



Confederated Tribes of Warm Springs, Oregon
Office of the Secretary-Treasurer/CEO
PO Box C
Warm Springs, OR 97761
Phone: 541-553-3212
Fax: 541-553-2236

In the Matter of:
Working at Home or Remotely Prohibited

October 20, 2021

Tribal Work Force

Greetings,

On June 16, 2021, prior Secretary-Treasurer / CEO, Michele Stacona filed a memo outlining protocols for Covid-19 related to employee work reporting during the pandemic.

Subsection (5) of that memo explained the requirements of employees who chose to use the telework option, which required; being 60 years and older with underlying conditions, approval by GM or Director, and daily logs turned in to your supervisor and attached to your time sheet.

Effectively immediately as soon as you receive this notice, subsection (5)-only, is now amended and will be replaced by this memo for working at home or remotely prohibited.

The recent data from Indian Health Services show that Warm Springs is near 70% vaccinated with both doses. The tribe has also chosen to maintain Covid protocols and start surveillance testing for unvaccinated employees, which requires weekly testing.

The FDA has approved a third booster shot for Covid-19, which is mostly for those 75 and older or has serious underlying conditions. The FDA is looking at approving a third round of booster shots for everyone who meets the age eligibility requirement.

With the combination of the Covid-19 vaccine, employment protocols, weekly surveillance, and possible third booster shot, it is necessary to immediately vacate the telework option.

The personnel policy is silent on whether or not employees are allowed to work at home or remotely, so this memo is clarifying that question.

Working at home or remotely is strictly prohibited and will continue until there is a policy change or updated memo.

Very Respectfully,

Glendon N. Smith, Office of Secretary-Treasurer/CEO
Confederated Tribes of Warm Springs

