

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Administration Services-Human Resource Management

Policy Number: HHS-ADM-HRM 3101

Policy Title: Closures

Attachments:

Revision History: 11/2014; 1/2016

Revised by/Date: Holly Hunter 9/2021

Approved by:

Date:

Carmen Kalk, Executive Director of Human Services *Chalk*

10/14/2021

Approved by:

Date:

Nicole Anderson, Commissioner of HHS *na*

10-20-21

POLICY STATEMENT: Mille Lacs Band Health and Human Services (HHS) will ensure appropriate availability of access to health and human services departments during government closures for weather emergencies and other governmental decisions.

PURPOSE: To outline a process of availability of HHS departments during governmental closures.

PROCEDURE: Generally, when governmental closures are announced, it is specified if all government divisions, such as HHS, are to be included in the closure. If the announcement is unclear, the Commission of HHS will be consulted for guidance.

In the event of a government closure, HHS programs and departments will implement procedures to make best efforts to bridge any gaps in care that may arise from the closure. This includes but is not limited to, making calls to reschedule appointments and making arrangements for medication coverage during the closure.

Some HHS programs operate 24/7 and will not close for a government closure. Employees scheduled to work in these facilities during an announced closure will still be expected to report for their scheduled shift. Exceptions to this may include weather emergencies, in which case, program and department directors of 24/7 programs may implement inclement weather schedules that are appropriate for the facility and the care provided there.

Internal and/or External References	
Compliance - Posting Date	<i>10/20/2021</i>
Replaces - Policy Number	
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