



**OFFICE OF THE TRIBAL CHIEF CYRUS BEN**  
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**MEMORANDUM**

**TO:** All Tribal Government Employees  
**FROM:** Tribal Chief Cyrus Ben  
**DATE:** March 18, 2020  
**RE:** **COVID-19 Tribal Notices**

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Please be advised of the following information and directives effective immediately during this time of Partial Tribal Government Shutdown.

**Suspension of Routine Paperwork**

Effective immediately, the processing of routine, non-time-sensitive paperwork in Tribal Government Offices will be suspended due to the Partial Tribal Government Shutdown. The processing of emergency-related papers will be completed on a case-by-case basis.

**Relaxation of Professional Dress Code**

Effective immediately, I am authorizing a relaxed dress code for those critical employees who will continue to report to work during the Partial Tribal Government Shutdown. I ask those employees that continue to report to maintain a neat and appropriate appearance and use good judgement on casual attire.

**Waiver of Late Fees**

Effective immediately, I am authorizing departments and programs to allow clients to defer their payments without a penalty or late fee added to their account through April 30, 2020.

Please contact your Department Director or my office if you have any questions regarding these directives.

  
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Tribal Chief Cyrus Ben

C: Richard Sockey, Committee System Coordinator  
File