



The Confederated Tribes of the Colville Reservation
MEMORANDUM



Monday, March 30, 2020

TO: All Tribal Employees

FROM: Patrick Tonasket, Acting Executive Director

SUBJECT: Continuity of Operations

1. By resolution the Colville Business Council mandated a continued partial shutdown of Tribal operations through April 30, 2020
 - a. Essential Programs and staff will be identified on a weekly basis to maintain the continuity of Tribal operations. Of those; Program Managers are deemed essential, and will determine required staff. All identified essential staff will report to work unless otherwise on approved leave. Those essential staff that do not report to work or are not accessible while working remotely will be subject to the EPM.
 - b. Essential Programs critical function and staff contacts will be posted on the doors of all facilities where programs are housed, posted on the tribes website and Tribes Facebook page for the public to access.
 - c. Those programs and staff not included as essential will be placed on administrative leave and released to go home, however your work status may change and if deemed essential at a later date employees will be required to report to work.
 - d. Program Managers will identify delegates in the event they fall in the at risk category (as defined below) or become ill.
2. At risk employees will work remotely if possible, or granted administrative leave if telework is not an option. Please consult your respective Supervisor/Manager/Director to determine work status. At risk will be defined as:
 - a. People over 60
 - b. People with chronic medical conditions, such as chronic heart disease, diabetes, or lung disease
 - c. People with weakened immune systems
 - d. Pregnant women
3. Continue to adhere to the Executive Directors mandate to stay home if you are sick; contact your immediate supervisor and your primary medical health provider/physician.
4. Limit or prohibit public access to all Tribal facilities and encourage conducting business electronically or telephonically whenever possible.
5. Maintain Communications
 - a. The Tribal switchboard will be forwarded to staff for recording and dispatch. Be sure to leave a message and your call will be returned.
 - b. Program staff phones will be forwarded to residential or cell phones of essential staff working remotely.

- c. Program staff will check in with supervisors Thursday afternoon to determine work status for the following week via phone call, email, or text message.

CC:
-Colville Business Council
-CCT Admin Directors
-IHS
-BIA
-Tribal Courts
-PSIS
-CTFC
-LRCHC