
From: Sawyer, Susan </O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=21FCA5C6606F46A2AB94115BE9AB202D-SUSAN_SAWYE>
To: Snow, Meghan K
Sent: 5/12/2020 7:22:17 PM
Subject: tribal outreach sample emails, ltr
Attachments: 1-Fisher-TRIBAL-FRLtrDraft-Rev042820.docx

Hi there - The response (2nd para) is based on what you sent me. I tweaked it a little, ran it past Mac and Trevor Super, who were fine with both of these blurbs.

I also attached the Tribal letter to send with the NR; Mac and Trevor approved it as well.

"Greetings to our respected Tribal Leaders: *(could also adapt for Stakeholders/Media/Congressional outreach too)*.

Please accept this email as notification of the US Fish and Wildlife Service final determination for the Pacific fisher. Attached is the letter of notice and the news release with links to the Federal Register rule. Due to the Service's COVID-19 telework protocol, at this time we are unable to provide hard copy letters for this notification. Should you request additional information or follow-up on this notice, please refer to the contact information in the letter, or you may reply to this email or call my cell phone.

Thank you very much for your understanding during this challenging time.

Best regards,

me

For media inquiries, this is a suggested initial reply (based on Meghans language):

Hello X,

Thank you for reaching out regarding the fisher final determination rule. Due to the COVID-19 guidelines, our staff are working remotely so Email is the quickest way for me to respond to your inquiry. Please email your questions directly to me and I will forward to the appropriate subject matter expert for their review and response. Please indicate if you are working on deadline and what that is so I can be sure to provide you the quickest reply possible. Please also understand that it may take up to 24 hrs for our reply. Thank you for understanding during this challenging time.

All the best,

Susan Sawyer, Public Affairs Officer

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In an effort to slow the spread of the coronavirus (COVID-19), the Yreka and Klamath Falls FWOs and the Klamath Basin refuge complex offices are implementing a telework protocol through the end of April. I am only able to respond to requests for information via email or by cell phone at this time. I appreciate your understanding. Stay aware, stay healthy!