

**FOND DU LAC BAND OF LAKE SUPERIOR CHIPPEWA**

**GLOBAL CORONAVIRUS PANDEMIC EMERGENCY**

**REVISED COVID-19 EMERGENCY TELEWORK AND WORKPLACE SAFETY  
POLICY**

**SECTION 1. INTRODUCTION**

**1.1.** The Fond du Lac Band of Lake Superior Chippewa continues to respond to the ongoing 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 shall 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 shall not number 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 shall 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 shall 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. Remote computer access must be approved by the appropriate Executive Director.

**3.4.** Telework arrangements shall 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, furlough, or schedule reduction. Any position, regardless of designation, for which the Band no longer has a funding source may also be subject to layoff, furlough or schedule reduction at any time.

#### **SECTION 4. WORKPLACE HYGIENE**

**4.1.** Employees shall wash and clean their hands often with soap and water for at least 20 seconds, especially if their hands are visibly dirty. If soap and water are not available then employees shall use an alcohol-based hand sanitizer which contains at least 60% alcohol and rub hands together for at least 20 seconds. Soap and water and alcohol-based hand sanitizers 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 using cleaning and disinfecting agents approved by the EPA for use against SARS-CoV-2, the virus that causes COVID-19. A list of these agents is available at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>. Employees conducting cleaning are recommended to wear PPE and shall use the cleaning/disinfecting agent according to the product label directions.

**4.3.** Employees shall wipe down with soap and water or disposable wipes commonly used surfaces such as doorknobs, keyboards, remote controls and desks both before and after use.

**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 which are sick regardless of the symptoms, or 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 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees shall notify their supervisor of their illness immediately. A health care provider note is not required to return to work.

**5.2.** Employees which have had either a household member or close contact with a person that has been tested for COVID-19 should contact their supervisor and not report for work until test results are returned.

- a. If the household/close contact COVID-19 test is **NEGATIVE:**
  - 1. The employee can return to work if the employee has **NO** symptoms.
  - 2. If the employee has symptoms they must contact their health care provider for return to work guidance and comply with the provisions of para 5.3.
- b. If the household/close contact COVID-19 test is **POSITIVE:**

1. The employee will self-quarantine and not report for work for 14-days since last exposure to the positive household/close contact individual; and,
2. Contact their health care provider for return to work guidance and comply with all other provisions of this policy.

5.3. If an employee tests or is presumed positive by medical personnel for COVID-19, the employee shall notify their supervisor, remain at home, and not return to work until cleared by their health care provider. The employee must provide a return to work note from their health care provider before they will be readmitted to their work area.

5.4. All employees will be screened daily for COVID-19 when reporting for work consistent with the current guidance from the Fond du Lac Human Services Division (FDL HSD). Any employee which fails screening or reports a fever, new cough or new shortness of breath during the work day (not related to asthma, allergies, or underlying health conditions such as chronic obstructive pulmonary disease), or other symptoms of illness (any new headache, fatigue, nausea/vomiting/sore throat/diarrhea/congestion and runny nose, muscle or whole body aches) shall be immediately separated from other employees, directed to contact their health care provider for additional medical testing or evaluation, and sent home.\

5.5. Employees who do not have symptoms typical of COVID-19 but present other signs of being sick during the work day shall immediately inform their supervisor. The supervisor shall immediately send the employee home and direct the employee to consult with their health care provider for additional medical testing or evaluation.

5.6 Any work areas exposed to an employee suspected of COVID-19 infection or contact will be terminally cleaned and disinfected using cleaning and disinfecting agents approved by the EPA for use against SARS-CoV-2, the virus that causes COVID-19. (see para 4.2 for more information). The risk of environmental exposure of other employees to COVID-19 will be assessed and evaluated to ensure no other exposure occurs., if so – appropriate measure will be taken consistent with current guidance from FDL HSD.

## **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, revised, 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; amended by motion of the Reservation Business Committee on September 9, 2020.**