



MESCALERO *Apache* TRIBE

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MEMORANDUM

TO: All Departments
FROM: Gabe Aguilar, President *Gabe Aguilar*
DATE: March 20, 2020 *03/20/20*
RE: Release of Non-Essential Employees

In order to slow the spread of COVID-19, effective TODAY at 12:00 P.M. all non-essential employees will be released for a two-week period. They will receive paid leave for this period. Non-essential employees will return to work on April 6th unless notified otherwise.

Administration has identified the following Departments as providing essential services and will not shut down during this period:

Administration	Four Directions Treatment & Recovery
Accounting	Gas Company
Boys & Girls Club	Headstart
Mescalero Care Center	Housing
Cattle Growers	Human Resources
Child Care Center	MATI
CHR	Prosecutor's Office
Center Maintenance	Public Defender's
Conservation	Roads/Utilities
DRMP	Sawmill
Early Childhood Program (on-call only)	Social Services
Elderly Center	Tribal Court
Fire & Rescue	Tribal Maintenance
Fish Hatchery	Tribal Store
	VAWA (on call only)

The above-named Departments will be staffed only by those employees identified by the Department head. These Department heads must provide a list of employees who will be working to the Tribal Administrator before the end of the day. These essential employees may

work remotely – at the discretion of the Department head and the Tribal Administrator. Some employees will be on call. This should be noted in the list provided to the Tribal Administrator.

Essential employees may not be required to work a full forty (40) hours depending on necessity (paid leave will be paid for those hours such employees are not required to work). Any employees who are required to work will receive four (4) hours of PTO for each full eight (8) hour shift worked.

Social distancing should be practiced by all employees who are required to report to work. In-person meetings should be limited to less than five (5) and conducted such that at least six (6) feet exists between employees.

Essential employees will be asked to help perform duties outside their regular duties (cleaning or assisting with the distribution of meals for example).

The business and personal travel restrictions in place will remain in place for all employees - whether they report to work or not.

Daycare will be open only to the children of essential staff. The Tribal Store will only be open to Tribal members.

Thank you ahead of time for your cooperation.