



POARCH BAND of CREEK INDIANS

March 17, 2020

To our Poarch Creek family,

We recognize that lives are priceless and, as Tribal Chair, I can assure you that here at Poarch, the safety of each of you is our foremost concern. We believe that it is important to lead by example. For that reason, all of our Tribal entities including Tribal Government, Wind Creek Hospitality, Creek Indian Enterprises Development Authority, as well as all of our subsidiary businesses, are taking the necessary precautions and following CDC guidelines to ensure we are doing our part to eliminate the spread of COVID-19. This means that some of our businesses are closed to the public, many team members are working remotely, and while we remain operational, we are doing so with essential services and limited team members.

Thankfully, our Tribe is financially stable and we are able to exercise great care in ensuring that our community stays safe. **Now is not the time to panic.** Rather, we should continue to use common sense, take reasonable precautions, and implement a plan for yourself and your family to ensure you are minimizing your risk of exposure to COVID-19.

We are collaborating with outside agencies, all of our Tribal entities, as well as internally to stay abreast of this ever-changing situation. We are all working tirelessly on your behalf and continually bear in mind the best interests of the Tribe. Our team of experts are engaging in remote meetings on a daily basis to assess the development of COVID-19 and any potential impacts to the Tribe. **Please know that operational adjustments may be necessary and will be implemented as things develop.** You can stay aware of updates by visiting our website, poarchcreekindians.org and clicking on the COVID-19 quick link at the bottom of the page.

I urge each of you to make sure you take personal responsibility to protect yourself and your loved ones by doing some simple things:

1. Wash your hands with soap and water or hand sanitizer.
2. Don't touch your face.
3. Limit personal contact with each other. I know this is hard because we are community that loves to hug. However, we urge you to practice social distancing by avoiding groups of 10 or more people, staying a distance of at least 6 feet from another person, and only leaving your home for essential reasons.

There is a lot of great information on the CDC website, www.CDC.gov, and I encourage you to take a minute to visit it and share what you learn with your family, friends, co-workers, and neighbors.

5811 Jack Springs Road
Atmore, Alabama, 36502

TRIBAL OFFICES 251.368.9136
ADMINISTRATIVE FAX 251.368.4502
www.pci-nsn.gov

We also have two hotlines available 8AM through 5PM to assist you during this time for health and Tribal Member emergency assistance.

1. The health information line may be used for guidance on COVID-19 and that number is: 251.446.4890.
2. The Family Services line may be used for Tribal Member emergency assistance and that number is: 251.446.4930.

I hope each of you will take time during this trying period to count your blessings and pray for those in our country and in other parts of the world who have been affected. Together, we will get through this difficult time and emerge stronger than ever.

May God bless you and keep you safe. Attached is an operational update for Tribal Government.

Mvto,

A handwritten signature in black ink that reads "Stephanie A Bryan". The signature is written in a cursive, flowing style.

Stephanie A. Bryan
Tribal Chair and CEO



Operational Update

The safety and well-being of our elders, patrons, and employees is our top priority. We have been closely monitoring the development of COVID-19 (the coronavirus), and have developed an operational plan that ensures the proper precautionary measures are being taken on behalf of Tribal Government operations.

Government offices will be operating in a limited capacity with only essential services available through March 30, 2020 and will reassess the situation at that time.

Here are the anticipated impacts to services provided by Tribal Government:

- All programs falling under the Community Services Division (**Boys and Girls Club, Cultural, Education, and Recreation**) will be suspended. This includes all games, practices, events, classes, and sporting activities.
- **Homemaker services** will be provided on a limited basis only.
- **Magnolia Branch Wildlife Reserve** will be closed.
- **Pharmacy** will remain open but will operate via the drive through only.
- **Employee Health Clinic** will be closed.
- **Health Clinic** will remain open for limited services.
- **Dental and Optometry (Eye Clinic)** will be closed, but will remain on call for emergency situations.
- **Outbound lunches** will deliver a box of food sufficient for the remainder of the week.
- **SAIL Center** will provide boxed food sufficient for the remainder of the week.
- **Assisted Living Facility** is closed to all visitors and additional safety precautions have been implemented to ensure the health and well-being of our residents.
- Most employees will be working remotely or on administrative leave. However, limited staff will be on-site to ensure that essential services remain operational.

ALL employees who report to work **MUST** receive a pre-screen check each morning before reporting to their respective offices to ensure their health. Pre-screenings will occur at the Health Clinic main entrance in the drive-thru/valet area.

We want to ensure that we are doing our part to help contain the spread of COVID-19, and believe that the operational plan that we've put into place accomplishes that goal. We ask that you remain patient during this time and take the necessary precautions to keep yourself and your family healthy.

