



**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 16, 2020
RE: GTB Government Temporary Closure 3.17.2020-3.30.2020

Greetings GTB Government employees, because executive orders are changing daily from the Governor to the President's office, and we are continually learning the COVID-19 exposure levels and consequences, Tribal Council approved a temporary government closure 3.17.2020-3.30.2020.

Please assure GTB membership, with emphasis on the Elders, that emergency services will continue to be provided and emergency contact numbers will be listed everywhere possible and shared should any questions or concerns arise from the GTB membership.

We will be closed March 17th through March 30th, 2020.

1. During this time, employees that can work from home must be salaried, and provide documentation to supervisor of hours worked.
2. We will be managing specific employees that will be requested to work during the closure on-site, tracking all hours worked with compensation at time and a-half.
3. Employees that are out on vacation PTO during this time or have scheduled vacation PTO time during this period must use their PTO.
4. If you become ill during this time and show symptoms of COVID-19 or flu, please report that to your supervisor, as HR will still be monitoring this for documentation purposes and should your time away from work exceed the two-week time period.
5. Staff that have personal travel during this two-week time period will be required to report it to their supervisor, if self-monitoring is required for the week following your travel you must follow the procedures here:
 - a. please keep a daily log of body temperature;
 - b. report to your supervisor daily;
 - c. and to return to work you must be symptom free for 24 hours (without the assistance of medications);
 - d. The following compensation will be used for this purpose: PTO/Vacation time can be used up to 50% or 20 hours or unpaid if no PTO available. The remaining 50% of PTO/Vacation time or 20 hours will be covered by GTB Government.

We will be communicating with all staff via nixle, email, and the webpage with any updates.

Megwetch for your time. Please contact my office or HR if you have any questions or concerns.