



TURTLE MOUNTAIN BAND OF CHIPPEWA INDIANS

4180 Hwy 281
P.O. BOX 900
BELCOURT, ND 58316

(701) 477-2600
Fax: (701) 477-0916
Website: www.tmbci.org

To: Elaine Nadeau, Human Resource Director

From: Lyle Lunday, Commodity Warehouse Director

Date: October 9, 2020

RE: COVID PROTOCOL

Our current protocol to keep the TMBCI Food Distribution Program open in a safe and operational manner is explained as followed.

All employees are required to wear face mask during working hours and when working directly with public outside the facility.

Grocery list are available at the door for a client to receive. When a client complete the grocery list we have an employee available to take the list from the client and provide it to the office clerk where the grocery list is generated by the order it was received.

When our Automated Inventory System prints the official copy of their grocery list, it is brought to the floor for the order to be filled. When the order is completed, it is rolled to the door for the client to receive.

When any employee is not feeling well they are required to stay at their living quarters. Employees are required and highly encouraged to wash hands regularly, and use sanitizer during working hours. All employee avoid close contact with each other.

Our facility is routinely cleaned and disinfected.

This is an unfortunate time we are in, however, as Food Distribution employees we can only try to keep a safe and healthy work area for the public and ourselves.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Lyle Lunday', written in a cursive style.

Lyle Lunday