



M E M O R A N D U M

TO: All Tribal Employees

FROM: Michele Stacona, Secretary-Treasurer/CEO *M Stacona*

DATE: May 11, 2020

RE: COVID-19 Organization Closure

Please stay home during the organization closure.

In response to the COVID-19 pandemic the following will be imposed.

1. **UPDATE:** Tribal government offices will be closed thru May 29, 2020. This does not apply to essential services typically defined as Police Department, Fire & Safety, Emergency Medical Technicians, Public Utilities, etc. Administration leave will be allowed for tribal government employees (all employee classifications apply) during this shut down. If you typically don't work an 80 hour pay period, your pay will be determined based on recent work hour history. More information will be provided by Finance.
2. Additional closures to the government will be assessed each week. The Tribal Government will need to assess current economic conditions and cash flows for future decisions regarding use of Administrative leave.
3. An employee may elect to be furloughed per PER-704. Furloughed employees must have approval from the GM or Director. Unemployment benefits DO NOT require a one week waiting period. Furloughed employees will not be eligible for Administration leave.
4. Timesheets must be submitted to Payroll by 5:00 p.m. on May 11, 2020 and May 22, 2020. You may email them to payroll@wstribes.org.
5. Telework will continue if the job description can support working remotely. Employees with underlying conditions ¹and over 60 years of age are encouraged to take this option. Telework

¹ Underlying medical conditions that may increase the risk of serious COVID-19 for individuals of any age may include the following: Blood disorders, Chronic kidney disease, Chronic liver disease, Compromised immune system, Current or recent pregnancy in the last two weeks, Endocrine disorders, Metabolic disorders, Heart disease, Lung disease, and Neurological and neurologic and neurodevelopment conditions.



must be approved by your General Manager or Director. Daily logs/reports will be required to be turned into your immediate Supervisor.

6. Flexible work schedules are encouraged. These include staggered schedules or shifts, working weekends, working nights, etc. Please work with your Supervisor for balancing workloads and scheduling.
7. PER-702 6. Return to work. A doctor's note for 3 or more days absence from work, due to sickness, will not be required during this epidemic.
8. Administration leave of 2 weeks will be granted for an employee who either: 1) contracts COVID-19, 2) must care for someone with COVID-19 in their immediate family, 3) must care for a child whose school (K-8) **AND** daycare facility has closed (applies to only one working parent).
9. Hiring freeze will be effective March 23, 2020 for non-essential positions. A waiver can be requested from the Secretary-Treasurer regarding this hiring freeze.
10. Tribal campgrounds, parks, lakes will be closed effective March 23, 2020 to the public and enforcement will be conducted by the Branch of Natural Resources and WS Police Department.
11. Tribal Enterprises. Their respective Management and Board will determine their own guidance and policy regarding COVID-19.

