

LTBB Tribal Court Administrative Order

COVID-19 RE-OPENING PLAN FOR THE LTBB TRIBAL COURT

Administrative Order 06-08-2020-04

Introduction

LTBB Government buildings have been shut down since March 16 due to the COVID 19 pandemic. The goal of Tribal Court's COVID-19 Phase Re-Opening Plan is to provide employees with as safe an environment as possible and protect privacy, while providing governmental services to our tribal community. Government operations will strive to do our part to help flatten the curve in the State of Michigan and our tribal community. This guidance is supplemental to the guidance set out in Administrative Order 04-27-2020-03.

SHUT DOWN (March 16 to May 31)

1. Government buildings are closed to the public.
2. Services are available electronically or by appointment.
3. "Office Closure" used in EWS for employees.

PHASE I (June 1 to June 26, may be extended based on consultation with Medical Director)

1. Government buildings will remain closed to the public during Phase I. Services to the public continue to be available electronically or by appointment only.
2. Employees who are able to work from home will be required to.
3. "Office Closure" will no longer be used by employees in EWS.
4. Directors, with Unit Director approval, will determine who will return to the offices.
5. Employees are to remain home if they display any of the symptoms related to COVID-19: Cough, shortness of breath or difficulty breathing, or two or more of these symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell. Symptoms are defined by MDHHS/CDC.
6. Office hours will be Monday thru Friday from 8:30 am to 5:00pm.
7. Travel is cancelled until further notice.
8. In person events are not allowed until further notice.
9. In person employee meetings are not allowed until further notice. Exceptions can be made with the permission of the Unit Director, CFO, or Branch Manager.

Employee screening upon entrance to the buildings:

1. Mandatory temperature checks will be administered from 8:15 am to 9:00 am for all employees prior to entry into any government building. Employees may be sent for additional evaluation as needed.
2. Temperature checks will be administered by health staff at two (2) locations for the following groups of employees:
 - a. Health Park (Front Door Entrance) – Health, Youth Services, and 911 Spring Street
 - b. Administration Bldg. (North Door of Employee Parking Lot Entrance) – Admin. Bldg. Staff and NRD

- c. Court staff will perform temperature checks and the screening questionnaire upon entry into the Tribal Court offices, unless they have already completed and passed the screening provided at either the Administration Building or Health Park.
3. Screening includes a thermometer reading and health questions for each employee.
4. All temperature checks will be recorded by the test administering staff member.
5. A temperature of 99.5 degrees or above will be rechecked with an oral thermometer.
6. Any employee testing 99.5 degrees or higher will be denied entry to the buildings, required to notify their supervisor, and return home for a minimum of 72 hours of quarantine. Temperatures will be logged by the screener.
7. Employees who refuse to submit to screening will be denied entry into the building.
8. Only in an emergency, may an employee go into work after the temperature check period of 8:15 am-9:00am. The employee must get the approval of their supervisor and get their temperature checked at the Health Department before entry.
9. Door entry logs will be cross referenced with temperature log to ensure compliance.
10. Employees who do not comply with the mandatory temperature checks will be subject to progressive discipline.
11. LTBB may choose to implement COVID testing for employees.

Personal Protection Equipment (PPE)

1. Disposable masks will be provided by LTBB or employees can provide their own fabric masks, if they agree to launder the mask daily. Disposable masks are to be discarded after being used for one day.
2. Employees are required to wear masks in all common areas in the building, and whenever they are the presence of other people. Employees can choose not to wear masks when alone in their own office space, as long as no other people are present.

Workplace Safety Precautions

1. Facilities staff will deep clean the buildings daily as defined by their COVID-19 procedures.
2. Kitchens and drinking fountains are off limits. Break areas can be used one at a time and employee must disinfect after use. Water Filling stations will remain open.
3. Directors are responsible to make sure workspaces are configured in a way to maintain social distancing.
4. Employees are to limit their travel within the buildings whenever possible.
5. Disinfection wipes and hand sanitizer/washing of your hands will be required for all employees whenever they leave and return to their office.
6. Employees must disinfect all surfaces they come in contact with including door knobs, doors, desks, computers, copiers, etc.
7. Employees are encouraged to use proper sneeze and cough etiquette.
8. Employees must practice social distancing of 6 feet within the workplace.
9. Parking: Employees are to maintain a minimum of one (1) parking spot between vehicles at all times.
10. Lunches and Breaks:
 - a. Social distancing must be adhered to while on all breaks
 - b. Employees are able to leave the buildings for lunch and breaks
 - c. Employees sharing an office space may not eat at their desk

11. With the exception of the Health Department, office trash must be in bags and put out in halls for pickup.
12. Composting will be suspended.
Health and Safety posters and handouts available for all employees.
13. Employees will be asked to keep a contact log of people they come into prolonged close contact with (within 6 feet) during their shift. In person contact is discouraged.

Employees Returning from an Office Absence of greater than 5 calendar days

1. Employee takes COVID rapid test at LTBB Health Clinic.
 - a. Positive: employee is sent home with guidance, or to the ER if symptoms are severe. Employee is sick so uses PTO.
 - b. Negative: employee is allowed to return to work.
 - i. A second COVID test is ordered for the employee one week later at the McLaren outpatient testing site (paid for by LTBB after insurance).
 - A. Positive: employee is sent home with guidance, or to the ER if symptoms are severe. Employee is sick so uses PTO.
 - B. Negative: employee returns to work.
2. Employee works at home for 14 days, if possible. If not, employee works at LTBB building.
3. Employee is requested to monitor themselves closely for symptoms and report any to their supervisor.
4. Alternatively, if the employee refuses testing as outlined above, the employee may work from home for a period of 14 calendar days from the date they were last in the office. This option is contingent on the employee being able to work from home.

COVID-19 In the Workplace Plan

1. Respond swiftly but carefully for protection of workforce and respect the privacy of the positive employee.
2. Develop a workforce contact tracing protocol to identify and inform those individuals who have been in close contact with the affected employee.
3. If an employee is diagnosed with COVID-19, their office will be closed until it has been properly disinfected.
4. Employees who have been diagnosed with COVID-19 will be required to use PTO to quarantine for 14 days. Employees may return to work under CDC recommendations.
5. Employees who have been exposed to COVID-19 in the workplace are required to self-quarantine for a period of 14 days. The employee's supervisor will assign telework if possible. Office Closure hours may be used as needed. If the employee develops symptoms of COVID-19 during quarantine, PTO or QPTOAP will be used to cover sick time away from work and the employee may return to work under CDC recommendations.
6. If an employee has been contacted by a local Health Department because they have been potentially exposed, they are required to let their supervisor know.

Leave Programs Available

We recognize that some LTBB Government employees may be uncomfortable working during this pandemic and the recovery phases, for many different reasons. At the same time, LTBB

Government has the responsibility to provide services to the Citizens. Employees will need to communicate with their Director and Human Resources if Leave is needed.

1. If an employee is requested to work and he/she is not comfortable working, they can utilize PTO.
2. If an employee is requested to work and they do not have any PTO, they can use the Quarantine PTO Advance Program (QPTOAP), which allows the employee to be advanced up to 10 (ten) days of PTO in order to maintain a full paycheck. The employee will pay back the advanced PTO in their next paychecks at the rate of their accrual.
3. Employees that are high risk or Elder (55 years and above) employees may be eligible for Emergency PTO.
4. If the employee is requested to work and has no PTO available, and no (QPTOAP) available, and does not qualify for EPTO, the employee can request to utilize the Personal Leave of Absence program, which allows up to 30 working days of unpaid leave.

Date: _____



Hon. Allie Greenleaf Maldonado