

FOND DU LAC BAND OF LAKE SUPERIOR CHIPPEWA

GLOBAL CORONAVIRUS PANDEMIC EMERGENCY

COVID-19 EMERGENCY TELEWORK AND WORKPLACE SAFETY POLICY

SECTION 1. INTRODUCTION

1.1. The Fond du Lac Band of Lake Superior Chippewa is responding to the developing situation with the COVID-19 pandemic. The Band's priority is to continue its critical governmental functions while protecting employees' and the community's health and safety in light of the dangers presented by the pandemic.

1.2. This policy is enacted due to the unexpected and extraordinary circumstances caused by the COVID-19 pandemic which has created a public health emergency.

SECTION 2. SOCIAL DISTANCING

2.1. Employees will practice social distancing in the workplace, maintaining a distance of six feet from others at all times. In-person meetings will be held only as necessary, and attendance will be limited to those who are necessary and in no event involving no more than 10 persons. Employees will use e-mail, telephone, videoconferencing and other electronic communication to the extent possible.

SECTION 3. ONSITE WORK LIMITED TO ESSENTIAL EMPLOYEES AND FLEXIBLE WORK ARRANGEMENTS

3.1. Only essential employees who are unable to perform their duties through telework will work onsite at the workplace. Division Director/Enterprise Managers will determine which employees are essential for working onsite and which are not essential. "Essential" for purposes of this policy means that the employee's duties are critical to the continuation of tribal government operations and services.

3.2. Schedules for employees working onsite may be staggered to support our goal of social distancing. An employee may be scheduled to work onsite and telework at different times depending on the Division/Enterprise's needs and arrangements made with other employees.

3.3. Employees are required to telework to the extent possible by telephone, e-mail, videoconference and other remote communication. Employees may be given alternate work assignments in order to meet essential needs consistent with this policy.

3.4. Telework arrangements must be approved by the Division Director/Enterprise Manager to ensure that employees are able to perform their job duties. Employees should not assume any specified length of time for telework, and the Division Director/Enterprise Manager may require employees to return to regular, in-office work at any time.

3.5. Non-essential employees may be subject to layoff or schedule reduction. Any position, regardless of designation, for which the Band no longer has a funding source may also be subject to layoff or schedule reduction at any time.

SECTION 4. WORKPLACE HYGIENE

4.1. Employees are required to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially and if hands are visibly dirty. Soap and water and/or alcohol-based hand rubs will be made available in the workplace.

4.2. Employees shall clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are normally used in these areas and follow the directions on the label.

4.3. Before and after use employees will wipe down with soap and water or disposable wipes commonly used surfaces such as doorknobs, keyboards, remote controls and desks.

4.4. Employees should not use other workers' phones, desks, offices, or other work tools and equipment, when possible. Employees should not share food or beverages.

SECTION 5. EMPLOYEES DEMONSTRATING SYMPTOMS OR HAVING EXPOSURE TO SOMEONE WITH COVID-19

5.1. Employees who have symptoms of acute respiratory illness are directed to stay home and not come to work until they are free of fever, signs of a fever, and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor immediately and stay home if they are sick. A doctor's note is not required.

5.2. Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or begin experiencing these symptoms during the day should be separated from other employees and be sent home immediately. Any areas where the employee was working or may have been should be cleaned and sanitized by appropriate staff. The risk of exposure to other staff shall be evaluated and appropriate measures taken.

5.3. Employees who do not have these symptoms but have signs of being sick should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available) and inform their supervisor that they are sick so that appropriate precautions can be taken, including being sent home if necessary. The supervisor should direct the employee to consult with a health care professional and follow the health care professional's recommendations about appropriate steps.

5.4. Employees who have been exposed to someone who has been diagnosed with COVID-19, who traveled to a CDC Level 3 area of concern, or who are instructed to refrain from attending work by a health care professional or public health official should not report to

work and should immediately notify their supervisor to discuss self-quarantine and telework options. These employees should also refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

SECTION 6. TERM AND AMENDMENT

6.1. This COVID-19 Emergency Telework and Workplace Safety Policy is effective immediately. It will remain in effect until it is amended, superseded, or revoked.

6.2 This policy is subject to revision as circumstances change.

Approved by motion of the Reservation Business Committee on April 1, 2020.