



MESCALERO Apache TRIBE

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MEMORANDUM

TO: All Departments
FROM: Loren Gallerito, Tribal Administrator
DATE: May 24, 2020
RE: Essential Employees & Lockdown

As you know, due to the presence of coronavirus in the community, Executive Order 20-05 locks the Tribe down for two (2) weeks. I have attached a "Notice of Lockdown" that summarizes the President's Executive Order.

As a result of the lockdown, the Tribe must limit staff to the bare minimum. You may be asked to stay home for the next two (2) weeks even if you were previously deemed an essential employee. Do not report to work on Tuesday, May 26th, unless you have been directed to do so by your Director. If you do not hear from your Director, then you must try to contact him or her. If you are unable to contact your Director, then please contact me directly.

If you are asked to stay home, you will work remotely, be "on call," or not be required to work. This will depend on the nature of your duties and your ability to work remotely. In any case, you will be paid during the lockdown.

You must report to work if you are "on call" and you are called to duty. You could face disciplinary action if you fail to do so. You must perform your regular duties if you are asked to work remotely. You could face disciplinary action if you fail to do so. You cannot report to work if you have not been authorized to do so by me.

Thank you ahead of time for your cooperation.