

COVID-19 Preparedness Plan for Kotlik Tribal Office

The Kotlik Tribal Office is committed to providing a safe and healthy workplace for all our employees [and customers, clients, patrons, guests and visitors]. To ensure we have a safe and healthy workplace, The Kotlik Tribal Council has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. The Tribal Administrator and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and community, and that requires full cooperation among our employees and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by the Tribal Administrator and the Logistics Coordinator who maintains the overall authority and responsibility for the plan. However, the Tribal Council and employees are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. The Tribal Administrator, Tribal Council and Logistics Coordinator have our full support in enforcing the provisions of this plan.

Our employees are our most important assets. The Village of Kotlik is serious about safety and health and protecting the employees at the Kotlik Tribal Office. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by having an employee meeting on _____

The Village of Kotlik's COVID-19 Preparedness Plan's for employees of the Kotlik Tribal Office's current orders are as followed:

- ❖ ensuring sick workers stay home and prompt identification and isolation of sick persons;
- ❖ social distancing – workers must be at least six-feet apart;
- ❖ worker hygiene and source controls, including face coverings;
- ❖ workplace building and ventilation protocol;
- ❖ workplace cleaning and disinfection protocol;
- ❖ communications and training practices and protocol.
- ❖ Employees returning from Bethel, should quarantine for 7 days.
- ❖ Employees returning from Anchorage, should quarantine for 14 days.

Ensure sick workers stay home and prompt identification and isolation of sick persons

Employees have been informed of and encouraged to self-monitor for signs and 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.

The Village of Kotlik has implemented 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. The Tribal Council Policy states that employees are allowed 14 days paid sick leave. It also goes for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented.

The Kotlik Tribal Council has also implemented a policy for informing workers if they have been exposed or tests positive with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

If an employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery;³ and (2) at least seven (7) days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The Kotlik Tribe will require an employee to provide documentation clearing his or her return to work.

In result of a community lockdown, the Kotlik Tribal Office will remain open for employees but not for the public unless an appointment is made.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information as stated in the Tribes' Policies and Procedures.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All [customers, clients, patrons, guests and visitors] to

the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) and a container of hand sanitizing wipes are at entrances and locations in both Tribal buildings so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Source controls are being implemented at our workplaces at all times. Employees stationed at the entryway of the Tribal Office will direct customers, clients, patrons, and visitors in the right direction.

Employees [and customers, clients, patrons, guests and visitors] are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Employees [and customers, clients, patrons, guests and visitors] are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating. Ventilation and air conditioning (HVAC) systems were discussed during one of the meetings and will be purchased and installed as soon as possible. Steps are also being taken to minimize air flow blowing across people.

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms and gathering rooms. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc. The janitor will be doing routine cleaning and disinfecting on Tuesday's and Thursday's each week unless directed to come in more often by the Tribal Administrator. If a person in the workplace is symptomatic or is diagnosed with COVID19, the schedule will become more frequently and thoroughly.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated during the Tribal Councils' regular meeting. All employees met on _____ to discuss and review the protocols. Additional communication will be ongoing and updated by the Tribal Administrator.

Instructions will be communicated to all employees, including temporary workers, independent contractors, subcontractors, vendors and outside technicians [and customers, clients, patrons, guests and visitors] about protections and protocols, including: 1) social distancing protocols and practices; 2) practices for hygiene and respiratory etiquette; 3) requirements regarding the use of face-coverings and/or face-shields by workers [and customers, clients, patrons, guests and visitors]. All workers [and customers, clients, patrons, guests and visitors] will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. The Tribal Administrator is provided a work cell phone and that number is given to all employees in case they need to call after hours or on weekends.

The Kotlik Tribal Council and the Tribal Administrator are expected to monitor how effective the program has been implemented, by having weekly staff meetings. All management and employees are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary.

This COVID-19 Preparedness Plan has been certified by The Kotlik Tribal Council and the plan was posted throughout the workplace and made readily available to employees on [date]. It will be updated as necessary by the Logistics Coordinator or the Tribal Administrator.

Certified by:

Michael Hunt, Tribal Council President

Date