



Confederated Tribes of Warm Springs, Oregon
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M E M O R A N D U M

TO: All Tribal Employees

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

DATE: September 9, 2020

RE: COVID-19 Organization Reopening

On August 24, 2020 the Tribal Council approved the reopening of the Tribal Government at 50% capacity beginning August 25, 2020. Then on August 31, 2020 and September 8, 2020 they reaffirmed to continue operating at 50% capacity. The following will be imposed regarding the reopening of the tribal government.

1. Tribal government offices will be open and services available by appointments. Tribal Buildings will remain closed to the public unless an appointment is made. Administration leave will be allowed for tribal government employees who are not required to report at this time (all employee classifications apply). 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 reopening to the government will be assessed each week. The Tribal Government will need to evaluate current economic conditions and cash flows for future decisions regarding use of Administrative leave.
3. Hazard pay is allowed for Front Line employees in accordance with PER-905A: COVID Hazard Pay for Front Line Employees.
4. 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.
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



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

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 pandemic.
8. Hiring freeze is still in effect for non-essential positions. A waiver can be requested from the Secretary-Treasurer regarding this hiring freeze.
9. Tribal Enterprises. Their respective Management and Board will determine their own guidance, policy and closure regarding COVID-19.

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.

