteen (14) days after October 25 for as long as they are not fully vaccinated.
4. Acceptable forms of documentation showing that an employee has tested negative for COVID-19 shall include only a medical provider statement, testing facility test result, or if neither of those is possible, the employee shall write and sign a verification memorandum attesting to the verbal notification received from the medical provider or testing facility regarding his or her negative test result.
5. Any violations of the requirements set forth in Council Resolution CAU-48-21 shall be "just cause" for disciplinary measures under the Navajo Preference in Employment Act. Employees may be disciplined for failure to meet COVID-19 vaccination or testing requirements under NNPPM Table of Penalties Offense No. 43.
6. Employees shall also continue to adhere to all Public Health Emergency Orders issued by the Navajo Nation Department of Health.
7. Supervisors shall ensure their employees' compliance with vaccination and testing requirements by collecting and maintaining the documentation required of employees in Subsection 1, 3, and 4 above.
 - a. Supervisors shall also ensure, consistent with the Navajo Nation Privacy Act and applicable federal law, that any documentation related to vaccination status or test results are not disclosed to individuals other than those necessary to ensure compliance with the requirement of the Subsection.

TABLE OF PENALTIES

OFFENSE	FIRST PENALTY	SECOND PENALTY	THIRD PENALTY
43. Failure to comply with COVID-19 vaccination or testing requirements.	Removal		

Related Information:

RE: CAU-48-21, An action relating to an emergency and the Navajo Nation Council; enacting COVID-19 requirements for all Navajo Nation government employees; urging all Navajo Nation-owned enterprises/authorities/ corporations and schools, businesses and other entities operating within the Navajo Nation to promptly adopt COVID-19 Vaccination Requirements.

Date:

October 22, 2021