



REOPEN GUIDANCE

The Quapaw Nation is scheduling to reopen services, departments, and resume normal operations, as much as possible on June 1st, 2020. We will have safety protocols in place to protect our staff and Tribal Members.

With the following safety procedures for each building and department, we are trying to do everything possible to keep everyone safe and to reduce the spread of COVID-19. We will continue to evaluate the situation and adjust operations accordingly.

The following is a breakdown of all the department changes that will go into effect on June 1st, 2020.

- **Housing** will be open to the public. The director will continue to pick up payments personally. All will need to wear face masks to speak with personnel. The Housing Department may be reached by calling 918-542-1430 if you should need assistance.
- **Robert Whitebird Sr. Cultural Center** will be open for normal business. Upon entering the building, please wear a mask and your temperature will be taken.
- **John L Berrey Fitness Center** will be open for limited hours and will have COVID-19 safety protocols in place. Hours of operation will be Monday – Friday from 8:00 am to 5:00 pm, and Saturday from 8:00 a.m. to 2:00 p.m.
- **Realty and Environmental Building** will be open to the public as needed. Upon entering the building, please wear a mask and your temperature will be taken. Access will be limited to the conference room, as much as possible.
 - **Realty** related issues please call the Realty office at 918-238-3098.
 - **Environmental** related issues please call the Environmental office directly at 918-238-3097.
- **Ki-Ho-Ta Center** will be open with the following protocols in place: Documents and a drop-off box will still be available. Clients are encouraged to utilize those as much as possible. If individuals need to speak with someone, they may enter the lobby. Upon entering the lobby, please wear a mask and your temperature will be taken. Individuals are to remain in the lobby and the security guard will contact that specific person or department.
 - **Court** offices will have limited access. If individuals have questions or need information, you may call the court clerk directly at 918-238-3173.
 - **Family Services** will be working with a full staff. There still will be a drop-off box with forms and additional instructions. If you need to speak to an individual, then you can communicate with the security guard and he will assist you. You may contact Family Services directly at 918-238-3152.
- **Social Services Building** will be closed to public access. All personnel will still be processing applications. We encourage Tribal Members to continue using the drop-off

box at the Administration Building. There are also extra applications and an instruction sheet by the drop-off box. Everything including EFA will continue to be done by e-mail, mail or phone. All personnel will be available for one-on-one assistance through the Administration lobby.

- **Tag Department** will reopen but encourages all Tribal Members to continue to use mail or email if possible. ***If you come to the tribal office, please continue to place everything in the drop-off box. Please call the office and speak to the tag agent with any questions you may have.*** Office number is 918-542-1853 or email at mmorris@quapawnation.com. If you have an urgent matter that you need to speak with the tag agent directly, then you may enter the lobby. Upon entering the lobby, please wear a mask and your temperature will be taken. Please wait in the lobby for the tag agent to come and assist you.
- **Title VI** will continue to provide meals, on a drive-thru and pick up basis, until further notice. This protocol is out of caution and concern for our elderly.
- **OLC** will be open under normal operations but will have COVID-19 safety protocols in place. You may contact OLC directly at 918-238-3153.

The lobby will be open, if you need to purchase Tribal items or to speak with someone one-on-one from either **Administration, Education, Enrollment, Social Services, or the HR Department**. Upon entering the lobby, please wear a mask and your temperature will be taken. Please remain in the lobby until someone comes to assist you.