



Turtle Mountain Band of Chippewa Indians

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To: ALL TRIBAL PROGRAMS THAT UTILIZE TRIBAL MAINTENANCE

From: TRIBAL MAINTENANCE

Date: March 17, 2020

RE: SOCIAL DISTANCING MEMO/COVID-19

TO ALL PROGRAMS:

As per request from Human Resources, we are also putting into place a protocol list of operations that our program will be limited to due to Social Distancing/COVID-19.

- Tribal Maintenance WILL NOT be doing the following until further notice:
 - ✓ Steaming or sewer cleaning of ANY kind
 - ✓ Moving desks or office furniture of any kind
 - ✓ Going to buildings/offices to change simple things such as light bulbs
 - ✓ Taking out any garbage/trash to the dump grounds

- Tribal Maintenance WILL continue to do the following:
 - ✓ Emergency work on furnaces/heating problems
 - ✓ Snow removal/clearing ice from walkways
 - ✓ Time clock ribbon changes
 - ✓ Fixing or replacing door locks/knobs

Please, we ask that you use your best judgement as to what you think may be an emergency. Also, we have attached our on-call phone numbers for who is on-call for this week as well as the following week.

MONDAY THRU FRIDAY FROM 8:00 TO 4:30, please call the Maintenance office at 477-5559.

AFTER HOURS, PLEASE CALL:

For the week of March 15th, 2020 to March 21st, 2020 is: **Steve Azure phone number: 278-2284**

For the week of March 22nd 2020 to March 28th, 2020 is: **Robert Herman phone number: 550-1049**

We would also like OUR staff to stay safe and healthy and in order to do so, we ask that you please be patient with us, and please use the on-call numbers listed, as we have numerous programs to attend to.

Thank you for your cooperation and we look forward to helping your program the best we can in the following days.

Tribal Maintenance Staff