



Spirit Lake Tribe
Human Resource Department

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Date: March 26, 2020

To: All Directors of SLT

From: Karen Jackson, HRD

Re: SLT-shut down, Effective March 26, 2020 – until further notice as the situation changes daily.

As we are all aware the SLT continues to respond to the developing situation of the COVID-19 pandemic, with that new policies and procedures are implemented due to the unexpected circumstances caused by the COVID-19.

The SLT will be enforcing all Program plans as of today March 26, 2020. Programs will be shut down however, Directors are expected to ensure services are still provided to the community. Please make sure all department phone #'s are listed outside your building/door for the community to call if services are needed.

Any and all correspondence from program to program is to be handled per phone and email. Most Program Directors have cell phones, utilize them as much as possible. Please make sure all Directors and staff are available per phone.

During this time if you are working please document hours and list as regular hours worked, otherwise time will be listed as Administrative leave. All Program Directors are mandated to hand in their work from home, telework and Monitoring work plans to the HR office. The purpose of this is so all reimbursable items are included in all disaster related events.

Please keep in mind all Essential staff and programs are exempt of this leave.

This is subject to change at any time.