

COVID-19 PROTOCOLS FOR THE LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS EMPLOYEES TO PLAN AND RESPOND TO THE CORONAVIRUS DISEASE

Local conditions will influence what decisions are made by the Little Traverse Bay Bands of Odawa Indians and what measures will be taken to ensure that the health of the Tribal Citizens and employees are protected from the Covid-19 disease.

This protocol's objectives are to reduce Covid-19 transmission among staff, protect people who are at higher risk for adverse health complications, maintain governmental branch operations to the greatest extent possible, and minimize adverse effects on Tribal Citizens.

Some of the key considerations in making decisions are as follows:

- Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community;
- Impact of disease on employees that are vulnerable and may be at higher risk for Covid-19 adverse health complications;
- Increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness.

Each Individual Branch of LTBB Government will monitor and respond to absenteeism at the workplace by implementing the social distancing section of this protocol. Each Branch is encouraged to coordinate with the Tribal Safety Office and appropriate health officialsⁱ to gather timely and accurate information that can guide appropriate responses to the Covid-19 disease and its transmission.

Social Distancing:

- Each Branch may utilize the rotation of staff and allow for flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees. Employees will be set up with necessary equipment that will allow for telecommuting based on Branch needs.
- We encourage in-person meetings to be conducted via videoconference or other electronic means.

- All employees who are sick are encouraged to stay home, and those demonstrating symptoms may be sent home and will be required to utilize PTO. A doctor's note may be required to return to work.
- Any employee who appears to exhibit Covid-19 illness symptoms including: fever, dry cough, shortness of breath, will be sent home immediately and will remain at home during the fourteen (14) day incubation period. Affected Employees may utilize the Quarantine PTO Advance Program.

In person interaction with Tribal Citizens:

- The Tribal Government will segregate public spaces from employee offices to minimize the exposure between employees and the public.
- Tribal services are still available and Citizens and the public are encouraged to use electronic or phone communications to have their needs met. Notice will be provided if services are reduced.

Prevention Employer Practices:

- A sanitized cleaning station will be set up at the employees' entrance that will provide hand sanitizer.
- Posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene will be placed at employee entrances and in other workplace areas where they are likely to be seen.
- The Tribal Government will provide tissues and no-touch disposal receptacles for use by employees, provide soap and water and alcohol-based hand rubs in the workplace and ensure that adequate supplies are maintained.

Routine environmental cleaning:

- Governmental Branch offices shall be routinely cleaned, including all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs.
- Supplies will be available to the employees via Facilities.
- Each employee will wipe down commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) before each use.

Travel:

- All travel has been cancelled through April 30 2020. This will be reevaluated prior to that date.

Work and Community Events:

- All Community events have been cancelled until April 30th 2020
- Details about the Community Meeting scheduled for May 2nd will be released as soon as possible.
- All in-person Commission, Board and Committee meetings will be cancelled through April 30.

Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:

- Employees who are well but who have a sick family member at home with COVID-19 should notify the Tribal Government and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality. Employees exposed to a co-worker or other person with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- If there is a Presumptive Positive COVID-19 case within Emmet, Charlevoix, Cheboygan, Mackinaw, Antrim, Grand Traverse, Leelanau, Otsego, Kalkaska, and Crawford counties the Tribal Government will be shut down and services will be limited to essential services only as determined by each Branch.

ⁱ “Appropriate Health Officials” means the Health Director or Medical Director or the appointed Tribal designated representative with the Health Department of Northwest Michigan.