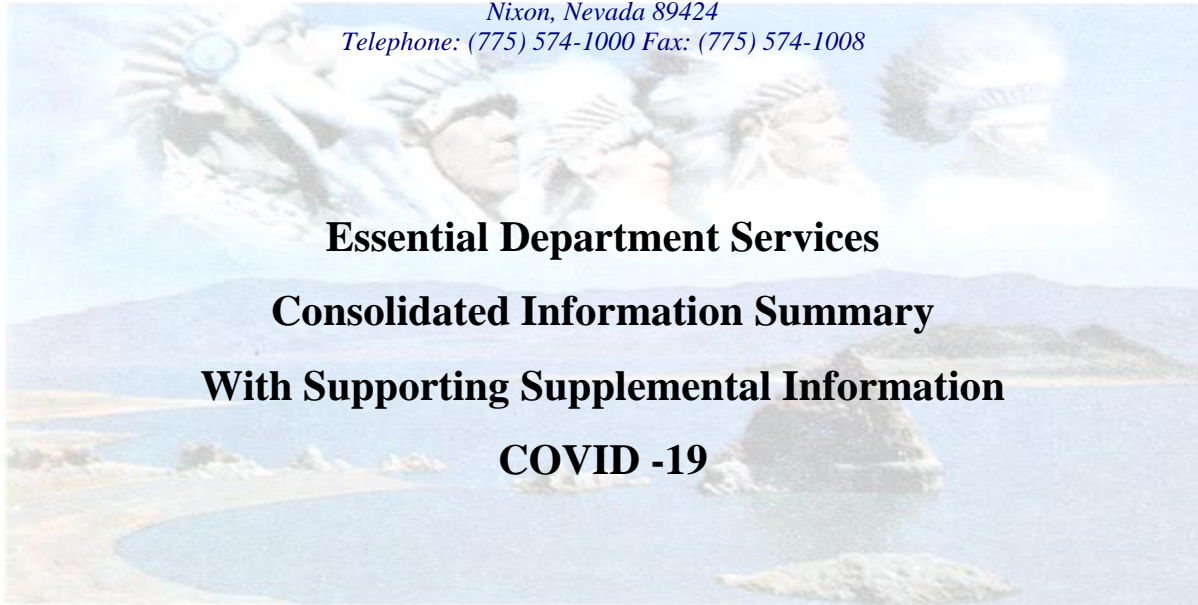


Pyramid Lake Paiute Tribe

P. O. Box 256

Nixon, Nevada 89424

Telephone: (775) 574-1000 Fax: (775) 574-1008



Essential Department Services Consolidated Information Summary With Supporting Supplemental Information COVID -19

The following Departments have been identified by Tribal Council as the Essential Departments during the Coronavirus (COVID-19) pandemic. These Departments will be operational and providing services to the Tribal and community members of the Pyramid Lake Paiute Tribe. However, it is understood that the employees of these Departments are not immune to the threat of the COVID-19 and with this in mind, the Department Directors have developed plans that both protect the employees and provide the essential services.

Pyramid Lake Fire and EMS.

- The identified point of contact for Emergency Services -COVID-19
- The fire department will continue to provide fire suppression, advanced life support medical services, search and rescue operations, boat rescue and all emergency Management functions for the tribe.
- We will be activating a limited EOC emergency operations center at the Nixon station. We will keep up with necessary emergency Management reports and be ready to assist the tribe in any other incidents that may arise.
- As always, we will be in contact with the county EOC, state EOC and FEMA as well as the tribal administration to keep up on the ever-changing aspects of this crisis.
- We will be consulting the Washoe County Regional Emergency Operations Plan, all Hazard Mitigation Plan, IMAC, and the state Mutual Aid Agreement and all of our local Mutual Aid agreements.

Pyramid Lake Police Department (including Rangers).

- Will maintain full operational capability.

Pyramid Lake Tribal Health Clinic

- In precautionary CDC recommendations and Indian Health Service (IHS), the PLTHC will be cancelling all scheduled medical appointments beginning March 19th, 2020. The clinic will remain open for sick and injured WALK-IN only as follows; Monday – Friday 8:00 a.m. – 11:00 a.m. to 1:00 a.m. – 3:30 p.m.
- To ensure the safety of the Pyramid Lake Community and PLPT employees, the PLTHC will be doing a Drive-Thru screening area for all patients. This will also be in conjunction to the Pharmacy Drive-Thru. PLTHC staff will instruct patients where to be seen by a Medical Provider through this process.
- Optometry and Dental Departments are currently closed. Optometry will be closed for 2 weeks and re-evaluated following CDC recommendations. The optometry will be taking emergency services at Family Eye Care in Sparks, NV per a referral from the PLTHC.
- Dental will only be seeing emergency patients.
- Behavioral Health Department will continue to see scheduled patients presently.
- PLTHC is working with the CDC recommendations and following suit to IHS. Those conditions change constantly and the PLTHC will be letting the public know as the clinic processes those guidelines.
- PLTHC will not be outsourcing its resources to provide supplies to the public. Since the PLTHC is working in a State of Emergency, every resource is mandated for the PL Health Facility to better serve all patients.

Pyramid Lake Victims Services Department

- The VSP Office will be open Monday – Friday 8:00 a.m. – 4:30 p.m. Staffing will be limited as the majority of the staff will be working from their home.
- VSP will continue to provide emergency shelter, food, hygiene items, legal, and clothing for victims of crime. Transportation will be limited.
- There will be no groups held in the building, this includes VSP sponsored groups, Bible Study, and AA Groups effective March 20th, 2020.
- The Law Enforcement and EMS will be provided with the on-call numbers of VSP staff.

Pyramid Lake Tribal Enterprises

- The store hours will remain the same.
- Prioritizing to provide specifically to the Tribal members and community members.
- Increased cleaning procedures are being implemented to continuously provide a clean and safe environment for our customers. The safety and well-being of our employees and customers is the highest priority. Will continue to work diligently in order to provide essential services to the community.

Pyramid Lake Senior Center & Delivery drivers for Pyramid Lake Senior Center

- The Numaga Senior Center kitchen will be open Monday thru Friday to prepare meals for our Elders 60 years of age and older. We do not provide a Congregate Meal- Everyone is now considered Homebound. We started this week with 55 Homebound Elders, and as of today our count is up to 72 Elders. We are minimizing contact when we deliver, so have asked elder to meet us at the door. Gals are using gloves, and have masks.
- Numaga orders for the month, so should be good food wise for two more weeks. Numaga orders from Sysco Foods and if ordered by Wednesday at 12 noon, they deliver the following day. Will continue to deliver meals to our Homebound elders, as long as possible. Categorizing our elders from our three delivery routes, so we can target those elders who are most in need:
 - High Risk- lives alone, no car, minimal family support, rarely leave home/needs assistance
 - Moderate Risk- has family support, has transportation, mobile with support
 - Low Risk- has car/transportation, needs minimal support to go shopping, can care for self
- Have ordered Toilet Paper and disinfectant wipes for 100 elders. Have also ordered instant oatmeal, juice, fruit cups, dry beans, rice, macaroni and bread to be delivered end of next week. It will be delivered along with the homebound meal.
- Be Safe, Carla Eben Numaga Senior Services Director (775) 685-9648 Cell

Pyramid Lake Finance and Pyramid Lake Grants and Contracts

- Process all Accounts Payable for the Tribe – as essential departments still working – Tribe will still have bills to pay.
- Process all Accounts Receivable – depositing checks & cash payments received from customers/departments/outside agencies.
- Process Payroll, Stipends, submit payroll taxes – weekly. Quarterly Payroll taxes due in April 2020.
- General Ledger Accountant, Grants Accounting Specialist, Comptroller – reconciling bank statements, reconciling GL, reconciling FY2019. Still working on preparing for the 2019 Audit. Processing drawdowns invoicing for March 2020 expenditures, submitting monthly reports to funding agencies.

Pyramid Lake Paiute Tribe Public Utilities District

- Will temporarily suspended water shut-offs due to an inability to pay and will waive, late fees and provide payment plans as needed for those impacted economically by COVID-19.
- The Main Thing to Know: Your Drinking Water is Safe
- According to health officials, COVID-19 is primarily transmitted person-to-person and there is no indication that transmission can occur via drinking water supplies. PLPT Public Utilities District utilizes full-scale chlorine disinfection in its water treatment facilities. This process is one of the most effective water treatment processes in removing contaminants from water. The Washoe County

March 20, 2020

Regional Emergency Response plan is in place. PLPT PUD does not anticipate any foreseeable scenario that would interrupt water availability to our community. We have a MOA with Truckee Meadows Water Authority and they have committed to providing distribution personnel to assist with any unforeseen needs. We have a commitment from EPA regarding any resources we may need. Indian Health Service is available to help any operators unfamiliar with our system.

- PLPT PUD has also temporarily suspended water shut-offs due to an inability to pay. We encourage any of our customers that may be experiencing a hardship to contact us at (775) 574-0101.

Pyramid Lake Human Resources Department

- HR Staff – The HR Director and HR Generalist will be on hand to perform day to day duties and be available for contact 24/7 should issues arise with Worker’s Comp injuries, Benefit Management, Resources, and to monitor the status of current essential and non-essential employees to ensure we monitor their status during the pandemic.
- Functions – HR will continue to process reference, insurance verifications, worker’s compensation reports, AP, communication with external employee’s and normal day-to-day processes (filing, data entry, MIP updating, policy & classification revision, etc.). HR is available for disciplinary questions, leave questions and anything associated with policy implementation.
- HR will not continue with person to person contact, recruitment (Interviews), new hires (orientation/enrollment), drug tests, backgrounds.
- Hours will be modified to Monday – Friday 9:00 a.m. – 3:30 a.m. to limit travel time and expand social isolation.
- HR will be available 24/7 email address lhawley@plpt.nsn.us cell (775) 217-0011. Felice Guevara hrgeneralist@plpt.nsn.us cell (775) 217-0037

Pyramid Lake Information Technology

- Since the IT department and our network support company is already setup for remote monitoring of problems and troubleshooting of almost all equipment on the network, all issues will be handled as usual. Laptops can be dropped off with arrangements for problem resolutions.
- During this period IT will have the following for contact information. Best to use email then phones for contacting us. Access to office and computers will be arranged with the employee needing assistance. swadsworth@plpt.nsn.us (775) 574 – 1000 ext. 1113 cell (775) 741 – 1010 and ggardner@plpt.nsn.us (775) 574 – 1000 ext. 1117 cell (775) 741 – 6177.
- Internet, email, and ShoreTel phone services will be operational as usual. Issue resolution may be slightly delayed when our support vendors are involved, but in general will continue to be resolved in a timely manner. Finance, PD, EWS (timesheets) and Backup systems will be fully supported as usual. Support contracts and vendor billing will continue to be processed. Scheduled Maintenance and upgrades will continue as planned. Daycare and Tribal Office Camera Systems. All employees using PLPT computers will be supported. We

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will not be processing computer/equipment orders since deliveries will be a problem. It should be noted that if you are offsite and want access to your PLPT email with a personal computer, use your web browser and go to <https://outlook.plpt.nsn.us> (NOT search, use address bar at top). Login with your username (username@plpt.nsn.us – normally first initial last name) and password (same as your computer login).

Pyramid Lake Fisheries

- Can provide fresh fish to Elders or those in emergency need from 2:00 to 4:00pm from April spawning events on the following Thursdays: April 2, 9, 16, 23, and 30. Frozen fish can be picked up after April 2 during business hours depending upon availability. Availability is dependent on the size of the fish run, and number of fish available. Contact Pyramid Lake Fisheries (775) 476-0555 for more information or availability. Encourage the younger people to hunt & fish to provide for their Elders or those in need.

Pyramid Lake Social Services Department

- The social workers and case worker have a list of all clients that they will be calling to check in on and to see if there is anything that Social Services can help with regularly. Have telemedicine for Therapist, child psychiatry, and medical set up for all of our clients. Staff will be available for CPS and EPS calls. There is an onsite food pantry available by appointment only. Social Services' agency has also made an elder, high risk home bound, list so they can call and check in with in the community.
- At this point, the top priority is to help with food and resources for our families in need. Washoe County Food Bank, Communities In Schools (CIS) and Pyramid Lake Jr Sr High School to provide breakfast and lunches for children 18 and younger, as well as providing families in need with Food Supply from our Natchez Food Pantry. These supports will either be transported to available accessible locations (bus stops) or right to household door steps.
- To provide supports and resources to students and families we ask that each household complete a survey available via a link in the email communication or on the Natchez Facebook page.
- <https://www.surveymonkey.com/r/5DMJ6YL>
- This survey will allow us to identify household/families that have any potential needs as well as the availability of Digital Distance Learning to occur within the household. Please complete the survey no later than Thursday, March 19th so that we can support all our students and families.
- If you have any questions please contact Buddiette at bsalway@washoeschools.net and/or myself at dakirk@washoeschools.net

Pyramid Lake Facilities Maintenance

- The facilities maintenance will be available to address all of the Tribal buildings including; additional cleaning services, maintaining the building structures, and tending to all temporarily vacated buildings.

- Tending to the needs and elder requests as well.

Pyramid Lake Judicial Services (Courts)

- Due to the Pyramid Lake Tribal Court being a compact building, at this time the Courts are asking the public to limit public contact. The Court has limited space and are taking proper precautions to prevent the spread of COVID-19 and any other potential illness at this time. The Court staff will be onsite working diligently on filings etc. During this time the Court would like to ask the public to submit any filings through mail with a money order or check or via email to tribalcourt@plpt.nsn.us or kshaw@plpt.nsn.us and pay the appropriate filing fee with the finance department at (775) 574 – 1000.
- All court clients are asked to contact the Court at (775) 574 – 1094 ext. 10 or (775) 225 – 1151 and update all contact information to scheduled telephonic court hearings, arrangement of proper check in times or if an appointment is needed. **The Court has decided to cancel all jury trials for the next thirty (30) days, and will notify all parties with a new scheduled time.**
- If you do not have a contact number or access to be telephonic you will be allowed to appear personally, however hearings will be closed and parties will be called from outside of the courthouse. This will only be essential if you are healthy and not sick with a cough, runny nose, fever, shortness of breath etc. or showing symptoms of COVID-19. If you do have the state symptoms and appear to be ill you will be asked to leave.

Pyramid Lake Tax Department

- The Tax Department office hours are Monday, Wednesday, and Friday 8 – 4:30 p.m.
- Please call the Tax Department before you come to the office so that your request can be completed prior to picking it up.
- If you are asking for your tax return to be filed or you have to sign your return, again please call the Tax Department to schedule an appointment. Effective March 23rd, 2020 until further notice.

Pyramid Lake Housing Authority

- In order to ensure the safety of our tenants, homebuyers, and staff, the Housing Authority is implementing precautionary changes in order to limit and prevent the exposure to the COVID-19 virus. We want to assure everyone that we are committed to continuing to provide service to our tenants and community during this challenging time.
- Please be advised of the following changes that will take effect immediately:
- *Appointments* – The Housing office will remain open with limited staff. Please call and schedule an appointment if you need to meet with our staff. We want to keep public contact limited in order to prevent the spread of the virus or any other illnesses. *House & Rent Payments* - Rent and house payments for the month of April 2020 will be waived in order to alleviate any hardship that tenants and homeowners may incur. We are requesting that March payments be submitted by mail ONLY. Payments will be processed and a receipt will be

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mailed to the tenant or homebuyer. *Delinquent Notices & Court Ordered Evictions* - The Housing Authority has suspended issuing delinquency notices and court ordered evictions until April 30th. We will work with those individuals whose employment or income may be affected by the statewide shut down.

Interim Recertifications - Tenants in the Low Rental Program may but are not required to submit a Recertification to reflect any changes in their income during the crisis. *Maintenance Requests* - The Housing Authority will respond to maintenance requests for Low Rental tenants on an emergency basis only.

Tenants with a true emergency request can call 775-224-6958. *Waiting List Update* - The deadline to submit paperwork for the annual waiting list update has been extended to April 30th. Individuals should submit their update paperwork by mail or make an appointment with Resident Services if they need assistance.

- These changes will remain in effect until April 30th or unless otherwise directed. We appreciate the cooperation of our tenants and community members as we all walk through this difficult time together.
- As always, please contact our office at 775-574-1026 if you have any questions.

** Friendly reminder People at higher risk of severe illness should stay home and away from large groups of people as much as possible, including public places with lots of people and large gatherings where there will be close contact with others. People at higher risk include:

- People 60 and older
- People with underlying health conditions including heart disease, lung disease, or diabetes
- People who have weakened immune systems
- People who are pregnant

Employees - As this is an evolving situation, it is strongly urged to the public to practice good hygiene, stay home when feeling unwell, and call your health practitioner if you are experiencing COVID-19 symptoms (fever, fatigue, cough, and aches).

For additional and up-to-date information call the Hotline at [\(775\) 574-2424](tel:7755742424)