



PUYALLUP TRIBE OF INDIANS

HUMAN RESOURCES

MEMORANDUM

TO: TRIBAL EMPLOYEES
FROM: Anita Oldbull, Administrative Manager
DATE: March 13, 2020
SUBJECT: GUIDELINES FOR EMPLOYEES DURING COVID-19 SITUATION

Dear Employees:

Tribal Administration has been actively making adjustments in staffing and operations to try to coordinate an appropriate response to the COVID-19 situation.

We are asking Directors/Managers/Coordinators to assess staffing needs and consider allowing those 60 years of age and older, or employees with a compromised health status the option of staying home or working from home to protect their health status.

Any staff showing signs of illness should stay home and self-isolate to mitigate the spread of the virus. We also expect that the closing of GELC, Chief Leschi, and the Governor's decision to close schools in King, Snohomish and Pierce Counties effective Monday, March 16 – Friday, April 24, 2020 may also cause child care issues for staff and will result in possible call-outs.

Therefore, we are issuing the following guidelines and asking Directors/Managers/Coordinators to monitor their staff's needs and have staff complete their timesheets accordingly.

For staff who are:

Staying Home Due to Signs of Illness: Their normal working time while absent for this reason should be recorded as Paid Administrative Leave (PAL).

Working from Home: Their normal working time while absent for this reason should be recorded as Regular Hours on their timesheet. Hours reported should be their full working shift, we will not be trying to determine how much they worked vs. how much they were just absent by not working from home.

Staying Home Due to being an Elder or Compromised Health Status: Their normal working time while absent for this reason should be recorded as PAL.

Staying at Home Due to Lack of Child Care or Day Care during School Closure: Their normal working time while absent for this reason should be recorded as PAL.

Out on a Planned Vacation: These hours should still be reported as vacation time.

Out for a Scheduled Health Care Appointment: (example – a scheduled appointment for podiatry, or a dental appointment). In as much as this does not relate to the current virus situation, this time should be reported as sick time or vacation time.

The above guidance is effective for the pay period beginning March 12th and will continue to be in effect until further notice.

Additionally, we are asking Directors/Managers/Coordinators to check in with their staff each day to determine the employee's availability to work at their office, work from home or if they are staying home due to their health status. **For the time being, Tribal Administration is suspending the need for employee's to provide a doctor's note if they are staying home for health reasons.** However, employees are expected to check in with their supervisor daily and the supervisor is expected to provide HR with information regarding employees who are calling out due to an illness.

We also want to remind employees that these are stressful times and sharing accurate information is crucial. We need to remain calm and be patient with each other.

Finally, we want to remind all employees that Tribal Administration provides necessary, vital and important services to our Tribal Community and it's important that we remain available as much as possible to continue to provide those services. When working together with your team, be creative and flexible as to how we can continue those services.

If you have any questions, please feel free to contact me, Mike Bowechop, Tara Reynon or the HR Department with any questions you have.