



# *Muscogee (CREEK) Nation*

*Executive Office*

March 20, 2020

## Employee Communication

For the past few weeks, Muscogee (Creek) Nation tribal leadership has worked with the Department of Health Coronavirus Task Force, Cabinet and the Nation's Finance and HR Departments to assess what avenue is best for daily operations at the Nation.

This communication outlines operations for the Muscogee (Creek) Nation during this unprecedented time in our history.

For the safety of employees and their families, the COVID-19 Task Force recommends high risk employees be granted administrative leave effective immediately. With the assistance of our medical team, the following are considered high risk:

- Employees 65 or older
- Employees with documented Diabetes Mellitus
- Employees with documented Autoimmune Disorders
- Employees with documented COPD/Asthma
- Employees who are currently pregnant
- Employees with documented Cancer or family member that is documented on Chemotherapy or radiation in the last three months.

If you meet these requirements, please contact your immediate supervisor. If you are designated an essential employee, you may be required to work depending on job duties. Accommodations will be made for the protection of these essential employees.

Leadership is meeting and continually monitoring the situation and approving operating plans for essential offices. Supervisors will be meeting with their departments to discuss daily departmental operations and essential staffing. Daily cleaning initiatives have been put in place across tribal entities. Persons entering tribal buildings may be subject to health screening. More information will be forthcoming.

MCN is suspending select non-essential services to the public. Some employees will begin working remotely or on a rotating schedule. Supervisors will disseminate information regarding each individual's expected status.

The move to an essential staff model will become effective Monday, March 23, 2020. The situation will be reassessed as necessary. If you are an employee sent home on leave, thank you for your cooperation by staying home. If you are an essential employee, thank you for your dedication and service during this critical time.

- Currently, Head Start Centers and Eufaula Dorms are closed for Spring Break and will remain closed until further notice.
- The College of the Muscogee will move to online classes from March 23, 2020 until April 3, 2020.
- In order to assist our employees and families, Child Development Centers are open and will monitor staff and children on a daily basis.
- The Mvskoke Dome, Council House, Red Stick Gallery, and the Southern Regional Office will be closed and will remain closed until further notice.
- Services by appointment only: Tax Commission and Food Distribution. Muscogee Business Services, LLC - Urinalysis Drug Screenings for pre-employment, random or court ordered will be by appointment only by calling 918.752.3150 or email Karrie Franklin at [kfranklin@mnbe.com](mailto:kfranklin@mnbe.com).
- Muscogee Staffing Solutions, LLC – Employment candidates can apply on-line only during this time by visiting [www.mssjobs.net](http://www.mssjobs.net).

We ask for your patience during this time of transition and change. We appreciate your support and commitment while we try to provide the best services to all of our citizens, while dealing with a crisis that is evolving hourly. Additions and modifications to these plans and functions shall be made as necessary.

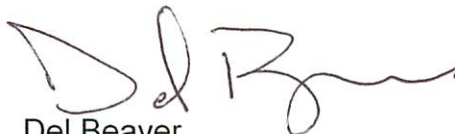
If you are concerned about your health during this period, please call the Employee COVID-19 Hotline (918) 758-3600. Employees returning from personal travel are encouraged to be screened before reporting to work. To be screened, please call the Employee COVID-19 Hotline.

My office will release updates to employees and citizens at regular intervals or as needed.

Mvto.



David W. Hill  
Principal Chief



Del Beaver  
Second Chief