

Little River Band of Ottawa Indians
Office of Tribal Ogema
2608 Government Center Drive
Manistee, MI 49660

Executive Order No. 20-0313-01

Novel Coronavirus (COVID-19) Response

Pursuant to Article V, Section 1 of the Tribal Constitution, the Executive Powers of the Tribe are vested in the Tribal Ogema. Among the powers and responsibilities vested in this office include to power to oversee the administration and management of the tribal government, in accordance with the laws, ordinances and motions adopted by the Tribal Council.

This order is intended to provide clear guidance and to minimize adverse impact on individual employees to the extent possible.

1. Travel

i. Effective 3/12/20, LRBOI has cancelled all non-critical work-related travel for 30 calendar days. Please see your Lead to request an exception.

ii. Employees returning from any travel from international destinations or domestic high-risk areas should:

1. Provide health care provider certification of medical clearance prior to returning to work; or

2. Stay home for a period of 14 calendar days from date of return. Employees may either coordinate remote work with their supervisor or utilize paid time off (PTO) and/or Leave of Absence (LOA) if remote work is not available or practical. Please understand there is no guarantee of remote work.

2. Time Off

i. All supervisors should carefully consider policy options for those affected by illness, including childcare issues. As a reminder, flexibility is a critical concept as we work through the situation.

ii. Employees who are ill are encouraged to remain home until a health care provider certifies their ability to return. Absence from work due to illness will not reflect negatively on the employee's attendance record. If you are at work and ill, your supervisor may require that you go home. You and your supervisor may also determine that remote work is appropriate, depending on the situation and needs of the government.

iii. As a reminder, absences from work require the use of PTO or another form of approved leave. These options include:

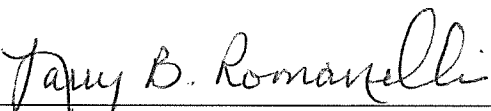
1. PTO
2. Family Medical Leave (FML)
3. LOA

- a. For purposes of this Order, the LOA policy is temporarily updated with the following changes:
 - i. The requirement to use all available PTO prior to requesting leave is temporarily suspended until further notice. Employees may use either PTO or leave at their discretion.
 - ii. The once per 12-month period limitation is also temporarily suspended until further notice.
 - iii. Leads may approve LOA in addition to the Ogema.
 - iv. Please remember that LOA requests are discretionary and require approval. Supporting documentation may be required.

This Executive Order is issued in coordination with the national and state response to the current COVID-19 outbreak. Any future incidents will be evaluated on a case by case basis.

IT IS SO ORDERED:

3-13-2020
Date



Larry Romanelli, Tribal Ogema