



# CHIPPEWAS OF THE THAMES FIRST NATION



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## ADMINISTRATION OFFICE

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November 27, 2020

At the Community Control Group (CCG) we have been watching the numbers rise in the second wave of the COVID-19 pandemic. While COTTFN, Munsee-Delaware Nation, and Oneida Nation of the Thames have been very fortunate with no confirmed cases, the cases have been rising in the local public health units.

The CCG proposed to the directors that we reduce work hours starting in December and extend the holiday closure by an extra week. Chief French and the staff on the call agreed that modified work hours starting in December could limit the exposure of staff to the virus, and extending the holiday break an extra week will allow for additional time to self-isolate and monitor any symptoms before coming back to work.

### COTT Administration Holiday Schedule:

November 30<sup>th</sup> - December 18<sup>th</sup>. 9:00 a.m. to 3:00 p.m.  
December 21<sup>st</sup> - January 8<sup>th</sup>. Holiday break  
January 11<sup>th</sup> - January 15<sup>th</sup>. Work from home  
January 18<sup>th</sup> - Back to work 9:00 a.m. to 3 p.m.

All administration offices will be closed during the holiday break. Emergency numbers may be provided but will not be given for all departments, please contact the department directly prior to the holiday break to confirm an emergency contact is available. We appreciate your understanding as we continue to navigate these unprecedented times.

We hope you have a safe and healthy holiday season.

Miigwech,  
Mike Deleary  
Executive Director