

LTBB Tribal Court Administrative Order

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

Administrative Order 06-24-2020-

Introduction

LTBB Government buildings have been shut down since March 16, 2020 due to the COVID 19 pandemic. On May 18, 2020, we implemented Phase I of the government's phased reopening plan. Phase I is currently scheduled to end on June 27, 2020. The overall goal of LTBB's COVID-19 Multi-Phase Re-Opening Plan is to provide employees with as safe as an environment as possible and protect privacy, while providing governmental services to our tribal community. Phase II goals are to continue provide a safe environment for staff and the community while lifting restrictions for our governmental operations. Government operations will continue to strive to do our part to help flatten the curve in the State of Michigan and our tribal community. Health and safety posters and handouts related to COVID-19 are available for all employees upon request.

I. Closure and Phase History.

A. Government Office Closure (March 16 to May 17)

1. Government buildings were closed to the public.
2. Services were available electronically or by appointment.
3. Employee who were able worked remotely.

B. Phase I Reopening (May 18 to June 27)

1. Government buildings remained closed to the public.
2. Services to the public continue to be available electronically or by appointment only.
3. Employees who are able to work remotely are required to.
4. Office hours will be Monday thru Friday from 8:30 a.m. to 5:00 p.m.
5. Employee travel was cancelled.
6. In person events were not allowed.
7. In person meetings were not allowed.
8. Mandatory temperature checks and health questionnaire for employees working in the buildings.
9. Employees were required to practice social distancing, hand wash/hand sanitize, wear masks, and help with cleaning offices daily.
10. All buildings were cleaned daily and deep cleaned weekly.
11. Employees were to maintain a minimum of one (1) parking spot between vehicles at all times.

II. PHASE II (June 28 to July 25, 2020, this period may be extended based on consultation with the Medical Director)

A. Access to Government Buildings.

1. Government buildings will be open to citizens needing to conduct business by appointment only.
2. No social visiting or gatherings are permitted.
3. Citizens are encouraged to continue to conduct business by electronic means whenever possible.
4. Temperature checks and questionnaire are required for citizens and guests entering the buildings.
 - a. All citizens and guests to use main entrance doors and to remain at check-in/check-out stations until department personnel can be called to come escort them to and from the department providing services.
 - b. All citizens and guests are to practice social distancing, wear masks, and use hand sanitizer station when entering and exiting the building.
 - c. Vendors will continue to use their usual delivery entrances.
5. Office hours will be Monday thru Friday from 8:30 am to 5:00 pm.
6. Access to buildings outside of normal working hours is only permitted with approval of Unit Director, CFO, or Branch Manager.
7. Employees working at 7500 Odawa Circle will continue to use the North Employee entrance. Employee screenings at the North Door entrance of 7500 Odawa Circle, Harbor Springs, Michigan will occur from 8:00 am to 8:30 am Monday through Friday.
8. In accordance with Executive Directive #40-05012020 Hazard Pay During COVID-19 Pandemic Response, Hazard Pay expires June 27, 2020.

B. Employees Return to Work in Offices; Conditions & Requirements.

1. Employees will return to working in office where appropriate. Unit Directors, the CFO, or Branch Manager may require employees who are capable of working remotely to continue to do so.
2. The ideal shared office capacity should not exceed 50%, i.e. if there are four employees in an office, only two will be permitted to work in office at any one time. Unit Directors, the CFO, or Branch Manager may adjust office capacity as needed.
3. **Personal Protection Equipment (PPE)**
4. 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.
5. 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.
6. **Health Screening.** Employees working in office must comply with health screening requirements.
 - a. Temperature checks and health questionnaires will continue to be administered to employees prior to entering government buildings.
 - b. Temperature checks and the completion of the health questionnaire are required for entry to the building.

- c. Employees must self-report any illness or symptoms of COVID-19 to their immediate supervisor.
- d. 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. See <https://www.cdc.gov/>.
- e. Employees who do not comply with the mandatory temperature checks, or who do not self-report any illness or symptoms of COVID-19, **will be subject to progressive discipline.**
- f. LTBB may choose to implement COVID testing for employees. Prior to the implementation of testing, notice shall be given to employees regarding the nature of the COVID testing and the conditions under which such testing may be required.

C. In-Person Events and Meetings.

- 1. In person events are permitted with an approved Safety Plan. Safety Plans shall be approved by the Unit Director, CFO, or Branch Manager prior to the event being authorized.
- 2. In person employee meetings are permitted with the approval of the Unit Director, CFO, or Branch Manager.

D. Travel. LTBB Travel remains suspended during Phase II, unless approved by the Unit Director, CFO or Branch Manager.

E. Workplace Safety Precautions

- 1. All buildings cleaned daily and deep cleaned weekly.
- 2. Departments will bag trash and compost and leave in hallway for pickup.
- 3. Kitchens and drinking fountains remain off limits.
- 4. Water Filling stations will remain open.
- 5. Employees are permitted to use break areas with social distancing. Employees are responsible to disinfect area after use.
- 6. Facilities staff will clean the buildings daily and deep clean the buildings weekly as defined by their COVID-19 procedures.
- 7. Employees are to limit their travel within the buildings whenever possible.
- 8. Disinfecting wipes and the use of hand sanitizer and/or hand washing will be required for all employees whenever they leave their office.
- 9. Employees are required to utilize proper hand washing/hand sanitizing techniques while in office.¹
- 10. Employees must use disinfection wipes on all surfaces they come in contact with including doorknobs, doors, desks, computers, copiers, etc.
- 11. Employees are required to use proper sneeze and cough etiquette, i.e. coughing into your elbow, or otherwise covering the mouth.

¹Guidance on hand washing and hand sanitizing can be found at, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>.

12. Employees must practice social distancing of 6 feet within the workplace whenever possible.
13. **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.
14. With the exception of the Health Department, office trash and compost must be in bags and put out in halls for pickup.
15. Tribal vehicles are to be sanitized following their use.
16. Employees are encouraged to wash and/or sanitize their hands after handling documents.
17. Employees will be required to maintain a contact log of people they come into prolonged close contact with (within 6 feet) during their shift. Prolonged contact for the purpose of this paragraph shall mean contact lasting more than 10 minutes. In person contact continues to be discouraged except where necessary in the performance of work-related duties.

F. 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, the Tribe has the responsibility to provide services to its citizens.

1. If an employee is requested to work and he/she is not comfortable working, he/she can utilize PTO.
2. If an employee is requested to work and he/she does not have any PTO, he/she can use the (PTO Advance) program, which allows him/her to receive up to ten (10) days of advanced PTO, which is then paid back through PTO accrual when the employee returns to work. (substitute language from the program we created early on)
3. Employees that are high risk and Elder employees may be eligible for Emergency PTO.
4. If the employee is requested to work and has no PTO available, and no (Advanced PTO) is available, and the employee 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.
5. **Closure of Public/Private Schools; accommodation for employees with school-aged children, children who attend daycare.** In the event that public and/or private schools and/or daycares are closed during the same period as an emergency closure, employees that have school-aged children who attend public or private schools that are closed, or who have children who attend a daycare, shall be permitted to work an adjusted schedule as arranged with their supervisor. This may include being allowed to utilize administrative leave as set forth in this policy for periods of time necessary to facilitate home schooling or other activities related to meeting the care and/or educational needs of children who would otherwise be in school or daycare.

- III. COVID-19 In the Workplace Plan.** The following provisions shall be in effect at every phase level of the phased reopening plan:
- A. **Identification of a COVID positive employee.** The Tribal government shall respond swiftly but carefully if an employee tests positive for COVID.
 - B. **Contact Tracing.** The Health Department, in coordination with other governmental departments, shall develop a workforce contact tracing protocol to identify and inform any individuals who have been in close contact with a COVID positive employee.
 - C. **Notification.** Upon learning that an employee may be COVID positive, the employee's supervisor shall be required to contact their direct supervisor, the HR Director and their Unit Director.
 - D. **Response.** The government office/building where a COVID positive employee shall be shutdown and closed to employees and the public until the building can be deep cleaned and/or decontaminated under the direction of the Health Department.
 - E. **Employee Quarantine Following Positive Test.** Employees who have tested positive for COVID-19, and who are unable to work remotely, will be required to use PTO to quarantine for 14 days. Employees must be cleared to return to work by their treating physician before they can return to working in office.
 - F. **Employees Exposed While Working, Testing.** Employees who have been knowingly exposed to COVID-19 in the workplace are required to be tested and follow CDC recommendations. The employee's supervisor shall permit an affected employee to work remotely. Paid Administrative Leave may be available to quarantine employees upon approval.
 - G. **Employee Exposure Outside the Workplace.** 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 about the potential exposure, when it occurred, and whether they were in the office or in contact with other employees during working hours following the exposure.

Date: _____



Hon. Allie Greenleaf Maldonado