



Internal Memorandum

To: All Oneida Nation Employees
From: Oneida Business Committee
Date: March 17, 2020
Re: Emergency Actions Re: Employee Compensation and Other Related Impacts Due to Mandatory Covid-19 Closure(s)

COVID-19 (formerly called the novel coronavirus) is a respiratory illness that was first identified in Wuhan China and has spread worldwide. COVID-19 is a new disease that has not previously infected humans and can be spread from person to person. Because the rate of spread and its effects are largely unknown, the Oneida Business Committee (OBC) is providing direction on how the Nation will contain the outbreak as well as how employees will be compensated during the emergency declaration period.

Timeline

- On March 11, 2020, the World Health Organization declared COVID-19 a pandemic.
- On March 12, 2020, Governor Evers declared a Public Health State of Emergency for Wisconsin, directing all state health department to use all available resources to contain the outbreak.
- On March 13, 2020, Chairman Hill declared a Public Health State of Emergency for the Nation, directing all fund units to coordinate the use of Tribal Resources with and follow the recommendations of the Nation's Public Health Officer to respond to and recover from the outbreak.
- On March 13, 2020, President Trump declared a national emergency for the United States, authorizing the spending of up to \$50 billion to fight against COVID-19, direct states to open operation centers, direct all hospitals to activate their emergency preparedness plans and provide broad authority to the Secretary of the US Department of Health and Human Services.

- On Friday, March 13, 2020, Governor Evers ordered all public and private schools located within the State to close by Wednesday, March 18, until April 6, 2020.
- As of Monday, March 16, 2020, there were 47 positive results in the State of Wisconsin, including counties where tribal members reside.

Closings

The following programs and services will be closed or canceled. The programs and services and the length of closures are subject to change.

Oneida Nation School System

The Oneida Nation School System is closing after classes on Monday, March 16, 2020 and will remain closed until April 6, 2020.

- Students will leave school on Monday, March 16th with instructional material and personal belongings
- Teachers, administrators, and support staff will report to work following their regular schedules.

The buildings will remain open to provide lunch to any Oneida enrolled student that attends school at the Oneida Nation school. Instructions regarding procedures have been sent to students and their families.

Oneida Nation Head Start

The Oneida Nation Head Start program located both at the Norbert Hill Center and Three Sisters will be closed from March 16, 2020 until April 6, 2020.

- Staff are to report to work at their respective locations and follow their regular schedule.

Anna John Resident Centered Care Community

The Anna John Resident Centered Care Community is no longer accepting visitors effective March 12, 2020 until further notice.

The Congregate Meal Site is closed Monday, March 16, 2020 until further notice. During this time meals will be provided to participants by Elder Services. Meals will be delivered between 11am-1pm. In limiting possible exposure to the staff and participants, meals may be left outside of the residence.



More closures, cancellations, or disruptions in the Nation's programs, services, and events may occur should the spread of COVID-19 enter into our Community.

Issue(s) Before Us

There is a strong potential for large numbers of employees to be absent or not available to work. The impacts of this possibility require us to consider decisions relating to workforce levels and compensation.

Measures being taken by government officials at all levels is prudent to mitigate the rate of spread for COVID-19, and as such, these actions may not fall under current operating procedures. In a continued effort to mitigate both economic impacts to families, the OBC has made the following policy decisions.

Mitigating Policy Decision(s)

1. Each Division shall active their workforce level mitigation plans, if they haven't already (retails have already been provided and can be used as an example/reference);
2. Each division and program shall review their budget contingency plans to identify unnecessary or reduced spending in areas at a Tier IV level.
3. Implemented emergency direction to clearly allow cross division work share where practical;
4. Implement emergency direction to allow overtime across each division;
 - a. Managers, Directors and Supervisors will set standards for their areas as appropriate.
5. Ensure emergency pantry has financial and human resources to assist as needed;
6. Oneida Casino will be closing for a 14-day period beginning at 11:59 on Saturday, March 21, 2020. All appropriate announcements to the public will be made.

Employee Absence Relating to COVID-19

The Oneida Business Committee understands the impacts the closure of certain programs and services has on our employees. Therefore, the Oneida Business Committee is providing the following guidance on employee leave and absence:

Employee Leave shall be consistent with Human Resource Department Standard Operating Procedures and internal Standard Operating Procedures. The specifics of these procedures are in progress and will be sent to employees when completed.

For the work period ending March 21, 2020, the COVID-19 Emergency Time Off Standard Operating Procedures are in effect for any employee who absent due to COVID-19. This communication was already sent A-Z on Saturday, March 14, 2020.

Beginning with the work period starting March 21, 2020, all employees who are off for no-fault COVID-19 related circumstance will be compensated. This decision will be in effect for the duration of the of the Oneida Nation's declared state of emergency which began on March 13 and is for a 30-day period.

Supervisors shall use their discretion and recommendations by the Nation's Public Health Officer to ensure the safety of the employees and their families during this pandemic; and, we would like to reiterate the Nation's expectations of employees during this critical time.

- The employee shall make every effort to continue to work so long as it is in the employee's best interest and in the best interest of those that come in contact with the employee.
- Should an employee need to take time off of work due to medical, family care, self-quarantine or telecommuting related to COVID-19, the employee will continue to receive his or her hourly wage.
- If an employee cannot report to work, the employee's supervisor shall make reasonable efforts to accommodate the employee's situation, including authorizing telecommuting when appropriate. All employees are required to remain in contact with their supervisors on any work absences.
- Employees that request time off related to COVID-19 shall submit a completed time off request or notify their immediate supervisor in



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writing identifying the reason for the request, and in accordance with Human Resource Procedure.

The Oneida Nation has set up the following email: covid-19@oneidanation.org, and phone number 920-869-4481 to address non-medical questions about the Nation's activities around COVID-19 precautions.