



**FROM THE DESK OF
SONYA ZOTIGH, TRIBAL MANAGER**

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MEMO

TO: All Governmental Staff
FROM: Sonya Zotigh, Tribal Manager
CC: Tribal Council, Human Resources
DATE: March 11, 2020
RE: GTB Government Events and Activities Announcement

Greetings GTB Government employees, due to the recent State of Emergency announced by Governor Whitmer with the two presumptive positives for COVID-19, and local concerns rising with potential exposure to the Corona virus, GTB Government has decided to do all we can to keep our staff and membership safe.

This new action will include immediate POSTPONEMENT of ALL GTB Government Program events and activities until further notice.

Requests by community members to use Tribal Government buildings for personal events will be canceled until further notice.

Department Managers and staff are requested to use email and teleconferencing for all meetings and prevent staff meetings until further notice. It is important to know that we are practicing prevention and precaution so that we can be a proactive part of 'slowing the spread' of this virus.

We are in regular and consistent consultation with our local health department, Michigan department of health and human services, as well as, Tribal and federal partners. Please be smart and strategic regarding your workplace environment and practicing the preventative measures recommended. Information and resources are available on the GTB website under public information and a recently launched an email that all members can use to ask questions and get answers, that will be posted on the web page.

UPDATED GTB Government COVID-19 Interim Procedures UNTIL FURTHER NOTICE

HR Accommodations—We will practice flexibility and non-punitive measures as matters come forward on a case-by-case for staff who must miss work due to illness related to COVID-19. All interviews will be handled via teleconference. For employees with any further questions or concerns please contact HR or my office.

Work-related Travel Ban--In consultation with the Health Director, Emergency Manager, and in regular contact with the CDC and MDHHS, it is in the best interest of all GTB Staff that the GTB Government

exercise an immediate BAN on **ALL** employee travel **outside of the state of Michigan**. We are exercising precautionary and community mitigation measures as a method to prevent/contain/minimize any and all exposure to the Coronavirus. If you have upcoming travel it will be canceled and if you are concerned with mandatory travel for funding agency purposes, please contact my office and OMB to discuss.

Employees Returning from Work-Related Travel

The Grand Traverse Band will take all necessary steps to protect all our employees and we must exercise precautionary measures regarding returning employees from travel to states with known Coronavirus cases (COVID-19). We must minimize/contain/prevent any and all exposure to the Coronavirus. We will ask all employees returning from work-related travel to work from home the following week to self-monitor. Arrangements will be made by your department to provide you with a laptop computer with VPN capabilities to access GTB email to work from home **when applicable**. Hourly employees will not be required to work during this time. At this time one full paid week will be allowed to monitor from home, any additional time away from the workplace beyond this time will be looked at on a case by case basis.

You will be expected to follow a protocol of Workplace Risk Assessment that would consist of a Medical evaluation guided by the CDC definition of a person under investigation (PUI) while at home and to monitor yourselves for symptoms.

Employees Calling in with Illness for Self or Cohabitants- Employees who are experiencing symptoms associated with COVID-19 (flu like symptoms) are asked to notify your supervisor as soon as possible and remain at home to monitor the symptoms. You may return to work when you have been symptom free for 24 hours or 1 week minimum.

Employees taking personal vacations- outside of Michigan in COVID-19 affected areas, are asked to self-report to HR. You may be asked to self-monitor for one week upon return from your vacation if you have visited an area where COVID-19 is known to have spread. In such a circumstance, we may direct that you remain out of the workplace for a full work week. Arrangements may be made, subject to your supervisor's approval, to work from home during that time, if your position is conducive to at-home work. In the event you are unable to work from home, PTO/Vacation time can be used up to 50% or 20 hours. The remaining 50% of PTO/Vacation time or 20 hours will be covered by GTB Government.

~~**Non-employee presentations/activities**—Currently we are requesting that any tribal government events/activities that include presentations from vendors/contractors from outside of Michigan please conduct their presentations via skype or by other electronic means until further notice.~~