


BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. Box 39 • Odanah, Wisconsin 54861

Memo

TO: Bad River Employees
FROM: Mike Wiggins Jr., Executive Director 
CC: Dr. Adrienne Laverdure, Medical Director
Michelle Doster, Bad River Public Health Manager
DATE: January 24, 2022
SUBJECT: Updated ESP Guidance

1. ESP leave will only be allowed for:
 - a. Employees who are under orders to isolate due to having contracted COVID-19 via a confirmative test or under orders to quarantine due to having a confirmed close contact with someone who has COVID-19.
 - b. Individuals MUST show proof of being fully vaccinated to be eligible to receive ESP leave.
2. Remote work will be allowed for:
 - a. Employees who are isolated or quarantined because of public health safety orders.
 - i. Isolation is when you test positive for COVID-19.
 - ii. Quarantine is when you are identified as having close contact with someone like a co-worker or member of your family who has tested positive with COVID-19.
3. Employees will be allowed:
 - a. To work remotely while quarantined if it is feasibility possible to do so given the employee's tasks/duties or if other work can be signed to them while working remotely as determined by their immediate Supervisor/Department Head.
 - i. Employees working remotely will provide an activity log to their Department Head and/or Supervisor at the end of each work week, (*end of business on Friday*).
 - ii. Activity logs must be provided to Human Resources if requested.
4. Department Heads will be allowed to:
 - a. Approve ESP leave submitted via TMS.
 - b. Verify employees are isolated and/or quarantined by requesting verification from employees.
 - i. Acceptable verification must include:
 1. A medical note from a healthcare provider or Public Health with the employee's anticipated return date to work.
 2. The medical note must state the employee has been identified as an individual requiring isolation/quarantine due to association with laboratory-confirmed COVID-19.

Important Contact Information

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Bad River Health & Wellness Center
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Ashland County Public Health
Ashland County Health & Human Services
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Questions regarding this memo, please contact your Department Head. Miigwech for doing your part to help keep our communities safe. We are all in this together.