



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 11, 2020
RE: COVID-19 Organization Reopening

Today the Tribal Council approved the reopening of the Tribal Government at 100% workforce beginning Monday, September 14, 2020. This was based on the recommendation by the COVID team. 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. Temperature screenings will continue for entrance into tribal buildings.
2. Each department will continue to sanitize their areas after every appointment and on an hourly basis for the prevention of COVID.
3. Facemasks or face coverings will continue to be enforced in all tribal buildings and tribal vehicles and/or tribal leased vehicles.
4. Hazard pay is allowed for Front Line employees in accordance with PER-905A: COVID Hazard Pay for Front Line Employees.
5. 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.
6. 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 Supervisor and attached to your timesheet.

7. 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.
8. 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.
9. Hiring freeze is still in effect for non-essential positions. A waiver can be requested from the Secretary-Treasurer regarding this hiring freeze.
10. Business travel is still not allowed at this time.
11. Tribal Enterprises. Their respective Management and Board will determine their own guidance, policy and closure regarding COVID-19.

