



M E M O R A N D U M

TO: All Tribal Employees
FROM: Michele Stacona, Secretary-Treasurer/CEO *M Stacona*
DATE: December 9, 2020
RE: COVID-19 Tribal Govt. Closure

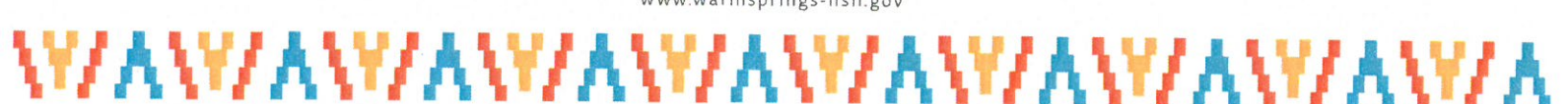
Please stay home. Stay Safe. Save Lives.

In response to the continued increase of COVID-19 cases, the COVID team has recommended to the Tribal Council to impose a shutdown of the tribal government. The Tribal Council approved this recommendation today. The closure will begin December 10, 2020 and be effective through December 27, 2020 with an expected return to work on December 28, 2020. The tribal organization will continue to provide essential services to the community and the following will be imposed.

1. Tribal government offices will be shut down from December 10 through December 27, 2020. This does not apply to essential services typically defined as Police Department, Fire & Safety, Emergency Medical Technicians, Public Utilities, etc. In addition, other essential functions have been defined during this pandemic to include Finance, Human Services, and Day Care, etc. Those employees will be determined by the Branch GM/Director.

Administration leave will be allowed for tribal government employees (all employee classifications apply) during this time period. 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.

- Employees on administration leave should be staying home and only leaving for essential services such as food, medicine, medical appointments, etc.
2. The Tribal Government will need to evaluate current economic conditions and cash flows for future decisions regarding use of Administrative leave.
 3. The COVID team discourages traveling out-of-state. If a tribal employee travels out-of-state they will be required to report the travel to their immediate Supervisor/Manager. The employee will be required to take a COVID-19 test prior to returning to work with documentation that they are negative.



4. A community wide curfew will be imposed from 10 pm to 6 am during this shut down.
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 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. Tribal Enterprises. Their respective Management and Board will determine their own guidance, policy and closure regarding COVID-19.

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.

