

Fort Belknap Indian Community

Fort Belknap Agency
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Fort Belknap Indian Community
(Tribal Govt.)
Fort Belknap Indian Community
(Elected to administer the affairs of the community and
to represent the Assiniboine and the Gros Ventre
Tribes of the Fort Belknap Indian Reservation)

March 20, 2020



TO: FBIC Program Directors/Employees
Fort Belknap Indian Community Council

FR: Andrew Werk, Jr. *AWJ*
President

RE: **SOCIAL DISTANCING/USE OF TECHNOLOGY**

Please be advised that due to COVID-19 spread within Montana, employees who are working in offices are reminded to practice social distancing, including staying six (6) feet away from other individuals as much as possible. The FBIC is strongly encouraging the use of technology to ensure these measures are followed. Please exercise the following:

- Offices that typically meet requests to the public (or other employees) are asked to fulfill requests over the phone or by e-mail as much as possible and to discourage in person visits.
- Any in-person visits that must take place, should be done with caution and while practicing social distancing.
- The use of phone calls/e-mails are to be used for the intake of community requests/communication. Phone calls, e-mails, and zoom conference calls are encouraged for business calls and interoffice meetings. IT can be contacted for more information on zoom conference calls for interoffice meetings.

SPECIFIC TO THE TRIBAL OFFICE:

- Employees working in the tribal office must use the back door on the North West corner.
- The public is not authorized to enter the building but will be met at the door by the PBX operator who will fulfill any requests.
- Employees must stay within their department as much as possible. Employees are strongly discouraged from in-person visits to other departments. Employees who must conduct interoffice business should not go into another department unless absolutely necessary.

Our goal is to provide as much safety and security to our employees and the public as possible and to prevent spread of COVID-19. Thank you in advance for your cooperation in this matter, and thank you to those individuals who are working through this week and who have kept offices running despite the world situations taking place. Your dedication and hard work is sincerely appreciated.