



BLACKFEET NATION

P.O. BOX 850 BROWNING, MONTANA 59417
Telephone (406) 338-7521 Fax: (406) 338-7530

EXECUTIVE COMMITTEE
TIMOTHY F. DAVIS – CHAIRMAN
ILIFF “SCOTT” KIPP, SR. – VICE CHAIRMAN
LAUREN MONROE, JR. – SECRETARY
TINSUELLA BIRDRAITLER – TREASURER

BLACKFEET TRIBAL BUSINESS COUNCIL
TIMOTHY F. DAVIS
ILIFF “SCOTT” KIPP, SR.
LAUREN MONROE, JR.
STACEY A. KELLER
RODNEY R. GERVAIS, JR.
VERA A. WEASELHEAD
MARK E. POLLOCK
MARVIN WEATHERWAX, JR.
VIRGIL LAST STAR

RESOLUTION

Approving Interim Employee Status during the Stay At Home Order to July 31, 2020

Resolution No. 284-2020

WHEREAS, The Blackfeet Tribal Business Council is the duly constituted governing body within the exterior boundaries of the Blackfeet Indian Nation pursuant to Section 16 of Act of June 18, 1934 and Amendments thereof, and

WHEREAS, The Blackfeet Tribal Business Council has been organized to represent, develop, protect and advance the views, interests, and resources education and resources of the Blackfeet Indian Reservation, and

WHEREAS, The Blackfeet Tribal Business Council is empowered, pursuant to Article VI- Powers of the Council, Section 1(e) to manage all economic affairs and enterprises of the Blackfeet Reservation; and, Section 1(g) to manage tribal affairs in an acceptable and businesslike manner and in accordance with the administrative plan called the Plan of Operations; and, Section 1(k) to promulgate ordinances for the purposes of safeguarding the peace and safety of residents of the Blackfeet Indian Reservation, and

WHEREAS, The Blackfeet Tribal Business Council passed the *“Approving the Blackfeet Tribe COVID-19 Ordinance 121”* to limit the risk of infection from the global pandemic outbreak of COVID-19 to members and residents of the Blackfeet Reservation, and such risk and community outbreak has occurred as of June 26, 2020 to which containment is actively taking place, and

WHEREAS, The Blackfeet Tribal Business Council met on July 15, 2020 to clarify employee status during the closure, now

THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. **UPDATED EMPLOYEE STATUS.** That the Blackfeet Tribal Business Council hereby clarifies hazard pay for the updated Tier I employees as approved, and status regarding all other essential and non-essential staff, with the approved attached employee memo.
2. **Personnel Memo.** The Personnel Director is directed to make notice effective immediately of this Resolution to the all Tribal Departments. The Personnel Director shall issue a memo to the workforce immediately.
3. The Chairman or the Vice-Chairman in the Chairman's absence and the Secretary of the Blackfeet Tribal Business Council are hereby authorized to sign this Resolution and any other documents to effectuate the purposes of this Resolution.

ATTEST:

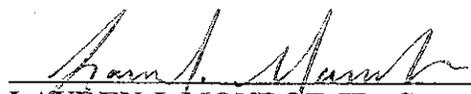
THE BLACKFEET TRIBE OF THE
BLACKFEET INDIAN RESERVATION


LAUREN J. MONROE JR., Secretary
Blackfeet Tribal Business Council


TIMOTHY F. DAVIS, Chairman
Blackfeet Tribal Business Council

CERTIFICATION

I hereby certify that the foregoing Resolution was adopted by the Blackfeet Tribal Business Council in a duly called, noticed and convened Special Session, assembled for business the 15th day of July, 2020, with Eight (8) Members present to constitute a quorum, and with a vote of Eight (8) FOR and Zero (0) OPPOSED and Zero (0) ABSTAINING.


LAUREN J. MONROE JR., Secretary
Blackfeet Tribal Business Council



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To: All Tribal Employees

From: Lauren Monroe Jr., Secretary *L.M.Jr.*

Date: July 15, 2020

Re: Memo regarding employee status during Stay at Home Order

ATT: Screening Tool, Risk Chart, TIER I Program List

The Blackfeet Tribal Business Council took action on July 10, 2020, extending the Stay at Home Order until July 31, 2020. The Stay at Home Order was issued in response to the rapid-growing infection rate in Montana and now within the Blackfeet Reservation. In order to prevent the spread of infection of the Coronavirus, the Blackfeet Tribal Business Council has directed that all employees with the exception of TIER I, to Stay Home until July 31, 2020.

In the previous memo issued on May 8, 2020, "essential employees" were classified positions required to meet the following justification: (1) public safety, public health, health care, human services, and similar employees whose services are dedicated to mitigating or responding to the COVID-19 public health emergency; or, (2) essential tribal government programs as authorized by the Blackfeet Tribal Business Council. This memo outlines the directive to all Blackfeet Tribal employees during this Stay at Home Order.

1. With the exception of the updated Tier I Programs, all essential employees are to remain at home until July 31, 2020 with the following personnel policies for Tier I employees:
 - a. Tier I employees are required to be at their place of work. Directors shall ensure that these workers are supplied with all necessary PPE supplies and to establish necessary protocols to ensure the safety of these workers, especially when contact with the public is necessary. Tier I employees have been approved for at-work status with hazard pay.
 - b. Tier I employees shall only be at their place of work when such job is a shift position or working a combination of at work/home status; for the time worked at home, only regular base pay shall be allowed.

- c. Personnel Action Forms shall be completed by the directors to reflect these changes.
- d. Time sheets shall continue to be submitted to the Finance Department on the regular bi-weekly schedule.
- e. Directors shall be responsible for ensuring that all time sheets reflect the hours actually worked by their employees. The Personnel Department and the ICC shall complete compliance checks at each work site on a regular basis.
- f. Directors shall be held accountable for their Tier I employees to be at their place of work during their approved work schedule; and, for employees not permitted to be at their place of work. **Each Tier I director is mandated to implement a time clock as soon as possible to monitor the time at the work place.**
- g. **Tier I employees SHALL NOT report to work sick.**
- h. **Tier I employees testing positive for COVID-19 shall not return to work and shall be placed on sick leave** and will not be able to return to work until two consecutive negative tests are provided as required by CDC recommendations. Tier I employees shall be screened daily by supervisors. A copy of a screening protocol is attached to this memo. Directors may purchase any necessary equipment such as thermometer to assist with screening. Persons exhibiting any symptoms of COVID-19 shall be required to be tested prior to returning to work.
- i. **Tier I employees subject to a quarantine order shall not be permitted to return to work.** If an employee is under a quarantine order, the employee may not return to work until a negative test is received by their supervisor.
- j. Tier I employees who fail to report to work without excuse shall be considered AWOL per the Blackfeet Tribe Personnel Policies and Procedures Manual.
- k. **Tier I employees are not permitted to leave the Blackfeet Reservation during the Stay at Home Order with the exception of participating in essential duties related to their job or to seek personal medical assistance or procure personal essential services, supplies or food.**

In the event that any Tier I employee leaves the Blackfeet Reservation through negligent disregard of recommended precautions; thereby subjecting him or herself or co-workers or public they serve, to quarantine requirements or possible infection, such person shall be dealt with administratively, with the issuance of either Leave without Pay (LWOP) or Termination based upon the severity of the circumstances. The IC Command Leader or delegate shall be responsible for enforcing this provision in collaboration with the Director or the Blackfeet Tribal Business Council and the Personnel Director.

- l. Any Tier I employee determined to be within the "vulnerable group" to COVID-19 as defined by CDC guidelines for example-underlying health conditions shall have the option

to work from home, or, if remote work is not possible, shall be placed on administrative leave until further notice.

- m. All directors shall be required to submit a Tier I telephone contact list to the IC Leader, and make pertinent contact information available to the public.
2. For essential employees, working at home, program directors shall make efforts to ensure such employees are able to work from home, if possible. This includes making required expenditures for remote access, such as: training to work remotely, internet subscriptions, laptops and necessary supplies to accomplish such tasks. Essential employees at home during this time shall be paid at regular base pay. All equipment purchased is tribal property and shall be tagged by Procurement with a custody form approved with such checkout to the employee.
3. All non-essential employees shall remain on administrative leave until further notice.
4. Expenditures related to COVID-19 costs, not covered by current base budgets shall be approved for all justified increased payroll costs and expenditures meeting the Treasury's guidance. Assistance shall be available to Directors regarding this memo from the Personnel, IC Leader or Legal Department.

Blackfeet Tribal Program Screening Tool

All Tribal Program Directors with staff at work are required to complete the following screening process of all employees prior to staff entering any tribal building on a daily basis:

- 1. Identify if employees have:**
 - a. Symptoms of COVID-19:**
 - i. Shortness of Breath or Cough**
 - ii. Headache**
 - iii. Fever**
- 2. If Employees have had close contact with persons positive for COVID-19**
- 3. Non-essential travel was outside of the Reservation, for the past 14 days.**

Any staff member found to have answered any of the above affirmatively shall be issued the appropriate leave/termination action as directed in the current personnel memo.

***All tribal buildings are to remain closed to the public by order of the Blackfeet Tribal Business Council.**

TIER I-HAZARD PAY (DOUBLE PAY)

1. BLES
2. EMS
3. Indian Health Services Security
4. Care Center
5. CPS
6. DES/ICC
7. Fish and Game
8. Fire Protection
9. Tribal Security
10. Nurturing Center
11. Solid Waste
12. Southern Piegan Health Center
13. THIP
14. Computer Networking
15. Facilities
16. Food Distribution
17. Crystal Creek Lodge
18. Watercraft Inspectors
19. Tribal Election Workers
20. Manpower (GA, TANF, Child Support)
21. Revenue
22. TERO
23. Switchboard Operators
24. Transportation
25. Eagle Shields/Heart Butte Senior Center
26. Domestic Violence
27. Family Services
28. Enrollment
29. Documents
30. Legal Department
31. Planning
32. Finance
33. Procurement
34. LIEAP
35. WIC
36. Personnel Department
37. EPA
38. HIP
39. Tribal Court
40. Tribal Health
41. Administrative Assistants to the Council members

- 42. Range Riders
- 43. Water Resources
- 44. Land Department-Director only