



COVID-19 Incident Response Team Return to Work (RTW) Guide

OVERVIEW

The Tribal government entered an “emergency operations mode” on Friday, March 20 as a result of continued efforts to mitigate and minimize the spread of COVID-19, and the resulting declaration of a tribal emergency in Pascua Yaqui Tribal Resolution C03-66-20 (March 17, 2020). Tribal offices were originally scheduled to resume regular operations on April 13 and then May 1. After considering several factors – including guidance from the Centers for Diseases Control (CDC), the infection rate in Pima County, the opening date of the Casino Enterprises, and varied guidance on reopening communities – resuming operations and staff return to work is now planned for May 26, 2020.

This guide provides the Pascua Yaqui Tribe’s departments with information and requirements to serve as a resource to safely resume regular operations (return-to-work – RTW). The guidance is intended to assist departments, offices, and enterprises in operating as safely as possible, in an environment in which COVID-19 (the virus) exists. The RTW guide is based on resources and guidance from the Centers for Disease Control and Prevention (CDC), Occupational Health and Safety Administration (OSHA), the Environmental Protection Agency (EPA), the *National Coronavirus Response: A Roadmap to Reopening* report, and state and local guidance.

So far, actions taken – employees working from home including vulnerable employees, limiting department hours, social distancing, and stay-at-home orders – have been designed to mitigate and “slow the spread” of the virus. As we begin the RTW process, the measures included in this guide will keep a multitude of safety precautions in place.

The guide includes information, descriptions, tools, and/or resources for the following areas:

- I. Risk Assessment
- II. Workplace Controls/Safe Work Practices
- III. Administrative Controls
- IV. Space Preparation (Engineering Controls)
- V. Cleaning and Disinfecting
- VI. Employee Health and Wellness
 - Appendix A – Department Preparation Checklist
 - Appendix B – Employee Accommodations
 - Appendix C – Guidelines for Discontinuing Home Isolation
 - Appendix D – Department Operations Plan Summary

I. RISK ASSESSMENT



Risk includes the *likelihood* that reopening will cause significant increase in transmission and the *impact* the transmission could have on employees and community members. Risk can be significantly decreased by actions that reduce likelihood and lessen the impact.

Risk vary for each department. Departments are deemed low, medium, or high –risk based on the criteria below. An identified risk level has been “assigned” to each department – ***this risk level is not definitive and can be adjusted by the department director as deemed necessary.*** Unless specifically identified as applicable to only high-risk departments; the health and safety measures identified in this guide are applicable to all departments regardless of risk level.

RISK LEVEL & DESCRIPTION	IDENTIFIED DEPARTMENT
<p>LOW RISK</p> <p>This category applies to those to those departments, offices, and enterprises in which staff are not required to be in contact with people known or suspected of being infected with the virus nor frequent and/or close contact (i.e., within 6 feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.</p>	<p>ATTORNEY GENERAL'S OFFICE</p> <p>AUDIT SERVICES</p>
<p>MEDIUM RISK</p> <p>This category applies to those departments, offices, and enterprises in which staff are required to have frequent and/or close contact (i.e., within 6 feet) with people who may be infected with the virus, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, this group will include those that may have frequent contact with travelers from locations with widespread COVID-19 transmission.</p>	<p>ECONOMIC AND COMMUNITY DEV.</p> <p>EDUCATION</p> <p>ENROLLMENT</p> <p>FACILITIES MANAGEMENT</p> <p>FINANCE AND OPERATIONS</p> <p>HOUSING</p> <p>HUMAN RESOURCES</p> <p>INFORMATION TECHNOLOGY</p> <p>LANGUAGE & CULTURE</p> <p>LEGAL SERVICES</p> <p>TRIBAL GAMING OFFICE</p>
<p>HIGH RISK</p> <p>The most likely people in this category are First Responders and Healthcare workers who are exposed to known or suspected COVID-19 patients in buildings or enclosed vehicles (often have frequent and/or close contact (i.e., within 6 feet) with the general public).</p>	<p>FIRE DEPARTMENT</p> <p>HEALTH</p> <p>POLICE DEPARTMENT</p> <p>PROSECUTOR'S OFFICE</p> <p>PUBLIC DEFENDER'S OFFICE</p> <p>SOCIAL SERVICES</p> <p>TRIBAL COURTS</p>

II. WORKPLACE CONTROLS/SAFE WORK PRACTICES



As RTW plans are implemented, employee health and safety, and the health and safety of employee's families and the community, remains a top priority. In addition to the guidelines and requirements below, departments should follow the cleaning and disinfecting requirements in section IV.

Centers for Disease Control (CDC) Guidance

Staff must diligently follow the guidance from the centers for disease control (CDC) and public health experts and:

- wash hands often with soap and water for at least 20 seconds,
- avoid touching eyes, nose, and mouth with unwashed hands,
- disinfect frequently used items and surfaces as much as possible,
- practice social distancing – avoid social gatherings, discretionary travel, and social visits, and
- stay home when you are sick.

Personal Protective Equipment (PPE) and Hygiene Items

- Staff will be provided face masks and will be required to wear the masks when interacting with other staff, the public, and clients, or in situations where they may come in contact with others.
- Departments will be provided:
 - Disposable face masks for the public and community members that enter the workspace.
 - Tissues and no-touch disposal receptacles.
 - Soap and water (in the restroom as normally supplied).
 - Hand sanitizers to place in multiple locations to encourage hand hygiene.

Meetings, Greetings, Gathering, and Travel:

- Videoconferencing or teleconferencing will be used when possible for work-related meetings and gatherings.
- When videoconferencing or teleconferencing is not possible, meetings should be held in open, well-ventilated spaces – staff should also practice social distancing and wear masks.
- The use of other noncontact methods of greeting should be used (avoid handshaking or hugging).
- Discretionary travel is banned until further notice.

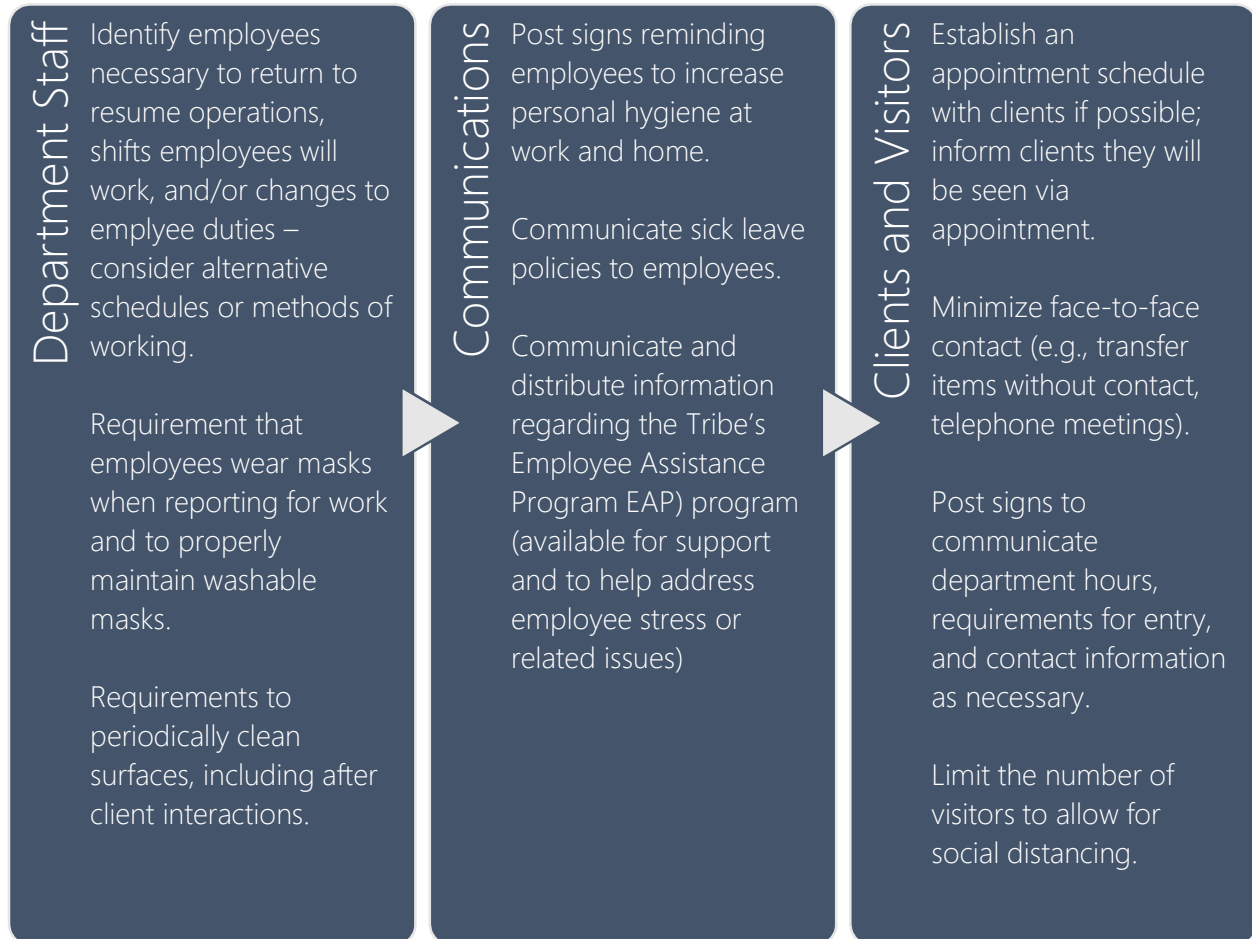
High Risk Departments – Additional Protocol

- Emergency responders and other essential personnel who may be exposed while working away from fixed facilities will be supplied with alcohol-based hand rubs containing at least 60% ethanol or 70% isopropanol for decontamination in the field.
- Workers will be provided the current recommended level of PPE - gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks.

III. ADMINISTRATIVE CONTROLS



Administrative controls focus on policy, procedures, and related actions to reduce and minimize employee exposures. To help ensure a safe RTW, the actions and requirements outlined below will be instituted (where possible) – actions and requirements are centered in the areas of **department staff, communications, and clients and visitors**. Department directors should ensure these controls are implemented and/or communicated within their departments.



High Risk Departments – Additional Protocol

- Screen everyone before they enter the facility and refer those who have symptoms to the Pascua Yaqui Health Services Division for follow-up screening. Customers and the public with symptoms are referred to local hospitals or their own healthcare provider for follow-up screening.
- Inform public (signage, website, and social media) that they may not enter the facility until they have been screened.
- Use screening questions to determine if there has been any contact with potential virus carriers.
- Grant entry into the building providing the person has a mask; if no mask, then provide a mask.

IV. SPACE PREPARATION (ENGINEERING CONTROLS)



Preparing the workspace to isolate and minimize related hazards helps to ensure a safe environment and minimize transmission of the virus. Also referred to as engineering controls, these measures reduce exposure rather than relying upon employee behavior, and as such can be the most cost-effective measures.

Controls to implement prior to staff returning to work:

SPACE PREPARATION

Restrict indoor capacity based on the six-foot rule, and require all staff and visitors wear mask.

Reconfigure space to enable clients and visitors to maintain a distance of 6 feet apart.

“Install” physical markers (when practical) that remind staff and visitors to maintain 6 feet of spacing from others.

Install physical barriers such as sneeze guards where needed (i.e. where public interaction is possible)

Remove soft and porous materials in high traffic areas (such as seating, carpets, and rugs).

Close break rooms to discourage congregating.

PPE AND DISINFECTING

Hygiene and PPE supplies are provided and required to be used.

Routinely disinfect surfaces and equipment.

High Risk Departments – Additional Protocol

Every person who enters the facility/area is pre-screened (before entering or in a controlled interior room) using the COVID-19 screening questionnaire.

V. CLEANING AND DISINFECTING



Cleaning and disinfecting are an essential part of reopening public spaces. Making sure offices and work spaces are as safe as possible to reopen (and remain open) is everyone’s responsibility.

Plan to Clean and Disinfect

CLEANING
Normal, routine cleaning with soap and water removes germs, dirt, and impurities from surfaces and objects. It lowers the risk of exposures and spreading infection.

DISINFECTING
Disinfecting, using EPA approved disinfectants*, kills germs on surfaces. Killing germs on a surface can further lower the risk of spreading infection.

Evaluating the workplace to determine: a) what kinds of surfaces and materials make up the area, b) the frequency of use, and c) locations; this will govern what needs to be cleaned and/or disinfected and how often.

Location	Indoor Area		Indoor Area
Occupancy	Occupied within the last 7 days (or will be occupied daily).		Not occupied within the last 7 days (and will not be occupied).
Usage	Frequently touched surface.		Not frequently touched.
Surface Type	Hard non-porous materials, like glass, metal, plastic. Examples: Workstations, keyboards, telephones, handrails, doorknobs, time clocks, copy machines, light switches, touch screens, toilets, faucets and sinks, water coolers.*	Soft and porous materials. Examples: Carpets, rugs, or material in seating areas.	N/A
Cleaning and Disinfecting Needed*	Clean and disinfect frequently (after each use)*.	Thoroughly clean or launder. Disinfect materials if appropriate products are available.	Only Routine cleaning needed.

CLEANING AND DISINFECTING, Continued

Location	Outdoor Area		Outdoor Area
Occupancy	Occupied within the last 7 days (or will be occupied daily).		Not occupied within the last 7 days (and will not be occupied).
Usage	Frequently touched surface.		Not frequently touched surfaces
Surface Type	Hard non-porous materials, like glass, metal, plastic. Examples: Tables, grill, patio set, cement bench, light switches and doorknobs.*	Soft and porous materials. Examples: Rugs, or material in seating areas.	N/A
Cleaning and Disinfecting Needed*	Clean and disinfect frequently (after each use).*	Thoroughly clean or launder. Disinfect materials if appropriate products are available.	Only Routine cleaning needed.

***NOTE: The Facilities Department will complete general office cleaning (as normal) and clean rest rooms, public areas, floors, and outdoor areas.**

ADDITIONAL GUIDELINES

- Tribal and GSA vehicles should be cleaned and disinfected after each use.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Always wear gloves appropriate for the chemicals being used when cleaning and disinfecting.

VI. EMPLOYEE HEALTH AND WELLNESS



EMPLOYEE HEALTH AND WELLNESS

As mentioned previously, employee health and safety remains a top priority in returning to work. The following guidelines and requirements apply to all staff and are necessary to mitigate risks.

SYMPTOMS AND EXPOSURE

- **Stay home if you are sick.**
 - If you develop COVID-19 **symptoms** (i.e., fever, cough, or shortness of breath) notify your supervisor, stay home, and seek medical attention.
 - If you have any of these emergency warning signs* for COVID-19 get medical attention immediately:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or extreme fatigue
 - Bluish lips or face
- (*This list is not all inclusive, consult your medical provider for any other symptoms that are severe or concerning.)*
- Staff who **appear to have symptoms** upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
 - Employees who are well but who have a **sick family member** at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
 - If you believe another co-worker was exposed or are at risk of exposure, please notify your supervisor immediately.
 - **Higher Risk Employees:** Certain employees may be at a higher risk for illness from the virus. In the event that an employee has an underlying condition that prevents them from returning to work or performing essential job functions, please consult the Human Resources Department. Human Resources will implement appropriate protocol (Appendix B) and work with the employee and their department leadership to develop potential solutions.

SEEKING MEDICAL CARE

- If you develop symptoms and need to seek medical attention contact your medical provider.
- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
- Staff who need transportation home or to seek medical care [i.e. due to severity of symptoms or their mode of transport (public transport) does not provide for effective separation] should inform their supervisor and/or contact Human Resources and transport arrangements will be made.
- If you are enrolled in the tribe's UMR plan, you can contact Teladoc via the internet by going to <https://www.teladoc.com> or by calling 1 (800) Teladoc (835-2362) (please note, you may be responsible for a \$15 copay dependent upon individual circumstances).
- If you are enrolled in the tribe's Yoeme Health Plan, you must contact El Rio Health at (520) 879-6225.

EMPLOYEE HEALTH AND WELLNESS, Continued

TESTING AND RESULTS

- If your medical provider determines you need testing, but cannot provide the test, contact the Tribe's Health Department and testing will be arranged.
- Those who are confirmed should immediately self-quarantine and follow their medical provider's instructions for care.
- Staff who are health care providers and first responders who test positive and are not able to quarantine safely in their homes should contact their supervisor and/or Human Resources and arrangements will be made for alternative lodging within prescribed limits.
- If an employee is confirmed to have the COVID-19 infection, the employee should inform their supervisor, Human Resources and the Health Department.
- Human Resources and/or the Health Department will notify the applicable employees and potential contacts of their possible exposure to COVID-19 in the workplace (while maintaining required confidentiality) and provide instructions for next steps.

RETURNING TO WORK

- If you are returning to work after being absent for 3 or more days with a non-COVID related illness, you must obtain a return to work clearance and bring a copy to Human Resources before being permitted to return to your department.
- If you are returning to work after a COVID-19 related illness or absence, do not return to work until the criteria to discontinue home isolation (Appendix C) are met, in consultation with the Tribe's Health Department, the employee's healthcare provider, and state and local health departments.

APPENDIX A – DEPARTMENT PREPARATION CHECKLIST

ITEM/TASK/COMMUNICATION		NOTES/COMMENTS
WORKPLACE CONTROLS/SAFE WORK PRACTICES		
	Staff reminded to follow CDC guidelines <ul style="list-style-type: none"> ▪ wash hands often with soap and water for at least 20 seconds, ▪ avoid touching eyes, nose, and mouth with hands, ▪ disinfect frequently used items and surfaces as much as possible, ▪ practice social distancing – avoid social gatherings, discretionary travel, and social visits, and ▪ stay home when you are sick. 	
	Staff reminded of appropriate noncontact methods of greetings.	
	Face masks obtained for staff	Request through Facilities for initial supply (30 days). After 30 days order directly or through the procurement process.
	Face masks obtained for clients and visitors	
	Protective gloves obtained for staff.	
	Tissues obtained for staff, visitors, and clients.	
	Confirmed soap and water available in lavatory.	
	Hand sanitizer obtained for staff.	
	Hand sanitizer obtained for clients and visitors and placed in multiple locations as needed.	
	GoTo Meeting license obtained for virtual meetings.	Request through IT Department.
	Headset and microphone obtained for Microsoft Teams meetings.	Order directly or through the procurement process.
	Additional PPE obtained for high-risk departments.	
ADMINISTRATIVE CONTROLS		
	Staff reminded of the need to wear masks when interacting with others.	
	Staff provided with masks.	
	Signs posted reminding employees, visitors, and clients of CDC hygiene requirements.	Request signage from Health Department, Facilities, or Administration.
	Signs posted reminding clients and visitors of social distancing requirements.	
	Distribute information to staff regarding the Tribe’s Employee Assistance Program (EAP) program.	Request information from Human Resources.
	Communicated/distributed leave policies to employees	
	If applicable, client appointment schedule established and communicated.	
	If necessary, post signage noting department hours, requirements for entry, and contact information.	

ITEM/TASK/COMMUNICATION		NOTES/COMMENTS
SPACE PREPARATION (ENGINEERING CONTROLS), CLEANING & DISINFECTING		
	Space reconfigured to enable clients and visitors to maintain a distance of 6 feet apart.	Request assistance from Facilities if needed.
	Physical markers installed (if necessary) that remind staff and visitors to maintain 6 feet of spacing from others.	
	Soft/porous materials removed in high traffic areas (such as seating, carpets, and rugs).	
	Physical barriers installed as necessary where public interaction is possible.	Request installation from Facilities.
	Sign posted indicating all clients and visitors are required to wear masks.	Request signage from Health Department or Administration.
	Break rooms closed to discourage congregating.	
	Schedule established and communicated to regularly disinfect surfaces and equipment.	
	Cleaning and disinfectant supplies obtained for regular disinfecting of high-use items.	Request through Facilities for initial supply (30 days). After 30 days order directly or through the procurement process.
	Cleaning and disinfectant supplies placed adjacent to high-use items for disinfecting after each use. <i>[High-use items include such items as: workstations, keyboards, telephones, handrails, doorknobs, time clocks, copy machines, light switches, touch screens, toilets, faucets and sinks, water coolers.]</i>	
	Cleaning and disinfection schedule established for soft and porous materials still in use (examples include such items as rugs, carpets, and seating).	Coordinate cleaning with Facilities Department as needed.

APPENDIX B – EMPLOYEE ACCOMODATIONS

A. Background

Voluntary Designation. Employees may identify as “vulnerable” in relation to medical risks that directly impact their ability to perform their duties. In addition, employees may have other situations not relating to CDC guidelines or other conditions where a return to work would create a significant and undue hardship and an accommodation would be necessary. In both cases, the employee should inform their Manager and the steps outlined below should be followed to determine if a reasonable accommodation is possible or practicable.

Reasonable Accommodation-A reasonable accommodation refers to the adjustments to **conditions, equipment, and environment** that enable an individual to effectively perform his or her job.

B. Reasonable Accommodation Process

Below are the steps to be followed when considering an employee accommodation:

1. The employee should notify their Manager immediately if they are a vulnerable individual at risk of contracting COVID 19 (see CDC Guidelines below) and believe that the risks associated with their particular condition so significantly impact their health and safety that it interferes with the employee’s ability to perform the essential functions of their job.
2. The employee should notify their Manager immediately of other situations that may cause a significant and undue hardship where an accommodation may be appropriate (i.e. childcare, a sick relative, etc.).
3. The Manager should contact Human Resources’ Employee Relations Department and direct the employee to work with Human Resources to request a possible accommodation.
4. Human Resources will work with the employee and Manager (as necessary) to assess the employee’s circumstances for consideration of a reasonable accommodation.
5. Employees will need to provide proof of the existence of the condition or circumstance giving rise to the request for accommodation.
6. If an employee does not have clear evidence of a condition giving rise to a health related Voluntary Designation, the employee will be required to obtain such evidence from a licensed medical provider. Human Resources will work with the employee to utilize the Tribe’s existing contract with Concentra, for this purpose.
7. In all cases in which an employee requests accommodations, the employee will be screened by Human Resources using the following below.

APPENDIX B – EMPLOYEE ACCOMODATIONS, Continued

EMPLOYEE SCREENING QUESTIONNAIRE

Directions: Please check all of the following scenarios that apply to you without providing any additional specific information giving rise to your request for an accommodation.

Based on the current COVID 19 Pandemic, you are or would experience the following conditions or circumstances that would impact your ability to return to work on a normal schedule or to perform your normal duties:

- If schools or day-care centers were closed, you have no one available to care for your child(ren) or other dependent(s).
- If other services were unavailable, you have no one available to care for your child(ren) or other dependents.
- If public transport were sporadic or unavailable, you would be unable to travel to work.
- You fall into one of the categories identified by the CDC (see categories below) as being at high risk for serious complications from the COVID 19 virus, and public health authorities have advised that you not return to work, or that your condition directly impacts your ability to perform the essential functions of your job even if stringent protective measures are followed (e.g., masks, gloves, social distancing, etc.).
- A member of your household falls into one of the categories identified by the CDC (see categories below) as being at high risk for serious complications from the COVID 19 virus, and public health authorities have advised that you not return to work, or that your household member’s condition directly impacts your ability to perform the essential functions of your job even if stringent protective measures are followed (e.g., masks, gloves, social distancing, etc.).
- You have any other documented diagnosis that, as a result of COVID-19, prevents you from performing the essential functions of your job even if stringent protective measures are followed (e.g., masks, gloves, social distancing, etc.).

CDC Identifies vulnerable individuals as those who are over the age of 65 and/or individuals of all ages with underlying medical conditions, particularly if not well controlled, including people: *with chronic lung disease or moderate to severe asthma; who have serious heart conditions; who are immunocompromised (such as, but not limited to, cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, prolonged use of corticosteroids, and other immune weakening medications); with severe obesity; with diabetes; with chronic kidney disease undergoing dialysis; and with liver disease*

Accommodation Being Requested:

Human Resources Approval:

Meets initial assessment criteria and accommodation requested is likely, after investigation, to be reasonable. Yes No

Human Resources Representative

Date

C. Potential Workplace Accommodation

If an employee is able to satisfy the requirements set forth herein, the following are examples of reasonable accommodations that may be offered to the employee, as determined in the discretion of the Department Director in consultation with the employee's Manager and Human Resources, and based on the employee's unique condition or circumstance:

- Modifying work schedules, Telework, or re-assignment.
- Consider the use of additional or enhanced personal protective equipment (PPE).
- Placing physical barriers to separate the vulnerable employee from co-workers or the public, or moving employee workstations to a location that mitigates risk of exposure.
- Eliminating, reducing, or substituting less critical, non-essential job functions that create more risk of exposure.

D. Additional Steps

- Human Resources, the employee's Manager, and the employee's Department Director will review the request to determine if the requested accommodation presents an undue hardship to the Tribe. If there is not a hardship, the employee's request will be granted.
- Once the range of appropriate reasonable accommodations have been determined as set forth in Section C, Human Resources will discuss the potential accommodations with the employee.
- If it is determined that the request for reasonable accommodation presents a hardship to the Tribe, the employee's Departmental Director and the employee's Manager, in conjunction with Human Resources, will begin an interactive dialogue with the employee to identify other options that may be available to the employee.
- All documentation obtained during the review of each request for accommodation will be confidential and will be maintained by Human Resources in a file separate from the employee's employment file.

E. Employees Refusing to Work

The Tribe will make every effort, and has instituted measures, to mitigate the risk of employees contracting COVID-19. It is not possible for the Tribe – or any organization – to completely eliminate the risk of contracting COVID-19. The Tribe does not prevent employees from refusing to work if they believe they are in imminent danger even with all mitigation methods in place. An employee refusing to return to work because they believe that they are in imminent danger as a result of COVID-19, will be referred to the Tribe's existing Leave Policy. Such employee may utilize any paid leave to which the employee is entitled, or may take Administrative Leave without Pay subject to the conditions set forth in the Leave Policy. Employees should contact Human Resources' Employee Relations for additional information to exercise their leave options.

Human Resources' Employee Relations Department Contact Information

Esther Tavena, HR Manager (520) 883-5102
Adrian Mena, HR Manager (520) 879-5121
Elizabeth Flores, Deputy Director of HR (480)-768-2032
Andrew Esposito, Executive Director of HR, (520) 883-5046

APPENDIX C - GUIDELINES FOR DISCONTINUING HOME ISOLATION



DISCONTINUATION OF ISOLATION FOR PERSONS WITH COVID -19 NOT IN HEALTHCARE SETTINGS

For Persons with COVID-19 Under Isolation:

The decision to discontinue home isolation for persons with confirmed or suspected COVID-19 should be made in the context of local circumstances. Options include a symptom-based (i.e., time-since-illness-onset and time-since-recovery strategy) or a test-based strategy. Of note, there have been reports of prolonged detection of ribonucleic acid (RNA) without direct correlation to viral culture.

1) Symptom-based strategy

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 10 days have passed *since symptoms first appeared*.

2). **Test-based strategy** Previous recommendations for a test-based strategy remain applicable; however, a test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing.

Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Resolution of fever **without** the use of fever-reducing medications **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens)*. See [Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens from Persons for Coronavirus Disease 2019 \(COVID-19\)](#). Of note, there have been reports of prolonged detection of RNA without direct correlation to viral culture.

For Persons Who have NOT had COVID-19 Symptoms but Tested Positive and are Under Isolation:

Options now include both a 1) time-based strategy, and 2) test-based strategy.

1) Time-based strategy

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based or test-based strategy should be used. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.

2) Test-based strategy

Persons with laboratory-confirmed COVID-19 who have not had **any** symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens)*. See [Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens from Persons for Coronavirus Disease 2019 \(COVID-19\)](#). Note, because of the absence of symptoms, it is not possible to gauge where these individuals are in the course of their illness. There have been reports of prolonged detection of RNA without direct correlation to viral culture.

The symptom-based, time-based, and test-based strategies may result in different timeframes for discontinuation of isolation post-recovery. For all scenarios outlined above, the decision to discontinue isolation should be made in the context of local circumstances.

Note that recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been **exposed** to COVID-19. CDC recommends 14 days of quarantine **after exposure** based on the time it takes to develop illness if infected. Thus, it is possible that a person *known* to be infected could leave isolation earlier than a person who is quarantined because of the *possibility* they are infected.

This recommendation will prevent most, but cannot prevent all, instances of secondary spread. The risk of transmission after recovery is likely substantially less than that during illness; recovered persons will not be shedding large amounts of virus by this point, if they are shedding at all. Employers and local public health authorities can choose to apply more stringent criteria for certain persons where a higher threshold to prevent transmission is warranted.

For certain populations, a longer timeframe after recovery may be desired to minimize the chance of prolonged shedding of replication-competent virus. Such persons include 1) [healthcare personnel](#) in close contact with vulnerable persons at high-risk for illness and death if those persons get COVID-19 and 2) persons who have conditions that might weaken their immune system which could prolong viral shedding after recovery. Such persons should consult with their healthcare provider; this might include additional polymerase chain reaction (PCR) testing. Prolonged viral shedding has been demonstrated without direct correlation with replication competent virus.

APPENDIX D – DEPARTMENT OPERATIONS AND PLANS

As Tribal leadership prepares for staff to return to work and more “normal” operations, the primary goal is to operate as safely as possible in this new environment where the COVID-19 virus exists. This includes measures to ensure staff, the public, clients, and community members remain protected.

Overall, ***all departments will be open to provide services during normal business hours.*** To prevent gatherings and to maintain distancing, in some departments, staff will work staggered shifts and some staff will continue to work remotely; however, this will not impact departments being open during normal business hours. ***Two key changes to department operations and hours include:***

- The Education Department will implement extended hours (Monday through Friday, 8 to 7, and Saturday 10-2) to provide study space for students and computer use in the library.
- While the Social Services Department will be open, the Senior Center will be closed through the summer. Meal delivery will continue for seniors.

The following measures will be instituted to help ensure the health and safety of employees, clients, and visitors:

- Clients contacting departments by phone or scheduling appointments is preferable to minimize face-to-face interaction.
- The number of clients and visitors to departments will be limited. Physical markers will be installed in some departments to remind clients and visitors to maintain 6 feet of spacing from others.
- Clients and visitors will be required to wear protective masks (a mask will be provided if necessary).
- Certain departments (Fire, Health, Police, Prosecutor, Public Defender, Social Services) may require additional prescreening (temperature, questionnaire, etc.) before entry.
- Lobby seating will be removed or reduced to limit interactions and meet social distancing guidelines.
- Physical barriers (such as sneeze guards) will be installed where needed to limit interaction.
- Cleaning and disinfecting frequency will increase in all departments.

Also, staff, visitors, and clients should continue to diligently ***follow the guidance from the centers for disease control (CDC)*** and public health experts and:

- wash hands often with soap and water for at least 20 seconds,
- avoid touching eyes, nose, and mouth with unwashed hands,
- disinfect frequently used items and surfaces as much as possible,
- practice social distancing – avoid social gatherings, discretionary travel, and social visits, and
- stay home when you are sick.

APPENDIX D – DEPARTMENT OPERATIONS AND PLANS, Continued

The chart below summarizes department operations.

DEPARTMENT	STAFF RETURNING		STAGGERED SHIFTS	SPECIAL CIRCUMSTANCES/ HOURS	PRESREEN REQUIRED FOR ENTRY
	ALL	PARTIAL			
AG'S OFFICE	√				
AUDIT SERVICES		√			
ECON & COMM DEV	√				
EDUCATION	√		√	1 – Building Hours	
ENROLLMENT	√		√		
FACILITIES	√		√		
FINANCE		√	√		
FIRE	√				√
HEALTH	√				√
HOUSING		√	√		
HUMAN RESOURCES	√		√		
INFO TECH	√				
LANGUAGE & CULTURE		√		2 – Summer Classes	
LEGAL SERVICES	√		√		
POLICE	√				
PROSECUTOR	√		√		√
PUBLIC DEFENDER	√		√		√
SOCIAL SERVICES	√		√	3 – Senior Center	
TRIBAL COURTS	√		√		√
TGO	√		√		

1 – EDUCATION

Extended hours for community members and students to utilize facilities (computers, library).
8am – 7pm Mon – Fri, 10-2 Sat

2 – LANGUAGE & CULTURE

Spring Classes cancelled. Learning tools and information posted online (website and Facebook).

3 – SOCIAL SERVICES

The Senior Center will be closed through the summer. Meal delivery will continue to all seniors as needed.