

Tribal Reopening Amidst COVID-19 Safely (TRACS) Guidance by Phase

PHASE 1: Limited Return to Work

Tribal facilities will be restricted to employees only and are not open to the public.

All employees that are **not in vulnerable categories**^[1] are allowed to return to their respective worksites under the following prevention and preparedness policy (subject to change):

General Guidance

- Lobby areas will be repositioned to better adhere to the social distancing. Sanitizing stations will be provided in each building for the use of staff and visitors.
- Disinfection protocols will be observed to ensure proper cleaning and sanitization of each site. These protocols will follow CDC guidelines.
- Staff will be asked to social distance (maintaining a 6-foot distance), communicate through technology when at all possible, and adhere to a temporary closed-door policy in office spaces.
- Traveling between tribal buildings and/or office spaces is **strictly prohibited** without **explicit permission** from The Tribal Administrator.
- Non-essential travel will be **forbidden**. Travel, for business continuity **only** will be allowed by way of ground travel, with air travel being strictly prohibited. Employees who return from travel will be asked to quarantine for **10** days and follow Exposure Protocol² prior to returning to work.
- Tribal gathering, cultural or public, will be **prohibited**.
- Daily Temperature Screenings will be conducted at each location:
 - All employees reporting to work will be temperature screened, privately, by an on-site supervisor.
 - All visitors or delivery persons accessing the building entrance will be temperature screened prior to entering.
 - Screeners will adhere to precautions including wearing a mask and gloves while screening others.

[1] See Vulnerable Categories (as outlined by CDC) in Addendum A

- Temperature logs will be maintained as a private medical record.
- Employees or visitors with a fever of **100.4 degrees** Fahrenheit or **above** will be sent home or not allowed to enter the building (per CDC recommendation).

Illness and Return to Work

- An employee, who has tested positive for COVID-19 may only return to work once all of the following have been met:
 - The employee has been fever free for at least 24 hours without taking medication to reduce fever;
 - Symptoms of COVID-19 have greatly improved or are completely gone;
 - A minimum of ten days (10) has passed since symptoms began.
- NOTE: A negative COVID screening may be requested to confirm the employee is safe to return to work.
- If you are **exposed** to someone who has tested positive for COVID-19, follow the Exposure Protocol on **Page 69** of this document and contact Human Resources.
- An employee who experiences fever and/or respiratory symptoms while at home should **not** report to work. Instead, this employee should contact Human Resources for further direction.

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) will be required to be worn while working in any tribal facility and shall always be required to be worn when not confined within an employee's closed office space.

- **Masks**
 - Employees will **be** required to wear appropriately fitting masks that cover the nose and mouth.
 - N95, KN95, surgical, or cloths masks are allowed; no others will be permitted to be worn.
 - Administration reserves the right to determine the appropriateness of any mask worn in adherence to this policy.
- **Gloves**
 - Janitorial staff shall be required to wear protective gloves in addition to masks.



Schedule Modifications

Modifications to work schedule may be considered for Shawnee Tribal employees with school-aged children attending remote classes at home or following a modified A/B class schedule. Human Resources will review these requests on a case-by-case basis and determine an appropriate on-site schedule for those employees.

Disciplinary Actions

Due to the seriousness of this virus and for the health, safety, and ongoing protection of all staff, the following Disciplinary steps will be taken if an employee does not wear their PPE as outlined in this policy:

- First (1ST) Offense
 - Written disciplinary action.
 - Employee will be sent home for the remainder of the working day.
- Second (2ND) Offense
 - Written disciplinary action.
 - A review will be conducted of disciplinary actions taken by Tribal Leadership.
 - Employee will be sent home for up to three (3) days, without pay.
- THIRD (3RD) OFFENSE
 - Written disciplinary action.
 - A review will be conducted of disciplinary actions taken by Tribal Leadership.
 - Disciplinary action will be determined by Tribal Administration and could include, but is not limited to, a five (5) day suspension without pay.

PHASE 2: Lifted Employee Restrictions

All employees will be allowed to return to their respective workplaces.

Phase 2 will continue with the safeguards outlined in Phase 1, with the following exceptions:

Employees

- Employees in vulnerable categories^[2] shall return with other staff, providing they strictly adhere to social distancing procedures, PPE requirements, and disinfecting standards.
- Employees are **required** to stay at home if they are running a fever or feeling ill.

- Note: Employees will not be penalized nor required to use PTO if under quarantine for direct exposure to COVID-19.
- Asymptomatic employees under quarantine for direct exposure to COVID-19 are required to work from home during the ten (10) days of isolation.
- Employees that develop symptoms while under quarantine for direct exposure to COVID-19, may suspend remote work until symptoms are gone or employee is cleared to return to on-site work.^[3]

Citizens, Visitors & Guests

Public access to Shawnee Tribal offices shall be **limited to only one (1) individual inside the building at one time**. These citizens/visitors/guests will be **required** to adhere to the following:

- Limited to the common waiting areas only
- Restrooms will not be accessible to these individuals.
- Visitors will be required to wear masks upon entering the building.
- Tribal-Related programming and gatherings will be considered at the discretion of the Office of the Chief.

[2] See Vulnerable Categories in Addendum A

[3] See Return to Work guidelines in Addendum A

For the purposes of this policy, the Shawnee Tribe considers a **fully vaccinated employee** as a person that has received a full series (1 dose of Johnson & Johnson or 2 doses of Pfizer/Moderna) as well as the recommended additional booster.

In addition to the aforementioned protocols, the following conditions will apply to **only** the groups identified in the specific category they are listed. (For example, Fully Vaccinated Employee Protocols apply **only** to Fully Vaccinated Employees.)

Fully Vaccinated Employee Protocols in Phase 2 (Per CDC Guidance)

General Guidance

- Employees are able to interact within individual office spaces without wearing a mask or social distancing provided both employees are **fully vaccinated**.
- Employees who are fully vaccinated can visit with unvaccinated people from the same household, who are **not also in vulnerable categories**^[4] while indoors without masking or social distancing.

[4] See Vulnerable Categories in Addendum A

- Fully vaccinated employees may refrain from quarantine and testing following a known exposure provided they are **asymptomatic**.
- Fully vaccinated employees should continue following these standards:
 - Take precautions while in public, like wearing a mask and social distancing.
 - Adhere to preventative measures when visiting with those who are unvaccinated, especially those who are in Vulnerable Categories⁴ and those persons that have family that are in these high-risk categories.
 - Get tested if you experience symptoms of COVID-19^[5]
- Essential Travel
 - Essential travel may resume.
 - Testing before and after travel and self-quarantine will not be required.
 - Employees should self-monitor for COVID-19 symptoms upon returning, and isolate and get tested, if symptoms develop.
- Non-Essential Travel
 - Non-essential, work-related travel will be evaluated by Tribal Administration and approved on a case-by-case basis.
 - Tribal Administration may require vaccinated travelers returning from travel to self isolate for seven days (7).
 - Self-isolating employees who have returned from non-essential travel may be required to work remote during the self-isolation period to receive compensation throughout quarantine.
 - Non-essential travel utilizing air travel is **not advised** and shall require approval of the Office of the Chief.


Unvaccinated or Non-fully Vaccinated Employee Protocols (Per CDC Guidance)

General Guidance

- Employees are required to wear a mask, as previously outlined, when in contact with an unvaccinated employee, no matter the location.
- Employees in this category who are exposed to COVID-19 will be required to follow Exposure Protocol^[6] and contact Human Resources.
- Employees in this category should continue to following these standards:
 - Take precautions while in public, like wearing a mask and social distancing.

[5] See Symptoms of COVID-19 in Addendum A

[6] See Exposure Protocol in Addendum A

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- Adhere to preventative measures when visiting others, especially those who are in vulnerable categories^[7] and those persons that have family that are in these high-risk categories.
 - Weekly testing may be required for employees in this category if transmission rates in Ottawa and/or Texas Counties continue to rise.
 - Essential Travel
 - Travel that is required for the continuance of the Shawnee Tribe's governmental functions, shall be **limited to vehicular travel**.
 - Travelers returning from essential travel, may be required to self-isolate for a **seven day period**, as determined by Tribal Administration.
 - Employees self-isolating from tribal-required travel, shall continue to be paid throughout the self-imposed quarantine.
 - Essential travel utilizing **air travel** shall require approval from the Office of the Chief.
 - Non-essential Travel
 - Non-essential, work-related travel will be evaluated by Tribal Administration and approved on a case-by-case basis.
 - Travelers returning from non-essential travel, may be required to self-isolate for a seven (7) day period, as determined by Human Resources.
 - Employees self-isolating, who have returned from non-essential travel, may be required to work remote during the self-isolation period, to receive compensation throughout quarantine.
 - Non-essential travel utilizing air travel, is **not advised** and shall require approval of the Office of the Chief.

[7] See Vulnerable Categories in Addendum A

PHASE 3: Returning to a New “Normal”

Moving into Phase 3, means that the threat of COVID-19 has diminished greatly with a continual decrease in the trajectory of positive cases and numbers have begun to stabilize.

Phase 3 will follow Phase 2 protocols; however, it will be less restrictive in the following areas:

- Access to all Shawnee Tribal offices and buildings, shall be limited to ten (10) citizens/visitors/guests at a single time.
- Up to two (2) citizens/visitors/guests at any time may congregate in each staff member’s office at a time.
- The Shawnee Tribe Cultural Center will reopen to the public.
- Shawnee Tribal employees may travel freely between Shawnee Tribal office buildings.
- Restrictions to public/visitor bathroom usage will be lifted.
- Outdoor public gatherings, of any size, are allowed; however, social distancing is **strongly encouraged**.
- Indoor gatherings of more than 10 persons, will be held at the discretion of Tribal Administration.
- All work-related travel shall resume, and employees are required to follow outlines in this Policy and CDC guidance as it pertains to social distancing and large gatherings.
- Non-essential air travel will be approved by Tribal Administration on a case-by-case basis.
- Non-vaccinated and Persons in the vulnerable categories^[8] are advised to avoid air travel, if at all possible, and follow CDC guidelines regarding COVID-19 prevention.
- Employees are required to remain home, if they are running a fever or feel sick and will be required to use PTO, even if under quarantine for direct exposure to COVID-19.
- Mask policy updates:
 - All visitors are **required** to wear a mask upon entering tribal facilities.
 - Shawnee Tribe Employees must wear a mask when meeting with citizens/visitors/guests until further notice.
 - Masks **must** be worn when utilizing vehicular travel of three (3) or more employees

[8] See Vulnerable Categories in Addendum A



ADDENDUM A

EXPOSURE PROTOCOL


- An exposure is defined as being within 6 feet of an infected person for a duration longer than 15 mins.
- Employees will be required to have a PCR test performed prior to returning to work following an exposure to COVID-19.
- Following an exposure, staff are asked to isolate for 5 days and to work remotely.
- At the beginning of the onset of symptoms or at the end of the 5-day isolation period, whichever is earlier, staff are required to have a **negative** PCR test in order to return to office work.
- **Days of Isolation:**
 - 0-5 days – Isolate, wear a mask, avoid social settings, work remotely
 - Day 5 – Obtain a PCR Test
 - After results are **returned as “negative,”** send your results to Human Resources and await instruction.

A separate document has been provided that includes all of the locations in Ottawa County, OK and Jasper County, MO that provide PCR testing free-of-charge to individuals.

Please note: If you go to a clinic location to receive testing, the clinic may charge you an “office visit fee” that they will ask payment for.

VULNERABLE CATEGORIES

- 65 years of age or older
- Underlying Health Issues
- High Blood Pressure
- Chronic Lung Disease
- Diabetes
- Obesity
- Asthma
- Immunocompromised
- Undergoing chemotherapy
- Prescription Immunosuppressants
- Etc.



RETURN TO WORK

The following standards will be utilized by Human Resources to consider an employee “SAFE” to return to work:

- The employee has been **fever free** for at least **24 hours** without taking medication to
- reduce a fever; **AND**
- Respiratory symptoms (cough and shortness of breath) have greatly improved or are completely gone; **AND**
- A **minimum of ten days** have passed since symptoms began.
- A **negative PCR test result** may be required to return to work

SYMPTOMS OF COVID-19

- Fever
- Chills
- Cough
- Shortness of Breath
- Difficulty Breathing
- Fatigue
- Muscle and/or body aches
- Headache
- Sore Throat
- Loss of Taste and/or Smell
- Congestion
- Runny Nose
- Nausea
- Vomiting
- Diarrhea