

MINNESOTA CHIPPEWA TRIBE



COVID-19 WORKPLACE OPERATION PLAN

SEPTEMBER 28, 2020

**MINNESOTA CHIPPEWA TRIBE
COVID-19
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TABLE OF CONTENTS

CHAPTER 1	INTRODUCTION	1
Section 1.	COVID-19 Pandemic.....	1
Section 2.	Purpose.....	1
Section 3.	Key Principles.....	1
Section 4.	Use of language from other laws	2
Section 5.	Nonwaiver of Immunity.....	2
CHAPTER 2	WORKPLACE RULES.....	2
Section 1.	MCT Offices Closed.....	2
Section 2.	General Workplace Rules	2
Section 3.	Safety Plan Compliance.....	3
Section 4.	Personal Protective Equipment	3
Section 5.	Handwashing.....	3
Section 6.	Social Distancing	4
Section 7.	Cleaning, Disinfecting, and Decontamination	4
Section 8.	Training and Acknowledgment of Workplace Compliance	5
Section 9.	Transportation Plan/Mitigation.....	5
Section 10.	Worksite Assessment and Preparation.....	5
CHAPTER 3	Screening Procedures.....	6
Section 1.	Screening Procedures.....	6
Section 2.	Returning to Work	7
APPENDIX	TABLE OF CONTENTS.....	8

CHAPTER I.

INTRODUCTION

Section 1. *COVID-19 Pandemic*

On March 11, 2020, the World Health Organization declared the spread of COVID-19, a viral respiratory disease, a global pandemic. On March 13, 2020, the President of the United States declared a national emergency related to the spread of COVID-19. On March 16, 2020, Minnesota Governor Tim Walz ordered nearly all commercial establishments to close. The Minnesota Chippewa Tribe (“MCT”) has taken a similar course of action by closing the MCT office to outside visitors and adopting general procedures governing employee interaction. The recent infection of MCT employees has highlighted the need for more detailed policies related to COVID-19.

Section 2. *Purpose*

The MCT is committed to ensuring a safe and healthy workplace for our employees and tribal members. We have developed the following COVID Workplace Operation Plan (“COVID Plan”) in response to the COVID-19 pandemic. The Executive Director, Director of Administration, and Department Directors are responsible for implementing this plan to mitigate the potential transmission of COVID-19 in our workplace. They may also need to adopt additional policies to fit their Departmental or Programmatic needs. For this plan to be successful, full cooperation and compliance from management and employees will be necessary to maintain the safety and health of our employees, workplace, and tribal members.

Section 3. *Key Principles*

The continued involvement of the Executive Director, Director of Administration, Division Directors, and employees is essential in developing and implementing a successful COVID Plan. Our COVID Plan follows Tribal health recommendations from the Leech Lake Band of Ojibwe (“LLBO”) and guidelines from the Centers for Disease Control and Prevention (“CDC”) and the Minnesota Department of Health (“MDH”). The following principles are essential to the effectiveness of this plan:

- A.** COVID Plan compliance
- B.** PPE usage
- C.** Handwashing
- D.** Social distancing
- E.** Screening of employees and visitors
- F.** Cleaning, disinfecting, and decontamination

- G. Awareness and prompt identification of employees who may have symptoms or have been exposed to COVID-19
- H. Training and safety acknowledgement forms
- I. Closing down and sanitizing the work setting
- J. Transportation plan for mitigating COVID-19
- K. Worksite assessment and preparation to reduce the spread and exposure of COVID-19

Section 4. *Use of language from other laws*

The inclusion of language, definitions, procedures, or other statutory or administrative provisions from other tribal jurisdictions, the State of Minnesota, or other state or federal entities in this Ordinance shall not be deemed an adoption of that law by the MCT and shall not be deemed an action deferring to state or federal jurisdiction by the MCT where such state or federal jurisdiction does not otherwise exist.

Section 5. *Nonwaiver of Immunity*

Nothing in the COVID Plan shall be construed to constitute a waiver of the sovereign immunity of the MCT, or any of its officers, employees, or agents administering or enforcing this Plan. Nor shall this plan subject the MCT to liability for damages or other relief resulting from enforcement of this Plan reliance upon it, or conformance to it, except as provided for in this Ordinance or by a duly enacted resolution.

CHAPTER II.
Workplace Rules

Section 1. *MCT Offices Closed to Outside Visitors*

On March 18, 2020, the MCT announced that all tribal offices/buildings, including the tribal headquarters in Cass Lake, the Duluth office, and the Minneapolis urban office, would be closed to outside visitors. This restriction remains in effect until further notice. The Executive Director, Director of Administration, and Department Directors shall be responsible for ensuring that the office closure order is followed. Exceptions to the closure order may be authorized by the Executive Director in certain situations. In order for an exception to be considered, it must be submitted to the Executive Director in writing. The Executive Director will consider and submit a response to the request in writing as soon as practically possible.

Section 2. *General Workplace Rules*

The following policies and rules shall apply to employees while in the workplace:

- A. Stay at home if sick.

- B. Conduct screening pursuant to Chapter 3 of this Plan.
- C. Wash hands pursuant to Section 5 of this Chapter.
- D. Avoid touching eyes, nose, and mouth with unwashed hands.
- E. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissue in trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water is not available, use hand sanitizer containing at least 60% alcohol.
- F. Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, handrails, and doorknobs. This should be completed at least 2 times per day.
- G. Avoid using other Employees' phones, desks, offices, or other work equipment when possible. Clean and disinfect before and after use.
- H. Practice social distancing pursuant to Section 6 of this Chapter.
- I. Utilize Personal Protective Equipment pursuant to Section 4 of this Chapter. MASK POLICY

Section 3. *Safety Plan Compliance*

Each department, if necessary, will develop a comprehensive safety program for its program.

Section 4. *Personal Protective Equipment (“PPE”)*

Each Department will be responsible for assessing appropriate PPE for each employee by work based on Department Services. PPE shall be worn by all employees while present in common areas, open work areas, in specific offices if another individual is present and while entering and exiting the building. The Executive Director may grant exceptions to this PPE requirement for a medical condition and/or based upon good cause.

Section 5. *Handwashing*

Basic infection prevention measure shall be implemented at the workplace at all times. [See Appendix “(CDC) Hand Hygiene Recommendations”]. Employees shall wash their hands for at least twenty seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to mealtimes, and after going to the bathroom. All visitors will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled

Social Distancing

Social distancing shall be implemented in the workplace through the following administrative controls: Protective supplies such as masks, gloves, disinfectant, and/or face shields will be provided. Workers and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desk, cubicles, workstations, offices and/ or other personal work tools and equipment.

Section 6. *Cleaning, Disinfecting, and Decontamination*

- A.** Regular housekeeping practices shall be implemented, including routine cleaning, and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunchrooms, and meeting rooms. [See Appendix "(CDC) Guidance for Cleaning and Disinfecting"]. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, and copy machines. Each Division Director shall appoint a staff member to attend safety training and provide safety training to remaining staff. All staff will be responsible for sanitizing their own workstation.
- B.** Each Department Director create a cleaning schedule which will describe who will be conducting cleaning, and what products will be used to clean the workplace, provided that common areas, shared equipment, and personal equipment are sanitized at least twice per day. The Director of Administration shall create a cleaning protocol for areas that were used by an employee who has been diagnosed with COVID-19.
- C.** Maintenance staff will be responsible for daily restroom cleaning, trash and recycling, vacuuming, sweeping, and mopping for larger buildings. Smaller buildings will be responsible for the listed cleaning actions to reduce the exposure of COVID-19 to Facility Maintenance Crews.
- D.** Each Division and program shall have a red biohazard bin located on site. Biohazard bags will be provided to each program and division for proper disposal of masks, gloves, paper towels, Clorox wipes, Swiffer pads, and all other disposable cleaning pads. Facility Maintenance shall pick up and dispose of biohazard bags daily.

Section 7. *Acknowledgement of Workplace Compliance*

This COVID Plan shall be communicated to all employees and Directors and supervisors are to monitor how effective the program has been implemented. on a monthly basis. Management and workers are to work through this new process. This COVID Plan shall be certified by MCT Legislative Subcommittee and will posted throughout the workplace. It will be updated as necessary.

Section 8. *Transportation Plan for Mitigating COVID-19*

In the safety of individuals being transported on behalf of MCT or travelling on behalf of MCT, the following precautions will be mandatory:

- A. Anyone who is feeling ill or demonstrating symptoms of COVID-19 will not be transported or asked to travel on behalf of MCT.
- B. All riders who are not MCT employees but are being transported by MCT will be seated as per driver’s instruction to maintain social distancing.
- C. Directors are encouraged to provide additional safety measures related to transportation services (Plastic shield barrier, ventilation, etc.)

Section 9. *Worksite Assessment and Preparation to Reduce the Spread and Exposure of COVID-19*

Each Department is required to provide their own assessment and preparation plan which includes:

- A. Signage at the entrance of each building describing the screening process
- B. Department specific requirements
- C. Designated point of contact for reporting sickness or COVID-19 related information
- D. Evaluate current HVAC systems
- E. Evaluate worksite for the utilization of plastic barriers, gating, caution tape, cones, and barricades
- F. Evaluate building for staff and public entrance
- G. Daily housekeeping

CHAPTER III.

Screening Procedures

Section 1. *Screening Procedures*

A. General Principles. Department Directors are required to provide employees with guidance on self-monitoring for signs and symptoms of COVID-19. [See CDC – Symptoms of COVID-19]. The following policies and procedures are being implemented to assess employees’ health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms. [See Appendix – Safety Plan (Screening)]. MCT will implement employee screening measures to assess signs and symptoms of COVID-19 at each work site. Employees will communicate with their supervisor if they are sick or experiencing symptoms while at home. MCT will provide information and guidance if an employee becomes ill at work and directions to contact their healthcare provider for further medical evaluation. MCT will implement leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Refer to MCT Family Medical Leave and other policies to address these situations.

B. Employee Screening and Thermal Scans.

1. Upon arrival to work, each employee will be required to undergo thermal temperature scanning and a health screening as prepared by the Director of Administration prior to starting their shift. This screening shall take place in an area designated for such use and by an individual designated by the Executive Director.
2. If an employee meets any pre-determined conditions during the thermal temperature scanning or health screening, the employee will not be permitted to access the rest of the building and will be instructed to leave the premises. The employee shall not be permitted to return to work until cleared by a tribal medical provider to return to work.

C. Prompt Identification of Employees Who May Have Symptoms or Have Been Exposed to COVID-19.

1. If someone is feeling sick or displaying symptoms, they should stay home and contact their supervisor for further instruction. [See Appendix “(CDC) Symptoms of COVID” and “(CDC) What to Do If You Are Sick”]. Employees who appear to have symptoms (i.e. fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees and visitors and be sent home with instructions to contact their health care provider.
2. If an employee is feeling sick, they should reach out to their Director or Supervisor. If an individual is identified through thermal scans as having a temperate over 100 degrees Fahrenheit, they will be sent home immediately and not allowed to access

any part of the building or property. Temperatures reaching over 100 degrees Fahrenheit shall be documented on the Employee Temperature Monitoring Log. The Employee Temperature Monitoring Log will be given to the screeners' immediate supervisor or otherwise designated person at the end of their shift. The supervisor or designee will retain this log for 30 days and then properly discard the monitoring log according to HIPPA guidelines.

3. If an employee is confirmed to have COVID-19, MCT shall inform employees of their potential exposure to COVID-19 in the workplace, inform the Leech Lake Band of Ojibwe, and maintain confidentiality as required by the Health Insurance Portability and Accountability Act ("HIPAA"). MCT shall instruct employees about how to proceed based on the CDC public health recommendations for community-related exposure.

Section 2. *Returning to Work*

- A.** If an employee has a fever and/or a cough, but then gets better without COVID-19 testing or medical care, they shall be allowed to return to work under the following conditions:
 1. Three days has passed since their recovery, which means their fever is resolved without the use of fever-reducing medication and their respiratory symptoms have improved;
 2. At least seven days have passed since they first experience symptoms. [See Appendix "(CDC) Return to Work for Healthcare Personnel with Confirm or Suspected COVID-19"].
- B.** If an employee is medically confirmed to have COVID-19 and showing symptoms, they may return to work if:
 1. Their fever has been resolved without the use of fever-reducing medications;
 2. Their respiratory symptoms have improved (for example, cough or shortness of breath); and
 3. They have had two negative COVID-19 tests.
- C.** If an employee is medically confirmed to have COVID-19 but is not showing any symptoms, they may return to work:
 1. After at least seven days has passed since the date of their first positive COVID-19 test; and
 2. They have had no subsequent illness.

APPENDIX TABLE OF CONTENTS

CDC - Reopening Workplaces During the COVID-19 Pandemic.....1
CDC - Symptoms of Coronavirus.....2
CDC – What to Do if You are Sick4
CDC – Hand Hygiene8
Safety Plan (Screening).....10
CDC – Guidance for Cleaning and Disinfecting11
CDC – Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare.....13
CDC – Return to Work for Healthcare Personnel with Confirmed or Suspected COVID-1917