



Spokane Tribe of Indians

P.O. Box 100 Wellpinit, WA 99040, (509) 458-6500

3/16/2020

To All Tribal Employees,

Spokane Tribal Business Council and executive Tribal staff are actively monitoring the COVID-19 outbreak and have established a response plan. On behalf of Spokane Tribal Business Council, I would like to personally thank you for your commitment to the Spokane Tribe through these trying times. I encourage you to remain vigilant and protective of yourself and your family. Social distancing and refraining from engagement with large crowds is the best way to remain safe and healthy through the virus outbreak.

Toward that end, please implement the following COVID-19 response procedures effective immediately. The goal of Tribal Business Council is to maintain, to the extent practically possible, continuity of business and, therefore, the general health and welfare of Spokane Tribal citizens, particularly our most vulnerable.

Tribal leadership acknowledges all employees are valued. In these uncertain times, employees critical for the continuity of Tribal business are deemed essential to preserve the health, safety, and welfare of Tribal citizens.

- 1. All Spokane Tribal operations shall partially shutdown for an initial period of two weeks, potentially resuming March 30, 2020.**
 - a. Non-essential employees please remain home.
 - b. Essential employees shall report to work. The Executive Director, departmental directors, Enterprises, gaming executives, and direct reports to Tribal Business Council shall designate essential personnel that will continue to report to work. Consult with your supervisor regarding whether or not you are deemed essential. All services that maintain the health and safety of Tribal citizens shall be deemed essential. The Executive Director's office will release additional guidance regarding essential personnel.
 - c. Essential personnel capable of telecommuting without a reduction in job performance shall do so.
 - d. Non-essential personnel shall receive regular pay during the partial shutdown.
 - e. Spokane Tribal Business Council will establish standing daily communications with executive staff and adapt our Tribal response, including whether or not to extend the partial shutdown, as the situation changes.
 - f. Tribal Business Council and/or staff will communicate regular updates to Tribal Employees as we adapt our response plan. Please pay special attention to the Raw Hide Press's facebook page, as well as Tribal email for updates.
 - g. An essential employee requesting time off is subject to approval of their supervisor. Essential employees that refuse to attend work without approval of

their supervisor and in the absence of having or being exposed to the COVID-19 virus shall be subject to the discipline requirements of the personnel policy.

- 2. Only the children of essential personnel may utilize Tribal childcare facilities during the partial shutdown. Childcare facilities include the Wellpinit Early Learning Center, Spokane TANF Office, Boys and Girls Club, and Head Start. Non-essential personnel may not use Tribal childcare facilities during the partial shutdown.**
- 3. Spokane Tribal Immersion School shall close operations.**
- 4. The Trading Post and Spoko Fuel stores shall remain open.**
 - a. The Trading Post shall provide elders only service between the hours of 7:00 AM and 8:00 AM daily.
- 5. Tribal Gaming facilities shall remain open with limited services until further notice.**
- 6. Timesheets shall be adjusted to help document wage expenses as a result of the partial shutdown.**
- 7. Paid Time Off cash-outs, pursuant to policy, may commence immediately with guidance from Finance and Human Resources.**
- 8. A travel ban is in place for all non-essential travel.**
- 9. Employee Van Pool services shall cease operations until further notice.**
- 10. The April General Council meeting shall be postponed to a later date.**
- 11. Special guidance will be circulated with procedures in the event an employee is diagnosed with COVID-19 or is exposed to someone who has the virus.**

We urge everyone to follow basic hygienic recommendations, such as washing your hands, social distancing, and staying away from large crowds. Tribal Business Council and Executive staff will establish daily communications and coordinating activities while we weather the outbreak.

Please speak with the Executive Director if you have any questions. Thank you, again, for your commitment to the Spokane Tribe in these extraordinary times. You will be hearing from Spokane Tribal Business Council again in the near future.

Sincerely,



Carol Evans