Limited Operations Plan – Tribal Closure

From January 21, 2021 – March 31, 2021

Pursuant to the state of emergency declared by the Burns Paiute Tribal Council, the following actions are being taken to provide essential services to the Tribal Community while protecting the health and safety of Tribal employees and the Tribal Community. Specific directives regarding access to Tribal facilities and vehicles are provided to each Tribal Department below. However, the following rules apply to all Tribal Departments and employees:

1. If an employee can perform their job duties from home, the employee shall work from home and is not expected to come in on scheduled shifts;
2. Any needed access to Tribal buildings, equipment or vehicles that are not specified in this Limited Operations Plan shall be decided by the appropriate Department Director consistent with the need of the Department to provide needed community services and to fulfill the Department’s contractual obligations; and
3. All actions taken by Tribal Department Directors and employees under this Limited Operations Plan shall be conducted in compliance with Tribal rules governing safety practices which includes wearing personal protective equipment, social distancing and frequent handwashing.

**Health:** Modified Clinic to have Barb (Infectious Disease Nurse), Rachel (Telework link) be present to do the essential tasks required by law. Pam to come in each day M-F from 8:30am - 4:30 pm to be available for Tribal members needing support during this time and testing. Doctor, Wednesdays, to do clinic. Twila, work from home and only into the office on Monday from 8am – 12pm to get needed items from her office and on Wednesday from 8am – 12pm to support clinic and Friday from 8am – 12pm to provide support to Deborah to provide supplies to the community.

Randall – Monday and Wednesday and Friday, from 8am -1pm at the Warehouse to issue food to the community for the commodity food program.
Vicki – Wednesday from 8am – 12pm, to print forms and pull medical dictation.

Shelly – Tuesday and Thursday, to issue PO and check requests to finance for payments weekly.

Deborah, CHR, Monday, Wednesday, Friday, four hours per day to provide information / supplies to the community. And data entry.

All others work from home and coordinate with IT with needed supplies /and help to telework.

Human Resources: In the office Monday and Friday for four hours, 12pm – 4pm to retrieve files, fax or copy documents.

Culture and Heritage: Wednesdays, Diane or staff as directed by Director access to C&H facilities as needed. Director to determine if allowable and needed.

1) Cultural Resource Consultation Review & Compliance/Tribal Historic Preservation Office
2) Wadatika Neme Yaduan Nobi Language Program (WNYN)
3) Higher and Adult Education Programs/Youth Opportunity Program
4) Tuwakii Nobi Youth Program

Economic Development: Tuesday, Tracy from 9am – 11am and Logan in from 12am – 2pm to retrieve any files or supplies.

Finance: Lynda – Tuesday and Thursday from, 1pm – 5pm to access or retrieve information.

Clay - Tuesdays, 11am – 1 pm or as needed to retrieve needed files.

Nalani - Wednesday from, 2pm – 5pm to retrieve files.

Natural Resource: Andrew Mondays, Wednesday and Fridays, 8am – 2 pm to use the tractor to compact the trash at the dumpster. Mondays, 10am – 11am staff to contact Bev to pick up packages that were ordered prior to the closure. Wednesdays, Staff to check Jonesboro to ensure heating is still running/ doors and gates are closed and locked/ no vandalism. As needed staff to use backhoe for diggings.

Court Administrator: Mondays, Wednesdays and Fridays 8am – 12pm to go to the office to print documents, scan papers to various people, retrieve a file.
Housing: Jim Crawford to access properties as assigned by the Housing Director to get homes ready for tenants to rent and have access to the housing department building and supplies to provide services for tenants.

General Manager – The General Manager may access any Tribal building, facility, equipment or vehicle as needed to carry out the duties of the General Manager.

Planning / Emergency Response: Tuesdays and Thursdays from, 9am – 11am to access files as needed.

Lease Compliance / Water Rights / Maintenance: Tuesday and Thursdays, 2pm – 5pm access files from the office. Allow Maintenance personnel to do other work like plowing, deliver food, wood, PPE, etc., as needed. Access to the Kessler property as needed to build boxes for those that have died. Return to Maintenance duties as assigned by Maintenance Supervisor.

Information Technology: As needed. Access to properties for IT infrastructure maintenance. Permission to support Departments needed help to complete the work from home status. Some of the work can be done remoting into computers but some need hardware help. IT to work with the Departments with appointments only. And to access the Armory to ensure the servers and systems are ok. As needed order items and provide support for mailing process if needed, pick-up and delivery.

Administration Assistant: Mondays, 8am – 2pm to access the office to do the newsletter and disinfect the front office. And provide access to mail for the departments. Wednesdays, 8am – 2pm to coordinate with staff to stagger times for employees to retrieve mail or boxes. Friday, 8am – 2pm to retrieve mail and receive any packages that may be coming in late from previous ordering as a follow up. Saturday, scan files and submit electronic information.

Social Services: Staff to stagger access every other day, Monday, Wednesday and Friday in the office from 8am – 12 pm and 2pm – 5pm to retrieve files and do mail to upkeep the ICWA inquires. Jody Richard to give access to the contractors to complete contracted work.

All Departments: Temporarily, if packages cannot be picked up at admin dept directors, when shipping packages through USPS, to choose the Hold for Pickup option, and the recipients can collect their packages at their local Post Office. If a person is expecting a package, it can be
possible. Hand sanitizer should be made available to the client. The “touch areas” used for the meeting should be disinfected before and after.

E. Access to office by those other than employees and clients

Service providers who access Tribal offices or facilities must wear masks and practice social distancing. Family members and anyone else other than employees, community members or visitors should not be in the office absent an emergency.

F. Number of people in office

Offices and facilities should try to keep the number of people working in the office at any one time to a minimum. Offices and facilities may have as many total people in the office at one time as appropriate to enable adherence to these policies. An intra-office communication system must be implemented for maintaining limits on office access.

G. Hallways and shared spaces

Where possible, hallways and shared spaces should be indicated as one directional with six feet or more between directions. Where this is not possible, offices and facilities will need to devise a system for movement within the office that keeps people at least six feet apart all times.

H. Reception areas / waiting rooms

Any reception windows should remain closed. Waiting rooms should not be used. Consider removing, or clearly signaling, that reception area furniture is not available for use, especially any furniture with soft and porous surfaces that are more difficult to disinfect clean such as fabric. All toys and reading materials should be put away. All community informational materials should also be put away and distributed to individual community members to reduce touch points.

I. Common work areas and office supplies

Common work areas such as mail and copy rooms should be considered areas in need of particular attention and care. Social distancing should be maintained. Where it would be helpful to do so, the floor should be marked with tape at six-foot intervals. Consider removing any shared items that are not absolutely necessary. Disinfectant wipes and hand sanitizer should be prominently available.

All employees should consider ways to avoid touching any general use surface or object. Employees should disinfect any surface where contact occurred as well as wash their hands. Employees accessing office supplies should do the same.
redirected to your local Post Office by selecting Hold for Pickup using Intercept a Package under Track & Manage on usps.com. Additionally, dept directors can do the same with FedEx and UPS. As needed to access facility, to evaluate.
BURNS PAIUTE EMPLOYEE MANUAL - COVID-19 POLICY AND PROCEDURES ADDENDUM

The purpose of this policy is to address the need for safety for employees, community members, and visitors by providing guidance on access for Tribal offices and facilities, as well as protocol and procedures for travel and work in the field, during the COVID-19 pandemic. The Burns Paiute Tribe will update this policy in accordance with relevant new guidance released by public health authorities.

I. COVID managers

Department Directors (DDs) are the assigned COVID-19 manager for their respective departments, and are directly responsible for their office access plan and its implementation. When the DD is not working, he or she will designate another employee to ensure that the plan is being implemented each day.

In addition, DDs are responsible for instituting and distributing additional written policies that:

A. address concerns specific, when applicable, to the department (such as physical layout) to allow for implementation of these policies;
B. provide a procedure for reporting and addressing concerns that may arise in regard to COVID-19 policies not being followed; and
C. specify limits on the number of people allowed in the office at one time, considering the need to maintain social distancing, as well as establish a system for intra-office communication regarding office use. The communication system should also have a mechanism for recording who had access to the office in the event an employee becomes ill.

The General Manager will check in with each DD to ensure policies have been implemented and are being followed.

II. Symptoms and exposure

Employees who have symptoms should notify their supervisor and stay home. Sick employees should follow CDC-recommended steps. Employees should not return to work until the CDC criteria to discontinue home isolation are met, in consultation with healthcare providers. 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. Employees who have had contact with someone who has COVID-19 should follow CDC recommendations. Employees who become sick at work should go home immediately, taking care to minimize contact in the process.
If an employee is suspected or confirmed to have COVID-19, report to Tribal HR immediately.

III. Traveling to and from work

When available, consider modes and/or times to travel to and from work using transportation that minimizes close contact with others. Avoid touching surfaces, use hand sanitizer, and practice social distancing when using public transportation. Follow CDC guidance on how to protect yourself when using transportation. All employees should wash their hands for at least 20 seconds with soap and water upon arriving at work.

IV. Other travel

All non-necessary Tribal-related travel is discouraged. All travel must be approved in advance by the DD. Travel that is approved should be conducted consistent with CDC guidance on how to protect yourself when using transportation. If more than one Tribal employee is travelling by car, separate cars should be taken unless the employees share a household.

V. General work guidelines

A. Social distancing

Everyone who enters a Tribal office or facility should practice social distancing at all times in the office or facility. This means employees should always be at least six feet from one another. Employee work stations must be relocated if necessary. In high traffic and shared areas where it would be helpful to do so, the floor should be marked with tape at six-foot intervals. Employees should continue to utilize other means to interact with one another to avoid extended face-to-face communication.

B. Mask wearing

Unless an exception applies¹, everyone who enters a Tribal office or facility should wear a mask at all times when in shared areas. Follow CDC guidance on wearing a mask correctly. Even when wearing a face covering, employees, community members, and visitors should keep at least six feet apart from others. The Tribe will provide cloth masks for all staff and disposable masks, primarily for community members, and other visitors.

The CDC recommends a mask be worn at all times in the office. If an employee has an enclosed office, he or she may choose to not wear a mask when alone in that office, however, the door must be closed. A mask must be worn if another person enters the office.

¹ Exceptions to the requirement to wear a mask should include anyone who: has a medical condition that makes it hard to breathe when wearing a mask, face shield, or face covering; or has a disability that prevents the individual from wearing a mask, face shield, or face covering. It is strongly recommended that children visiting the office or facility who are between two and 12 years of age wear a mask when possible. When a mask cannot be worn, alternatives to being in the office should be explored.
Employees should continue to utilize other means to interact with one another to avoid extended face-to-face communication.

C. Hand washing and general cleanliness

Coronaviruses on surfaces and objects naturally die within hours to days. Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection. Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection.

Wash hands frequently with soap and water for at least twenty seconds or use hand sanitizer with at least 60% alcohol if soap and water are not available. In addition to routinely accepted times, during the COVID-19 pandemic, employees should also clean hands before touching eyes, nose, or mouth; after putting on, touching, or removing a face covering; as you enter and leave work; after blowing your nose, coughing or sneezing; before eating or preparing food; and after you have touched an item or surface that may be frequently touched by other people, such as door handles, tables, desks, etc.

To the extent possible, employees should not use anyone else’s phone, desk, office, computer, work tools, or equipment.

All employees are responsible for practicing routine cleaning and disinfection in their personal workspaces of frequently touched objects and surfaces such as keyboards, telephones, handrails, and doorknobs. Visibly dirty surfaces should be cleaned with soap and water prior to disinfection. All employees should consider ways to avoid touching any general use surface or object such as doorknobs, door code pads, copiers, printers, and refrigerators. In the alternative, disinfect after touching and wash your hands.

D. Access to Tribal office by non-employees

Employees should strongly consider alternatives to in-person meetings with community members and visitors, and try to conduct any necessary meetings out of doors. When there is no feasible alternative, community and visitor contact with the office should be limited to the extent possible. When a community member or visitor is going to come to the office, the time, location, and expected length of the meeting should be communicated to other employees through the department’s established procedures.

Community members and visitor should be informed in advance of the meeting of the relevant Tribal COVID-19 policies, including the requirement to wear a mask (and the availability of masks if needed); the need to meet with Tribal staff alone if at all possible; and that all in-person contact will be expedited to reduce mutual exposure. If the community member or visitor is unable to wear a mask, no in-person meetings are permitted.

The community member or visitor should be greeted by the same employee who will meet with that person to persons. Community member and visitors are required to wear masks in Tribal offices and facilities, and should be provided a mask if needed. The meeting should occur in a place that requires the community member or visitor to move through the office as little as
J. Conference rooms

Conference rooms should only be used when social distancing practices can be maintained. The “touch areas” should be cleaned before and after either by the person who used the space or as designated at the local office level.

K. Guidelines for meetings

Alternatives to in-person meetings should be strongly considered. At any in-person meetings, all participants should wear a mask, and social distancing guidelines be followed. Exercise caution in sharing items. Disinfectant wipes and hand sanitizer should be prominently available.

L. Break Rooms, Kitchens, and Lunch Rooms

Limit use of common areas to utility purposes, i.e., accessing a sink or refrigerator so that others may access the space for the same purpose. Where possible, use alternatives or discontinue use of high-touch communal items such as coffee pots. Dishes, eating utensils, drying racks, and towels should not be shared. Any such items should be stored in individual offices for use.

All employees should consider ways to avoid touching any general use surface or objects and disinfect any surface where contact occurred. Social interactions should not take place in these spaces. All staff should wear a mask and social distancing guidelines be followed.

M. Restrooms

Where restrooms are more than single use, access should be restricted in light of social distancing requirements. Discontinue use to the extent possible with shared items, such as towels and bars of soap. All staff should wear masks.

N. Ventilation

DDs should confirm office or facility compliance with the CDC’s recommendations regarding engineering controls.

Where appropriate and safe to do so, windows should be opened to increase ventilation.

O. Handling Mail

Those who handle the mail should avoid touching his or her face while doing so and should wash hands afterwards.

P. Cleaning

Each office or facility must develop a plan for regular cleaning and disinfecting of general use areas. Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily. More