



COVID-19 Emergency Action Response Plan (ARP) Policy and Procedures

PURPOSE

The Bishop Paiute Tribe (BPT) remains committed to providing a safe and healthy workplace for all our employees and visitors as we are re-opening. To ensure that our organization honors this commitment, we have developed an in-depth COVID-19 Emergency Action Response Plan (ARP). In alignment with guidance offered by the National Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH) guidelines, federal OSHA standards related to COVID-19, and the U.S. Office of Personnel Management. For further information regarding Inyo County COVID-19 numbers update and New Tier information please visit <https://www.inyocounty.us/covid-19>. As public health conditions improve or worsen this document will be updated to reflect current protocols.

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I. DETERMINATION OF COVID-19 AS A QUARANTINABLE COMMUNICABLE DISEASE

The Centers for Disease Control and Prevention (CDC) has determined that COVID-19 meets the definition for “severe acute respiratory syndromes”. Therefore, this novel coronavirus is a “quarantinable communicable disease”.

II. WORKING ON-SITE

All Bishop Paiute Tribe employees are considered essential at this time. The Bishop Paiute Tribe is a government agency and the upkeep of government functions are critical to providing needed community services.

1. Essential employees who are healthy, are required to be on-site.
2. Employees who pertain to the following see section III for further guidance:
 - Are vulnerable/high risk to COVID-19 or are living with vulnerable person(s).
 - Are caring for someone with a presumed or confirmed case of COVID-19.
 - Are assisting dependents while they are participating in distance learning.
3. It is required that the department head and supervisors is in their respective department at any given time during applicable operational hours, unless the department is closed for lunch.

III. TELEWORK

Employees are reminded that while teleworking, all workplace policies remain in place (see updated Telework Policy.) Weekly logs and requests are required to be completed and approved. Weekly logs must be detailed, signed by the employee, and approved by the direct supervisor. Supervisors will attach approved weekly Telework logs into Microix prior to approving timesheets.

1. Accommodations For Vulnerable Staff Or Staff With Vulnerable Household Members

- In response to a potential COVID-19 exposure, accommodations for employees or employees with household members with underlying health conditions, will be enacted in the following manner:
 - Are *always strongly encouraged to wear Personal Protective Equipment (PPE)* while working on site to further protect themselves from possible exposure.
 - Can create an alternate work schedule to limit interaction with people, if approved by direct supervisor.

For additional information on high risk individuals please refer to the CDC website: (link below)

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>

2. Accommodations For Staff Needing To Care For Their School-Age Children/Dependents Required To Participate In Distance Learning.

- While telework is not a substitute for dependent care, it can be a very valuable flexibility to employees with caregiving responsibilities. Employees are encouraged to use a variety of dependent care options that fit the need of the children during distance learning as necessary.
- Those staff needing to be home with their school-age child during a period of distance learning may work with their direct supervisor to create a modified schedule.
- Telework (see updated Telework Policy)

IV. BPT LEAVE POLICY FOR COVID-19 MITIGATION

Please refer to the BPT Communicable Disease Policy and Human Resources Personnel Policies regarding non-COVID-19 related sick leave policies. The BPT COVID-19 leave policies are as followed:

1. If a BPT employee is experiencing COVID-19 related illness or is caring for someone experiencing COVID-19 related illnesses or complications - BPT does allow for employees to Telework (see updated telework policy).
2. Advanced Use of Paid Sick Time: Employees may accrue a one-time ***NEGATIVE*** sick leave balance (related to COVID) of up to 14 days for:
 - Illness,
 - to meet self-isolation or quarantine requirements,
 - for the active care of dependents because of disruptions relating to COVID-19.
 - This means that, if necessary, eligible staff may use up to 14 days of sick time that they have not yet earned. Negative balances may be exhausted from the final paycheck of employees who terminate before they rebuild their sick banks. For needs that exceed available sick time, employees should consult Human Resources about options.

V. REQUIRED COVID 19 SAFETY PRECAUTIONS

1. Preventative Screening & Procedures For Employees/Guests

- Employees and guests are encouraged to self-monitor for signs and symptoms of COVID-19. All guests will be screened by BPT Tribal Safety Officers prior to entering all BPT buildings utilizing a touchless body temperature measuring device. All employees and guests will be required to wear a verification label that must remain visible on one's clothing while on the premises. Individuals with a temperature of 100.4°F (maximum of 2 readings will be given).
- A second screening will be conducted; if the person still reads higher than 100.4°F, the employee or guests will not be permitted and will be required to leave the premises immediately.
- The BPT Maintenance department will ensure that each department is supplied with PPE. (face masks, disinfecting tools, and where necessary, Plexiglas protective shields).
- Daily Temperature logs for Employee's will be recorded.
- If an employee develops symptoms that they believe to be COVID-19 during business hours they must go home immediately. The employee must also immediately notify their supervisor of their condition prior to leaving the work site.
- If an employee does in fact leave for home early fearing that they are experiencing COVID-19 symptoms, the BPT Maintenance Team will then immediately close off the area and sterilize 72 hours after notice.
- Employees are instructed to stay home if they do not feel well and are directed to contact their supervisor and/or Human Resources for quarantine and/or isolation instructions.

2. Employee's Responsibilities

- Hand Washing – Correct hygiene and frequent handwashing with soap is crucial to help combat the spread of COVID-19. All employees are instructed to wash their hands (for at least 20 seconds), or use sanitizer (this hand sanitizer will always consist an alcohol content greater than 60%)when a sink is not available and after any of the following activities, but not limited to: using the restroom, sneezing, touching the face, blowing the nose, cleaning, eating, drinking, entering and leaving BPT buildings.
- Employees will be instructed to cover their mouth and nose with their sleeve located in the crux of their elbow, or by using a tissue, whenever coughing or sneezing. Respiratory etiquette will be reinforced through signage posted throughout the BPT campus detailing these protocols.
- Social distancing and use of face masks have been implemented in the workplace at all times (unless alone in their private office). When conducting face-to-face meetings/gatherings, employees are required to wear a face mask and maintain a social distance of roughly six (6) feet between them and their coworkers or visitors.
- When requested, the BPT Maintenance Team will arrange rooms adhering to social distancing protocols (i.e. Chambers, Meeting Rooms). All meetings/gatherings are limited to 10 people maximum (and 6 people maximum per table/conference room).
- These social distancing protocols will be reinforced through signage posted at each BPT work site. For more information visit <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

3. Travel

Due to COVID-19 all work-related out of town travel is suspended until further notice.

- Use of Tribal Vehicles – BPT Vehicle policy and procedures still apply
 - All employees must complete the sanitation checklist given by the Purchasing & Property Clerk (PPE will be supplied)
 - Complete BPT Mileage Log
 - Turn in Mileage Log and Travel Form by the 5th of each month to supervisor for processing.
 - Out of Town Travel
 - The BPT recognizes and understands the remote location of our tribe and town and the needs to travel. All individuals planning travel should see information on the potential hazards in their chosen destinations to understand how best to protect their health and minimize the risk of contracting or spreading COVID-19. We strongly encourage all employees who travel to follow the CDC's recommendations. See link for further guidance: <https://www.cdc.gov/coronavirus/2019ncov/travelers/index.html>

4. Covid-19 Testing

The BPT strongly encourages all employees to get tested, especially if an employee is showing symptoms or has possibly been exposed to COVID-19. Below are available testing sites:

- AB Medical Healthcare Solutions (Free Service). Drive-thru basis, no appointment necessary. Located at the Barlow Lane Gymnasium or designated area September-December 2020 (see flyer).
- Project Baseline by Verily (Free Service). Visit the website to schedule an appointment. This is a self-test. <https://www.projectbaseline.com/study/covid-19/>.
- Toiyabe Indian Health Clinic. Call 760-873-8464 if you think you have symptoms and to get guidance on testing and safety protocols at the test site.
- Northern Inyo Hospital. Call 760-873-5811 if you think you have symptoms to get guidance on testing and safety protocols at the test site.
- For antibody testing schedule an appointment with your Primary Care Provider (PCP) to request a lab order for the COVID-19 antibody test. Northern Inyo Hospital will then conduct the lab work. Results will be given to your PCP at which time the PCP will inform you of your results.

Resource: <https://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html>

5. Facilities Management

Regular routine cleaning and disinfecting will continue to be enacted by the BPT Maintenance Team at each site, including work surfaces, equipment, tools, and machinery. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as door handles, railings, etc. throughout the course of the business day, as well as during off hours.

The BPT Maintenance Team will continue to use the most stringent cleaning chemicals allowed for commercial use that adhere to OSHA standards and that also are the most effective at killing the COVID-19 virus. All disinfectants and sanitizers made on-site will be labeled with the appropriate information in accordance with OSHA standards.

It is the responsibility of each staff member to sanitize personal office spaces, especially after visitors.

6. **When To Quarantine**

Quarantine is used to keep someone *who has COVID-19 or might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

For further guidance please see: [What to do if you test positive for COVID-19 or have been exposed to COVID-19 \(attached\)](#).

VI. COMMUNICATIONS & TRAINING OF BPT STAFF REGARDING THIS PLAN AND FOLLOW-UP

1. This ARP Re-Opening Policy & Procedures will be formally incorporated at Staff meetings and HR trainings.
2. This policy will be formally monitored by the Administration team, Emergency Management Committee, and Management in order to monitor how effective it has been implemented and how effective it is being followed by all BPT employees and guests.
3. Failure to adhere to this policy will result in reprimand up to immediate termination.
4. This is a living document and is subject to change by approval from the Tribal Administrator.