



OFFICE OF THE TRIBAL CHIEF CYRUS BEN

101 Industrial Road • P.O. Box 6010 • Choctaw, Mississippi 39350

Phone: (601) 656-5251 • Fax: (601) 650-1606

MEMORANDUM

TO: All Employees

FROM: Cyrus Ben, Tribal Chief

DATE: 16 APRIL 2020

RE: **USE OF FACE COVERINGS IN THE WORK PLACE AND OTHER PRECAUTIONS**

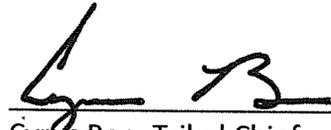
As the COVID-19 pandemic continues to cause disruption in both our personal and professional lives, I want to thank you for your continued service and dedication to the Mississippi Band of Choctaw Indians. I want you to know that your health and safety are of great importance to me.

The Centers for Disease Control and Prevention (CDC) has issued guidance that individuals are to wear cloth face coverings in public settings, especially in areas of significant community-based transmission of COVID-19. The use of these face coverings is believed to slow the spread of this disease.

In compliance with this recommendation, I am directing that employees wear cloth facemasks or coverings to the extent practicable within common areas of Tribal workplaces, especially in traditional office-like settings. We are prioritizing the issuance of personal protective equipment (PPE) for our law enforcement, health care workers, first responders and those in a close contact with the public. Employees who have not been issued or do not have their own PPE should prepare a face covering using a bandana or other cloth. There are instructional videos on the Tribe's website on how to make a face covering. Employees may remove their face covering when working in a private office, cubicle or workspace where at least six feet of social distance can be maintained.

As a reminder, a Health Screening Form should be completed daily before beginning work. Certainly, if you have a fever or are exhibiting other symptoms of sickness, you should notify your supervisor and not report to work. You should also self-report to your supervisor as well as to Public Health any direct interaction you have had with persons who you know later tests positive for COVID-19. And, if you have an elevated temperature or have other COVID-19 symptoms, you should immediately contact your health care provider by phone, advise of any symptoms, and follow their instructions. Finally, if anyone in your household is awaiting test results, notify your supervisor that you are unable to come to work, isolate yourself and do not leave your home until those results are known.

I thank you for your compliance with these directive and again, I want to thank you for your commitment to the Tribe. We must and will work together to keep each other and our communities safe!



Cyrus Ben, Tribal Chief

c: File