

March 19, 2020

Employee Frequently Asked Questions (FAQ's)

The Stockbridge-Munsee Tribal Council is aware of the many concerns and questions employees may have regarding the impacts COVID-19 may have on the programs and services. The Tribal Council has been monitoring this emerging, rapidly evolving situation and is working with Tribal and casino executive management, SMC Health and Wellness Center experts, Wisconsin Department of Health, Indian Health Services, the Centers for Disease Control (CDC), and others to protect the health, safety, and welfare of the Community and our employees. We are continuously assessing all possible options to protect the people, land, and resources of the Tribe and continue to take all necessary precautions should this situation change. Please go to the SMC website at <https://www.mohican.com/> to get up to date information on efforts to contain the COVID-19 outbreak.

Next Steps

The COVID-19 outbreak in the United States has been a fluid, quickly developing situation that has resulted in and escalating changes occurring by the hour. We therefore request our employees and community be cautious and diligent in your daily actions, such as proper handwashing and social distances.

To assist in providing a clear method of communicating information, the following steps have been implemented:

1. Regular updates to the Mohican website. Information can be found under the tab "Coronavirus (COVID-19)."
2. A centralized phone number and email has been created for questions to be submitted about the precautionary measures, that are not health related. These are covid19@mohican-nsn.gov, 715-793-4389 (local calls) and 833-679-0136 (tollfree calls);
3. A frequently asked questions (FAQ) has been provided to share the most current information available and will be updated and posted to the website periodically.

FAQ -Tribal employee information

Question	Response
<p>The official shut down begins on Saturday March 21st. Can I request to take time off this week to self isolate?</p>	<ul style="list-style-type: none"> • You should discuss your request with your supervisor or manager. Generally, employees who are interested in taking time off prior to the shut down will be approved off. Many areas of the Tribal operations are critical functions serving our community so requests for time off prior to the official shut down will need to be discussed with your manager. Employees with higher risk considerations can request a work accommodation per the information below.
<p>What can employees do who may have a greater risk of concern?</p>	<ul style="list-style-type: none"> • Tribal Council approved the formal declaration of health to include work accommodations for eligible employees, beginning March 17th. Eligible employees may request formal work accommodations up to the start of the Tribal and casino closure on March 21st. <ul style="list-style-type: none"> • Eligible employees are: <ul style="list-style-type: none"> • 60 years or older OR • have chronic or underlying health conditions resulting in a compromised immune system, OR • are parents of school aged children (including head start or daycare) due to school closures. • The accommodations include: <ul style="list-style-type: none"> • Request to stay at home to self isolate: Employees requesting this will need formal supervisor approval and will need to use existing PTO (if available). Unpaid time off will also be authorized. Employees seeking time off under this accommodation will not have any absences count towards their record and will be considered authorized absences. This is the primary option for most employees. • Employees may request to telework (working remotely). This request may be granted depending on type and nature of job duties. They must work with their immediate supervisor and division head for the request. Approval of request will be determined by the department head, Human Resources, and must have approved Tribal IT resources available. • Other work accommodations may be requested on a case by case basis. <p>Further information can be discussed with Human Resources.</p>
<p>I am returning to the community from travel and I am unsure if I should self-quarantine. Who do I call and what are the guidelines?</p>	<ul style="list-style-type: none"> • We strongly encourage employees to limit travel as much as possible in order to limit opportunities for exposure to the COVID-19 virus, but recognize they are now seeing community-based transmission too. • If you are unsure if your international or domestic travel created a COVID-19 exposure risk, you should contact your physician for proper screening and information. We understand that testing is limited as of March 18, 2020. • The CDC and State of Wisconsin also provide guidance which can be found here: https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html • Employees who have recently (within last 7 days) returned from travel from identified hot spots may be required to remain away from workplace for up to 14 calendar days. • Employees who are quarantined may be permitted to work from home if possible. If working remotely is not an option, employees shall utilize their PTO

	<p>or be on unpaid leave if no PTO exists. This should be discussed with your manager.</p> <ul style="list-style-type: none"> Managers should discuss any known travel that has occurred with an employee in the last 7 days and discuss with Human Resources regarding self-quarantine. With consult from HR and Occupational Health, managers can direct employees to self-isolate if deemed necessary.
<p>How long will the Tribe and Casino be closed?</p>	<p>As of March 21st at midnight the casino will be closed to the public for 14 days. It is anticipated to reopen on April 4th however the COVID-19 situation is fluid and will be monitored and evaluated on an ongoing basis. Tribal departments should expect to report to their regularly scheduled shift after April 4th unless instructed otherwise.</p> <p>This shutdown for Tribal operations will be implemented as of March 21, 2020, with the duration of this limited shutdown dependent upon public health conditions, but, it is anticipated it will only be for 2 weeks. Tribal government and businesses, other than the Casino, will be operating in a more limited capacity to ensure critical community programs are available.</p> <p>For employees within those identified critical programs, managers and directors will be working to identify those who will continue to provide services and how such services will be handled.</p>
<p>What areas of the Tribe will remain open?</p>	<ul style="list-style-type: none"> Stockbridge-Munsee Health & Wellness Center is a critical service provider: Medical, Nursing, Pharmacy, Behavioral Health, Dental (Emergency Service), Lab, Radiology, Community Health Nurse, CHR, Business Office/Registration, Medical Records, PRC, Referral, and Environmental Service Workers. Medical Transport will be providing critical transport such as dialysis. They will not go to areas considered an active COVID-19 break-out area but will provide gas vouchers as an alternative resource to get the patient to the appointment. Additionally, Medical Transport is working with Clients and their service providers to determine if appointments can be rescheduled. Ella Besaw normal operation, except limited visitors. Eunice Stick Gathering Center will be providing home meal delivery, well checks and grocery shopping and delivery. Food Distribution will have one service worker to provide service. Economic Support will provide one intake worker. Child Support – open 10:00am-2:00pm, by appointment only. Public Safety Utilities C-Store LP Gas Housing (on Call) Property and Equipment (P&E) (On Call) Roads (On call)

<p>If I am required to work during the shut down, what if I have issues with IT, HR questions, or other internal questions?</p>	<ul style="list-style-type: none"> • Support departments will be available as needed and will respond to employee inquiries as necessary. HR, Occupational Health, Mohican Insurance, IT, Finance and other internal support departments will be responsive to employee and management requests but will typically be available via email, phone or remotely and will respond to any internal needs as the arise.
<p>During the shutdown, am I able to do whatever I want and go wherever I wish?</p>	<ul style="list-style-type: none"> • Tribal Council approved this special paid leave to ensure there are minimal impacts to employees during this shutdown. Additionally, to minimize the risk for exposure and to reduce the chance for transmittal, employees are expected to remain in self-isolation mode to the extent they are able to. Because we all play an active role in reducing the spread of COVID-19, employees should support this effort by engaging in self-isolation. • If planned vacations/time off: If an employee has scheduled and approved PTO already in place, it is acceptable to go to any planned personal vacation or function however PTO should be utilized for those dates. As an employer, the Tribe is affording employees paid time off with the expectation that they will fully participate in self isolation. Under approved PTO, employees will not be expected to abide by these due to previously approved commitments. Employees with approved PTO during the shut-down that change plans due to the coronavirus outbreak should communicate this to their supervisor to be handled accordingly.
<p>As a Tribal employee, what should I put on my timesheet during the shut down?</p>	<p>In order to process payroll in an efficient manner, it is the responsibility of employees to submit timesheets each week. For the next several weeks, it is especially important that these be submitted and approved in a timely manner. Any employees who do not submit a timesheet will not be paid.</p> <p>You will notice that an additional category has been added to the electronic timesheets (COVID-19). Please use this category for weeks ending March 28th and April 4th for non-work hours.</p> <p>For employees who are not working during the shutdown, it's important that you submit 3 timesheets prior to the end of this week:</p> <p style="padding-left: 40px;">Week ending March 21, 2020: Include holiday pay for March 16th – and any COVID-19 related time (for those of you who have self-identified as high risk, or needed time to care for school age children.</p> <p style="padding-left: 40px;">Week ending March 28, 2020: You must choose a program from the list where your time should be posted. Add COVID-19 hours equal to your normal schedule (please see the example below)</p> <p style="padding-left: 40px;">Week ending April 4, 2020: You must choose a program from the list where your time should be posted. Add COVID-19 hours equal to your normal schedule (please see the example below)</p> <p>Any COVID-19 time during week ending March 21st will be covered by your available PTO balance. For employees who are working during the shutdown, employees should turn in timesheets as normal. Actual work time providing regular services should be tracked using your normal pay codes. If you are working limited hours, non-work time should be tracked using the COVID-19 pay code.</p> <p>Both hourly and salaried employees are required to track actual hours worked, as well as time off using the COVID-19 pay code, so that for full-time hours they total at least 40 hours for the week. This tracking requirement does not impact status and pay for salaried employees.</p>

Please see snapshot for further clarification

▼ Mohican Nation Time and Attendance Report

PDF file attachment name of your direct deposit email is your employee number.

Employee Number

445110546

Submit for different Employee

Employee First Name

Amanda

Employee Last Name

Stevens

Position Title

ADMFIN

Pay Period Ending Saturday:

03-28-2020



▼ Program Hours



Program

51422-Finance

SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
0	0	0	0	0	0	0	0.0

▼ Covid-19

Covid-19	SUN_C1	MON_C1	TUE_C1	WED_C1	THU_C1	FRI_C1	SAT_C1	TOTAL_C1
		8	8	8	8	8		40.0

Covid 19

* COVID 19

<p>What will happen to my insurance or other benefits while we are in shut down?</p>	<ul style="list-style-type: none"> Employee deductions for medical and dental insurance will be waived for this current week only.
<p>What is the best number or email for me to call if I have questions?</p>	<ul style="list-style-type: none"> Please contact your health care provider if you have specific health related questions. For all other questions, please email: covid19@mohican-nsn.gov, or call 715-793-4389 (local calls) and 833-679-0136 (tollfree calls)
<p>What can healthy employees or community members do to help?</p>	<ul style="list-style-type: none"> We need healthy people to stay healthy, continue practicing good sanitary practices and activities. Take this time during the shut down to minimize public contact and to take all precautions necessary. Offer to assist those who may need shopping, picking up meds, and relief from childcare. Practice the CDC recommended guidelines relating to the exposing individual in the vulnerable population.
<p>What if the shutdown last longer than 2 weeks?</p>	<ul style="list-style-type: none"> While the Tribal Council currently anticipates it will be bringing employees back to work after 2 weeks, they cannot be certain at this time. Employees need to monitor the Tribe's website and other information for updates when we are closer to April 4, 2020. Please be assured the Tribal Council intends to bring employees back once it can resume normal operations. This situation will closely be monitored and updates on a return date will be provided once further information is available.