



# Kiowa Tribe

P.O. Box 369 · Carnegie, Oklahoma · 73015

Phone: (580) 654-6343 · Fax: (580) 654-8412

EXECUTIVE BRANCH

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## MEMORANDUM

**TO:** All Kiowa Tribe Employees

**FROM:** Matthew M. Komalty, Chairman  
Enoch Kaulaity, Executive Director

**DATE:** March 18, 2020

**RE:** Closures of Kiowa Tribe Offices

Through careful consideration due to the Covid-19 (Corona Virus) the Kiowa Tribe Executive Branch and Administration will be taking precautions with closure of all offices starting today at 4:30 p.m. until April 6, 2020. All employees will be granted administrative leave during the closure time. All directors are to have their cellphones on and will be on an on-call status 24 hours a day. This will allow tribal members who need assistance to get in contact with someone at all times.

Please post notices on all doors to notify clients of this closure and update office phone voicemails as well. We ask that all employees and their families be safe and take all precautions as this virus can only be slowed down by taking the precautionary measures. If you have any questions please feel free to contact either of our offices.

APPROVED BY:

Handwritten signature of Matthew M. Komalty in blue ink.

Chairman

Handwritten signature of Enoch Kaulaity in blue ink.

Executive Director