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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:** August 3, 2020  
**RE:** COVID-19 Organization Closure

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### **Please stay home during the organization closure.**

In response to the COVID-19 pandemic and per the recommendation of the COVID team the Tribal Council has approved an additional 1-week shut down. Potential re-opening date will be August 11, 2020. The following will be imposed.

1. Tribal government offices will be closed from August 4 through August 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. Additional closures 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 has been authorized in accordance with PER-905: COVID Hazard Pay.
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 <sup>1</sup>and over 60 years of age are encouraged to take this option. Telework

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<sup>1</sup> 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.

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.

