

**THE SHOSHONE-PAIUTE TRIBES
OF THE DUCK VALLEY INDIAN RESERVATION**

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March 23, 2020

Shoshone Paiute Tribes
Tribal Employees
PO Box 219
Owyhee, NV 89832

RE: COVID-19 Tribal Operations Status

Dear Tribal Employees:

In light of the Surgeon General's recent warning regarding coronavirus (COVID-19) and for the overall safety and welfare of the employees of the Shoshone Paiute Tribes, the Business Council has decided to drastically decrease tribal operations to the following critical essential services:

- Legislative Office (Business Council)
- Patient Care/Public Health Services
- Emergency Operations Center Staff
- Fire Department
- Finance Department
- Executive Department
- Senior Citizens
- Solid Waste
- Water & Sanitation
- Conservation Officers
- Water Master Foreman
- Overseers of any Projects Related to Contractors/Contracting

Therefore, all other full-time and/or permanent staff will be placed on *paid Administrative Leave* beginning at 1 PM on Tuesday, March 24th through Monday, April 6th; and, all temporary employees will be placed on lay-off status. Each divisional administrator can further respond to any specific questions related to individual employees.

The Business Council will then re-assess the situation and provide additional information related to future actions by Monday, April 6th.

Additionally, for those of you who will be on paid Administrative Leave, your temporary workstation, beginning at 1 PM on Tuesday, March 24, 2020, will be your place of residence (home), located within the boundaries of the Duck Valley Indian Reservation. Please understand that this period of Administrative Leave *is* tribal government time and is as if you were at your normal workstation. Therefore, you are to be at your workstation (home) during your regularly scheduled work hours. (This does not necessarily mean that you will be working while at home; however, that is an option that may be soon considered). Further, this time is not vacation time or annual leave time and you should not be seen out in the public during your regular working hours. Further, if there are times when you need to go to/out of town for essential supplies or for an appointment, you must request for and be granted, annual or sick leave through your supervisor. Also, be aware, that at any point or time you may be called back into the office to complete tasks or to help with other areas related to the COVID-19 pandemic. Therefore, each of you will, essentially, be "on-call" and will need to remain in contact with your supervisor.

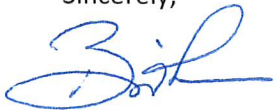
The Business Council acknowledges that this situation is very serious, even though there are no confirmed COVID-19 cases on Our Reservation. Thus, we are making every effort toward preventing a widespread incident of COVID-19 while maintaining the continuity of the Tribal Governmental Services.

Everything related to COVID-19 is constantly changing so we will continue to monitor and take every proactive measure to decrease the effects that it will have on our Reservation.

All of our local community, especially the elders and youth, are depending on each of us to make wise decisions during this time. Therefore, we ask that each of you, and your families, act and think responsibly when it comes to the health, welfare and safety of us all.

If you have any question please direct them to your immediate supervisor and/or your department administrator.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian Thomas", with a stylized flourish at the end.

Brian Thomas, Vice-Chairman
Shoshone Paiute Tribes