



TURTLE MOUNTAIN BAND OF CHIPPEWA INDIANS

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FINANCE DEPARTMENT COVID-19 PROTOCOL OCTOBER 8, 2020

At this time of heightened concern over Covid-19, the well-being of Tribal Employees and our community remains significant. Due to the health concerns associated with Covid-19, and in an effort to limit the possible transmission, Tribal Finance will be taking necessary precautions by limiting the amount of traffic. This will also allow us to reduce disruptions.

The following protocols will be **strictly** enforced by the Finance Department:

- Anyone wanting to meet with a Finance employee, please email or call in advance to schedule a time to meet. This includes Directors and In-House employees.
- Check-in with the front desk/security before entering.
- Wait in the front until you are called in for the staff that you are scheduled to meet with.
- Upon entering Finance, we will require that you take your temperature and that you wear a mask for the duration of time that you are in Finance.
- When dropping off paperwork, including Medical or Council Assistance, please let Security know where it should go so that they can put it into the correct folder, and they will get it to the appropriate Finance employee.
- We strongly encourage emailing/phone calls to speak with finance staff

Finance still operates under regular business hours, 8:00 am – 4:30 pm, Monday through Friday.

With the alarming increases in Covid-19 cases and deaths in North Dakota, we encourage everyone to remain vigilant and to follow the guidelines as set by the CDC. For all TMBCI updates, please visit: <https://tmchippewa.com>.

Thank you for your cooperation,
Finance Department Phone: 701.477.2678