

## San Juan Southern Paiute Tribe Office Protocol

As the San Juan Southern Paiute Department of Health Services continues to monitor the local, state and national incidence of the coronavirus and the illness it causes, COVID-19, staff and Official are asked to review the following workplace policies. This policy will take effect immediately. It is likely this information will change as the situation evolves and more becomes known. Questions may be directed to the Department of Health Services and Tribal President. San Juan Southern Paiute's priorities in setting these workplace policies are to:

- Maintain a safe and healthy workplace, including minimizing the transmission of contagious disease;
- Sustain operational continuity;
- Encourage fairness, open communications and concern for the wellbeing of staff and Officials.

### MOST IMPORTANT ACTION TO TAKE NOW:

1. All staff/Officials are urged to take basic preventive measures to avoid exposure to or infection by the virus causing COVID -19.
2. Staff /Officials who have recently been in an area of high concern for COVID-19, which is being defined as a [CDC Level 3 area](#), should notify their immediate supervisor or the President and self-isolate for no less than 14 days.
3. Staff/Officials are encouraged to wash hands for 20 seconds more frequently than normal.
4. Travel Ban – All travels is suspended until further notice i.e., conferences, meetings etc.

San Juan Southern Paiute Tribal Administration will continue to place the highest priority on the health, safety and wellbeing of the staff and Officials, while protecting the continuity of office and essential functions.

These policies will be revisited regularly, and staff/officers will be notified of changes and updates.

1. Sick Employees: Staff/Officials who have symptoms of respiratory illness must stay home and not come to work until they are free of fever, and any other symptoms for at least 24 hours, without the use of fever reducing or other symptoms altering medicines. A fever is defined as a temperature of 100.4 degrees or 38 degrees Celsius taken by an oral thermometer. Those with concerns or questions about their illness should consult with their provider.
2. Well Employees: Staff/Officials who are well are expected at work as usual, even if they have been in contact with or caring for someone who is ill with an ordinary respiratory illness (in which case, Typical preventive measures are recommended for them.). Well employees are expected at work unless they have been:

- Caring for someone with a confirmed case of COVID-19, in which case they are required to self-isolate;
  - In a CDC Level3 area of concern;
  - Instructed to refrain from attending work by immediate supervisor
- 3. **Return to Work:** In general, written medical clearance will not be required for return to work. Staff/Officials should practice on good faith, self determination to return to work. Staff/officials may want to consult with their immediate supervisor for recommendation.
- 4. **Cleanliness:** The office will be wiped down during working hours, at the start of business and during the afternoon hour, with disinfectant. The front office staff will be responsible for ensuring this is completed. In the event that the front office is not available for work, he/she will assign another staff to take this responsibility on while they are away from the office. It will be the responsibility of all staff/Officials to keep their own stations wiped down periodically.
- 5. **Visitation:** In order to keep staff/Officials safe from any potential transmission, all visitors will be required to sign in and out through the front desk for business. No visitors will be allowed in the back except strictly for business, this includes family members and relatives. Family members will be required to check in through the front office only and limit visits for no more than 15 minutes.
- 6. **Elderly Transportation:** Older people are particularly at risk from the coronavirus. In following the Arizona Health Department recommendations, Elders will have their meals delivered to them rather than dining out at the local restaurants.
- 7. **Vehicles:** All staff /Officials will be responsible for wiping down the Tribal vehicles prior to use and after each use. Sanitizers will be placed in each vehicle for this purpose. If staff find the sanitizers are no longer available, it is the staff responsibility to notify the driver so that it can be replenished. All trash and debris are the responsibility of the person who is using the vehicle.
- 8. **Preparing for Increased Telework/Remote Work:** Employees who can work effectively from home by telecommuting should make sure now that they are prepared for the possibility of teleworking possibly for a protracted period.
- 9. **Social Distancing:** All meetings, presentations etc. shall generally be held through telecommunication. If necessary, meetings will be held with a crowd of no more than 10 people in consideration of social distancing, i.e., Tribal Council sessions etc.