

Good Afternoon Everyone –

The Administrative Committee has separately designated certain tribal facilities, certain tribal departments, and certain tribal employees as essential or non-essential. If you are not clear on the designation for you or your department, please talk with your supervisor.

ESSENTIAL FACILITIES: TRIBAL GOVERNMENT BUILDINGS WITH LIMITED PUBLIC ACCESS

This means the public can access the buildings for matters that are urgent. Many departments are working with reduced staff levels before coming to these facilities the public must:

- call ahead,
 - transact business by phone or email,
 - have a required appearance or appointment
 - or have an immediately urgent matter:
1. Tribal Headquarters Office Building
 2. FIC (Human Resources and Insurance matter access only)
 3. Law Enforcement Center
 4. Tribal Courts
 5. Housing
 6. Tribal Clinic
 7. Food Distribution
 8. Maehnowesekiyah Headquarters Building

NON ESSENTIAL FACILITIES: NO PUBLIC ACCESS – Essential Staff Access Only

- All other facilities operated by Tribal Government not listed above

Essential staff may see clients or customers on an emergency or appointment only basis for urgent matters.

VENDORS AND CONTRACTORS: Delivery personnel should not enter any tribal facility. Employees should pick up deliveries outside of the building. Contractors should sign in and wherever possible postpone work.

ESSENTIAL EMPLOYEES: Should be excused from work when daily tasks are complete.

ALL EMPLOYEES: All employees have been temporarily designated for telework for full or partial days. IT continues to work through connectivity and technology requirements on a triage basis. All employees will continue to be paid. If that changes you will be notified by Tribal Administration – do not believe FB rumors or base concerns on the actions of other Tribes.

The Administrative Committee is working with payroll on the process for completing time cards and further instructions will be forthcoming.

Please watch your email from Tribal Administration for information that pertains to Tribal Employees.