THE MUSCOGEE NATION

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MEMORANDUM

Date: August 19, 2024

To: Cabinet Members, Managers and Employees

From: Emma De La Cruz, MHR, LPC, Program Director

Through: Dr. Kaila Harjo, Secretary Education & Training

Subject: Temporary Office Closure Due to COVID-19

Due to the increasing numbers of COVID-19 cases in our area, the Muscogee (Creek) Nation Vocational Rehabilitation Office will be closed until Wednesday morning. This measure is taken to ensure the health and safety of our staff, clients, and community, especially since we work with a vulnerable population.

During this closure, all staff not on leave are expected to work remotely and remain available to clients via phone and email. Please ensure that all client appointments are rescheduled or conducted virtually where possible.

We appreciate your understanding and cooperation during this time. Further updates will be provided as necessary.

MVTO!

Cc:

David Hill, Principal Chief
Del Beaver, Second Chief
Jeff Fife, Chief of Staff
Shane Holuby, Tribal Administrator
Patricia Kilian, Controller
Kaila Harjo, Secretary of Education & Training
Chad Greer, Deputy Secretary of Education & Training