



Confederated Tribes of Warm Springs, Oregon
Office of the Secretary-Treasurer/CEO
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Date: January 7, 2022
To: Tribal Members and Work Force
Re: Work Closure Due to Covid-19 Outbreak
Fr: Secretary-Treasurer/CEO, Glendon N. Smith

On Friday, January 7, 2022 Tribal Council held an emergency meeting with the Covid-19 Response Team and the ultimate decision is to close the workforce for one week, effective, Monday January 10, 2022 all Tribal Offices will close until January 17th.

The following closure for Tribal Offices needs to be implemented to slow the spread of positive COVID-19 cases within the community. The COVID-19 count has reached 145 positives and counting at the time of writing this memo and is a major concern, so there is a need to slow down our positive case numbers immediately.

The recommendation of the COVID-19 Response Team, with the acknowledgement of the Tribal Council Chair and the S-T's emergency authority under the management plan Chapter 105 is to close starting next Monday, January 10, 2022 and returning back to regular work hours on Monday January 17, 2022.

All Tribal employees will be on administrative leave effective January 10th with the exception of essential employees. Unless directed otherwise, the return date will be Monday January 17, 2022.

The following are essential workers:

- **Emergency Management, Danny Martinez and Staff**
- **CHR's, Katie Russell**
- **RN's, Katie Russell**
- **Contact Tracers, Katie Russell**
- **Police Department, Nancy Seyler and Staff**
- **Chief of Police, Bill Elliot**
- **Fire & Safety, Danny Martinez and Staff**
- **CPS Center, Cecelia Collins/Caroline Cruz**
- **Utilities Department, Chico Holiday and Staff**
- **Warming Shelter, Caroline Cruz**



- **KWSO, Sue Matters,**
- **Behavior Health Crisis, Darrel Scott**
- **Commodities, Theo Perez/Caroline Cruz**
- **Finance Department, Isaac George and Staff**
- **Purchasing Department, Libby Chase and Staff**
- **Human Resources Department, Carol Funk and Staff**
- **Tribal Social Services, Fay Hurtado**
- **Early Childhood Education (ECE), Deanie Smith and Staff**
- **Secretary-Treasurer**
- **Manage Care Department, Mike Collins and Staff**
- **Tribal Court, Lisa Lomas and Staff (Emergency Cases Only)**
- **Gaming Commission, Josephine Johnson (Surveillance Observers Only)**

For each of the essential departments, the Director or General Manager will be responsible for setting their respective employees work schedule preferably staggered to ensure safety measures for Covid-19 precautions.

On January 7, 2022, Directors and General Managers shall direct their payroll staff to begin completing the payroll for the pay period, 1-2-22 to 1-15-22 and ready for submission to payroll department on January 13, 2022, which is Thursday before payday.

All payroll will need to be submitted on Thursday, January 13, 2022 by the close of business at 5 pm, so payroll staff for each department will need to report to work to ensure their departments payroll is properly submitted.

All public events will be discontinued until further notice.

All non-essential employees will not be required to telework during the closure.

Hazard Pay, if you or your department is not listed on this memo, you will not be compensated for hazard pay.

For those who will be off of work, please exercise social distancing, wear a mask, and sanitize and refrain from traveling unless you must travel for needed supplies or for urgent emergency care.

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

