



COVID-19 Preparedness Plan for the Enterprise Rancheria Estom Yumeka Maidu Tribal Office.

The Tribe is committed to providing a safe and healthy workplace for all our staff, tribal members, and visitors. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All the staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and communities, and that requires full cooperation among our staff and tribal members. Only through this cooperative effort can we establish and maintain the safety and health of our workplace.

All staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan.

Our staff and tribal members are our most important assets. Staff involvement is essential in implementing a successful COVID-19 Preparedness Plan. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and California Department of Public Health (CDPH) guidelines, federal OSHA standards related to COVID-19, Butte and Yuba-Sutter County standards and addresses:

- **hygiene and respiratory etiquette;**
- **engineering and administrative controls for social distancing;**
- **cleaning, disinfecting, decontamination and ventilation;**
- **prompt identification and isolation of sick persons;**
- **communications and training that will be provided to staff;**
- **management and supervision necessary to ensure effective implementation of the plan;**
- **protection and controls for tribal members necessary visits to the Tribal Office**
- **vendors and mail pick-up, drop-off and delivery;**
- **protections and controls for office sanitation;**
- **communications and instructions for tribal members and other office visitors**

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. These questions are based on information from federal, state, or local authorities who are addressing COVID-19 public health safety matters, and are expected to change as the authorities and medical professionals learn more about COVID-19.

- **Temperature check upon arrival**
- **Questions:**
 1. Have you had a fever of 100.4 or above in the last 72 hours?
 2. Have you taken medications to reduce a fever in the past four hours?
 3. Do you currently have:
 - a new loss of taste or smell
 - a cough?
 - a sore throat?
 - difficulty breathing?
 - shortness of breath?
 - muscle aches or pains?
 - a headache?
 - chills?
 - repeated shaking with chills?
 - abdominal discomfort?
 - diarrhea?
 4. In the past 24 hours have you vomited?
 5. Have you been in contact with anyone in the past 24 hours who is experiencing any of the above symptoms?
 6. Have you been in contact with anyone in the past 14-days who has had COVID-19 or been in contact with anyone in the past 14-days who has been experiencing any of the above, or other, symptoms for COVID-19?
 7. Have you been with other persons in the past 14-days with, other than members currently residing in your household, where social distancing was not being practiced (such as at a public event, public beach, park, restaurant, shopping mall, etc.)?
 8. Have you traveled outside of the state within the past 14-days?
 9. Have you traveled outside of the contiguous United States within the past 30 days, including to any U.S. Territories?
 10. Have you been tested for COVID-19, by an approved FDA testing measure, and: (i) if so what result; and (ii) when did you receive the results of the test?
 11. Have you received a fitness for duty certification from a health care provider, or similar medical documentation related to COVID-19?

For any question you responded no to, in the event your circumstances change during the workday such that your answers to any of the question have changed, you agree to immediately contact Human Resources.

The Tribe has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

Tribe has also implemented a policy for informing staff if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information according to HIPAA.

Handwashing

Basic infection prevention measures will always be implemented at our office. Staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All tribal members and visitors to the office will be required to sanitize their hands immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the office so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Respiratory etiquette: Cover your cough or sneeze

Staff, tribal members and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff, tribal members, and visitors.

Social distancing

Social distancing of six feet will be implemented and maintained between staff, tribal members, and visitors in the workplace through the following engineering and administrative controls:

- **Provide signage, markings and instructions for staff, tribal members and visitors about social distancing, lobby occupancy and requirements for hand sanitization.**
- **A plastic barrier or guards will be used at the lobby counter.**
- **Only one tribal member or visitor will be allowed in the lobby at a time. A sign will be posted and robocall asking tribal members to make an appointment will be sent.**
- **Staff will not be allowed to gather in the kitchen area.**
- **Personal protective equipment, phones, pens, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment will not be shared and, if used by more than one person, cleaned, and disinfected between users.**
- **For use of tribal vehicles, only the driver will be permitted to occupy the vehicle. Vehicle interior will be sanitized after use.**
- **Tribe will provide recommended protective supplies, such as masks or nonmedical cloth face coverings, gloves, disinfectant, and instruction about when and how they should be worn.**

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including

restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, delivery equipment, etc.

- **Daily cleaning will be done by each staff member of each personal workstation and area with disinfecting wipes or solution.**
- **Contracted janitorial service will clean each morning and be finished at least 30 minutes before opening.**
- **If a staff member or visitor to the office is symptomatic or is diagnosed with COVID-19, complete cleaning of the lobby area with sanitizing projects will be conducted immediately. Isolation protocols for quarantine of exposed staff will be implemented as well as notifying Butte County Health Department and Feather River Tribal Health.**
- **Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.**
- **The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained.**

This COVID-19 Preparedness Plan was communicated via email to all staff on May 16th, 2020 and necessary training was provided on the first day of each staff members return to work. Staff was advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Appendix A – References used for the COVID-19 Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

California Department of Public Health (CDPH): Coronavirus <https://www.cdph.ca.gov/>

Butte County Public Health: <http://www.buttecounty.net/publichealth/Home>

Yuba County Public Health: <https://www.yuba.org/coronavirus/>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Federal OSHA – www.osha.gov

Handwashing

CDC: Handwashing <https://www.cdc.gov/handwashing/index.html>

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf