

**PUBLIC NOTICE (03/23/2020):**

During this evolving health situation, the safety and well-being of our team members, clients, and families is our main priority. We greatly care about our Tribal community and want to do our part to keep you healthy, keep our employees healthy and help minimize the spread of the COVID-19 virus as the numbers of affected individuals continues to rise in NM. In that spirit, we highly encourage you to use the applicant e-mail on our website for the safe and secure transfer of information. **Note, during this week 3/23 – 3/27 and next week 3/30-4-3, the HR Office will be accepting phone calls and e mails only.**

- You may mail documents to our offices but, again, consider that we will only be processing applications, because hiring has been postponed due to the closure until further notice. If the above methods are not an option for you, the drop-off of documents is allowable **as a last resort**.
  - Currently, the HR office does not have a protection barrier; Please drop-off documents at the front office as there is a clear barrier between the staff and customers to minimize their exposure as well as yours.
  - There will be no signing of documents on-site, please submit documents electronically and we will electronically send documents for signature or mail required documents.
- We are monitoring and watching for further details and will communicate any changes that are announced regarding extended closures, if it becomes necessary.

**The HR office is closed to outside visitors through April 6.** The HR staff will be available via **email and by phone** (575) 464-9276 to continue to serve you.