



M E M O R A N D U M

TO: All Tribal Employees

FROM: Michele Stacona, Secretary-Treasurer/CEO

DATE: March 20, 2020

RE: COVID-19

Our top priority is everyone's health and safety so please take necessary precautions to look after yourselves and your loved ones. These measures are for your protection and are meant for you to limit your exposure to others. Please stay home during the closure.

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

1. Tribal government offices will be closed effective March 30, 2020 thru April 10, 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. During the week of March 23, 2020 Tribal Government offices will prepare for shut down. Please plan accordingly regarding the following; Purchase orders, payroll, invoices, etc. Payroll must be submitted by 5:00 p.m. on March 27, 2020.
3. Telework will be allowed for employees beginning March 23, 2020 if their job description can support working remotely. Employees with underlying conditions ¹and over 60 years of age are encouraged to take this option. Telework will be allowed for 3 weeks and then will be re-evaluated. Telework must be approved by your General Manager or Director. Daily logs/reports will be required to be turned into your immediate Supervisor. Telework will continue during the closure.

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.



4. An employee may elect to be furloughed per PER-704. Furloughed employees must have approval from the GM or Director. Unemployment benefits require a one week waiting period. Furloughed employees will not be eligible for Administration leave.
5. 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.
6. 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.
7. 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).
8. 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.
9. 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.
10. Tribal Enterprises. Their respective Management and Board will determine their own guidance and policy regarding COVID-19.

