

Message for Tribal employees-

As we look to reopen starting next week, employees should plan on reporting to work at normal start times on Tuesday May 26<sup>th</sup>. As previously communicated, there will be a number of new procedures put into place to ensure the health and safety of our employees and the community at large. Employees should report to work on Tuesday as scheduled unless you've been contacted and informed not to report to work due to a delayed or phased start date for some programs.

As part of the new procedures, employees need to undergo a health screening before reporting to your workstation. Employees should report as follows for this screening based on your workstation. Each area will have the following designated health screeners that will complete the process for each of the areas listed:

**Tribal office/legal/communications/food distribution/land**

Natalie Pecore

Jody Hartwig

**Tribal Administration**

Joleen Kroening

Roberta Carrington

**Public Safety**

Amanda Messer

Molly Welch

**Child support**

Gregg Duffek

Lisa Vele

**Family Center/Family Services/Education/Housing**

Craig Kroening

Steven Duffek

**Elderly Department**

Kristy Malone

Nikki Bowman

**Head Start (Closed for the school year)**

Donna Schwobe

Olyna Hirthe

**P&E**

Willy Miller

Candi Miller

**C-Store**

Mike Penass

Theresa Miller

**SMC Clinic** - Will continue with established protocols

Employees are reminded to practice social distancing, wear face masks to cover the nose and mouth, and be patient during this new process. This will become part of the new normal for Tribal employees and we all need to ensure all safety measures become part of our jobs. Masks and sanitizer will also be provided the first day employees return.

Other steps that will be put into place for Tribal facilities:

- Access to Tribal buildings will be limited. Buildings will remain locked and available to visitors by appointment only.
- Masks will be mandatory for all employees, visitors and those entering Tribal facilities.
  - Visitors will be required to complete a health screening and temperature reading prior to entrance into facilities.