frequent cleaning and disinfection may be required based on level of use. Follow CDC recommendations regarding cleaning.

Q. Suggested postings for Tribal offices and facilities:

1. Symptoms of COVID-19:
   - English
   - Other languages also available at the CDC website

2. Stop the spread of germs:
   - English
   - Spanish
   - Other languages also available at the CDC website

3. Use of masks
   - Suggested posting included with these policies.

VI. Essential Workers are defined as:

Tribal Administrative Office Personnel
- **Receptionist**: Compiles and disseminates updated information regarding Covid-19 to the tribal community. Processes in-coming and out-going mail, addressed telephonic inquires & transfers calls to appropriate departments for tribal services, processes payments for housing, tribal water, health related reimbursements, and other duties as assigned.
- **General Manager**: Manages and oversees Department Directors, and day to day operations of the tribe.
- **Housing Manager**: Responsible for addressing issues to ensure safe and sanitary housing units and responding to any maintenance needs or emergencies encountered by occupants.
- **Financial Services**: Workers who are necessary to process and maintain systems for financial transactions and services (e.g., payment, clearing, and settlement; wholesale funding; insurance services; and capital markets activities)
- **Maintenance – Tribal Community Water**: Employees needed to operate, test, chemically treat, monitor water distribution and water tank levels, and maintain safe and sanitary Tribal community drinking water.

Tribal Healthcare/Public Health Workers
- Workers in medical facilities: doctors, nurses, administration, etc.
- Workers who manage health plans, billing and health information
- Support staff

Law Enforcement, Public Safety, First Responders
- Tribal Personnel in emergency management, law enforcement, and fire services that have a higher level of public interaction
Communications and Information Technology
- Maintenance of communications
- Workers who support media service
- Installation, maintenance and repair technicians that establish, support or repair service

Social Services Staff
Those staff that work to address issues of abuse and neglect of children and adults. Those staff that are front line workers addressing Domestic Violence, and substance abuse that are subjected to higher levels of public interaction.

Culture & Heritage Director & Staff
- Review & Compliance necessary for completion of contractual obligations on various State and Federal projects.
- Language & Traditional Culture Program

Environmental Department Staff
- Health & Sanitation on tribal lands, and lands managed by the tribe

Natural Resources Department Staff
Those staff members that work to complete contracts, grants, and studies occurring on and around Tribal lands; including but not limited to Tribal environmental health, natural resources Tribal community support, and environmental, wildlife and fisheries contractual obligations.

"Guidance on the Essential Critical Infrastructure Workforce Ensuring Community and National Resilience in COVID-19 Response"

VII. Human Resources

A. If an employee is in a high-risk group and/or wishes to request an accommodation, the employee shall contact Tribal Human Resources directly.
B. COVID-19 Administrative Leave. Tribal employees shall be eligible for COVID-19 paid administrative leave for the following:
   1. Tribal employees who are not able to work at their workstation and who are not able to perform their job functions by working from home; and
   2. Tribal employees who have tested positive for COVID-19 virus, or who are required to care for a family member residing within their home who has tested positive for the COVID-19 virus;

which paid administrative leave shall not exceed ten (10) working days.


*Clicking on CDC Links will provide current up to date information on Covid-19 recommendation & guidelines.*
Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.

High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.

- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).

- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer’s instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

**Leave solution** on the surface for **at least 1 minute**

Bleach solutions will be effective for disinfection **up to 24 hours.**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water

  OR

- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**

Soft surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.

[cdc.gov/coronavirus]
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** These disinfectants meet EPA's criteria for use against COVID-19.

**Electronics**

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
  - Consider putting a **wipeable cover** on electronics.
  - **Follow manufacturer’s instruction** for cleaning and disinfecting.
    - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.

**Laundry**

For clothing, towels, linens and other items

- Launder items according to the manufacturer’s instructions. Use the **warmest appropriate water setting** and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick **can be washed with other people’s items.**
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- **Remove gloves,** and wash hands right away.

**Cleaning and disinfecting your building or facility if someone is sick**

- **Close off areas** used by the person who is sick.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the **person who is sick,** such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routing cleaning and disinfection.

**When cleaning**

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
  - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a person who is sick.
- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:
  - After blowing one's nose, coughing, or sneezing.
  - After using the restroom.
  - Before eating or preparing food.
  - After contact with animals or pets.
  - Before and after providing routine care for another person who needs assistance (e.g., a child).

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### Additional Considerations for Employers

- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.

- Provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus.

- Develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks.
  - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.

- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA’s Hazard Communication standard (29 CFR 1910.1200).


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### For facilities that house people overnight:

- Follow CDC’s guidance for colleges and universities. Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.

- For guidance on cleaning and disinfecting the bedroom/bathroom for someone who is sick, review CDC’s guidance on disinfecting your home if someone is sick.