

# PHASE III COVID-19 RE-OPENING PLAN FOR THE LTBB GOVERNMENT

6/15/2021

## **Introduction**

LTBB Government buildings were shut down on 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 ended on June 27, 2020. Phase II went from June 28<sup>th</sup> 2020 to May 29, 2021. Phase III began on May 30, 2021 and is now extended to Saturday, July 3, 2021. Phase III is the final phase of the LTBB COVID-19 Re-Opening Plan. **Phase III ends July 3, 2021.**

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 III goals are to continue to 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, 2020 to May 17, 2020)**

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

### **B. Phase I Reopening (May 18, 2020 to June 27, 2020)**

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.

### **C. Phase II (June 28, 2020 to May 29, 2021)**

1. Government buildings were open to citizens needing to conduct business by appointment only.

2. Services to the public continued to be available electronically or in-person by appointment only. Citizens were encouraged to continue to conduct business by electronic means whenever possible.
3. Employees able to work remotely from home were encouraged to do so.
4. Office capacity of staff was not to exceed 50% for most of Phase II. A portion of Phase II office capacity was less than 50%.
5. Office hours continue to be Monday thru Friday from 8:30 a.m. to 5:00 p.m.
6. Employee travel was cancelled unless approved by Unit Director, Branch Manager, or CFO.
7. In person events and meetings were suspended unless approved by Unit Director, Branch Manager, or CFO. An approved safety plan, social distancing, and PPE were required.
8. Mandatory temperature checks and health questionnaire continued for employees working in the buildings.
9. Employees were encouraged to get the COVID-19 vaccination.
10. COVID-19 Leave Programs were available for employees to utilize.
11. Workplace safety plan was implemented for all employees regarding COVID-19 exposures, positive tests, quarantine, contact tracing, and notification.
12. On 1/20/2021, a Health Amendment was implemented for Health Department Employees exposure and quarantine. Supplemental amendment updates continued as needed.
13. Employees were required to practice social distancing, hand wash/hand sanitize, wear masks, and help with cleaning offices daily.
14. All buildings were cleaned daily and deep cleaned weekly.
15. At the end of Phase II, masks were no longer mandatory for vaccinated employees.

**II. PHASE III (May 30, 2021 – July 03, 2021; this period may be changed based on consultation with Medical Director)**

**A. Access to Government Buildings.**

1. Government buildings will be open to citizens and guests needing to conduct business. We continue to encourage citizens and guests to make appointments for their business needs.
2. Citizens and guests are still encouraged to continue to conduct business by electronic means whenever possible.
3. Temperature checks and questionnaire are required for citizens and guests entering the buildings.
  - a. All citizens and guests to use main entrance doors.
  - b. All citizens and guests are to practice social distancing, use the hand sanitizer station(s), and wear masks if unvaccinated when entering and exiting the buildings, with the exception of the Health Department. All citizens and guests will wear masks at the Health Department regardless of vaccination status.
  - c. Vendors will continue to use their usual delivery entrances.
4. Office hours will be Monday thru Friday from 8:30 am to 5:00 pm.

5. Access to buildings outside of normal working hours is only permitted with approval of your Director.
6. Employees working at 7500 Odawa Circle will continue to use the Main Front entrance. Employee screenings at the Main Front Door will begin at 8:00 am Monday through Friday.

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

1. Employees are encouraged to get the COVID-19 vaccination. The vaccine is available to ALL employees at the LTBB Health Department.
2. 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.
3. All offices will be open during normal business hours with a staffing level between 50% and 75%, i.e. if there are four employees in an office, only three will be permitted to work in office at any one time. Directors, Unit Directors, the CFO, or Branch Manager may adjust office capacity as needed.
4. **Personal Protection Equipment (PPE):** Except for the Health Department, employees who are fully vaccinated are not mandated to wear a mask in the workplace. Employees who are not fully vaccinated are required to wear masks in the workplace. Non-vaccinated employees may choose not to wear masks when alone in their own office space. 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. (see health care amendment for Health Department employee guidelines)
5. **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. All temperature checks will be recorded by the test administering staff member.
  - c. A temperature of 99.5 degrees or above will be rechecked with an oral thermometer.
  - d. Refer to Decision Tree for Failed Screenings document for steps to take in case an employee fails the Health Screening.
  - e. Employees must self-report any illness or symptoms of COVID-19 to their immediate supervisor
  - f. Employees are to remain home if they display any of the symptoms related to COVID-19: Cough, shortness of breath or difficulty breathing, chills, fatigue, muscle or body aches, headache, new loss or change of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. Symptoms are defined by MDHHS/CDC. <https://www.cdc.gov/>
  - g. **Consequences:** Employees who do not comply with any guidelines, including mandatory PPE, temperature checks, and self-reporting any illness or symptoms of COVID-19, will be subject to **progressive discipline**.

- h. 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: Indoor/Outdoor**

- 1. **Events:** All events must be approved by Director and by the Unit Director, CFO, or Branch Manager. A safety plan must be approved by Safety Coordinator/Emergency Manager-Susan Gasco prior to an event being approved. A safety template is available for event coordinators to use for convenience. Outdoor event capacity limit is 300 people.
- 2. **Meetings:** Meetings up to 25 people may take place without a safety plan. Workplace safety precautions of Phase III must be adhered to at all times.

**D. Travel.** LTBB Travel is open with prior approval from the Director.

**E. Workplace Safety Precautions**

- 1. All buildings cleaned daily and deep cleaned weekly.
- 2. Departmental trash and compost pickup are back to normal schedule.
- 3. Kitchen(s) and drinking fountain(s) will remain off limits.
- 4. Water Filling stations will remain open and ice machine in the buildings will be open.
- 5. Employees are permitted to use break areas with social distancing. Employees are responsible to disinfect area before and after use.
- 6. Facilities staff will clean the buildings daily and deep clean the buildings weekly as defined by their COVID-19 procedures. Weekly deep cleaning will be conducted outside regular business hours.
- 7. Employees are to limit their travel within the buildings whenever possible.
- 8. Employees are to use hand sanitizer whenever they leave their office.
- 9. At the end of each work day, employees will use disinfecting wipes or cleaning products/paper towels to clean their offices and workstations.
- 10. Employees are required to utilize proper hand washing/hand sanitizing techniques while in office.<sup>1</sup>
- 11. Employees must use disinfecting cleaning supplies on all surfaces they come in contact with including doorknobs, doors, desks, computers, copiers, etc.
- 12. Employees are required to use proper sneeze and cough etiquette, i.e. coughing into your elbow, or otherwise covering the mouth.
- 13. Employees must practice social distancing of 6 feet within the workplace whenever possible. Example: It is understood that employees may not be able to stay 6 feet apart while passing each in a hallway or within an office suite.
- 14. **Lunches and Breaks:**
  - a. Social distancing must be adhered to while on all breaks.

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

- b. Employees are able to leave the buildings for lunch and breaks (although employees must remain on LTBB grounds on breaks).
- 15. Tribal vehicles are to be sanitized following their use.
- 16. Employees are encouraged to wash and/or sanitize their hands after handling documents.

**F. Leave Programs Available.** COVID-19 leave programs have been made available to help assist employees with COVID-19 in and out of the workplace. Regular leave programs outlined in employee handbook also continue to be available.

- 1. Personal Leave of Absence Program (PLAP): An employee is eligible for the PLAP if the following requirements is met:
  - a. Employee is mandated by employer to quarantine out of the workplace, AND
  - b. Employee is unable to work from home, AND
  - c. Employee does not have PTO to cover absence from work.

**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. For COVID, a close contact is anyone who was within 6 feet of an infected person for at least 15 minutes, with or without a mask.

**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, CFO, or Branch Manager.

**D. Response.** The government office/building where a COVID positive employee will be shut down and closed to employees and the public until the office/building can be deep cleaned and decontaminated.

**E. Employee Quarantine Following Positive Test.**

- 1. Employees who have tested positive for COVID, may return to work in the buildings if the following is met:
  - a. 10 days from positive test, with one negative test, or 14 days from the positive test, with no follow up test, AND
  - b. No fever for 24 hours without treatment, AND
  - c. Other symptoms are improving (no smell and no taste may last longer)
- 2. Employees who are able to work remotely during quarantine may do so. Employees who are unable to work remotely, will be required to use PTO until quarantine period is over.

**F. Employee Close Contact Exposure.** If an employee has been directly contacted by a local Health Department because they have a known COVID exposure from being in close contact with a COVID positive person, or if an employee knows they have been in close contact with a COVID positive person, they are required to let their supervisor know about the exposure, when it occurred, and whether they were in the office or in contact with other employees during working hours following the close contact exposure. For COVID-19, a close contact is anyone who was within 6 feet of an infected person for more than 10 minutes, with or without a mask.

**G. Employee Exposure to COVID-19 Inside and Outside the Workplace:**

1. Employees who have had close contact with a COVID-19 positive individual who do not meet the requirements of either category below are required to be tested and quarantine for 10 days.
  - a. If the test is positive, the employee must follow steps in E above.
  - b. If the test is negative:
    - i. The employee may not be in the buildings for a minimum of 10 days from the date of exposure and can return to work following the 10 days, if there are no symptoms. If the employee cannot work remotely, they will use their PTO to cover the time or use unpaid time.
    - ii. If symptoms develop within the 10 days, the employee must remain at home until the symptoms clear up and one negative COVID test has been completed.
    - iii. Employee is ill, so uses PTO to cover the time off from work.
2. Two differentiating categories for employees regarding COVID-19 close contact exposure:
  - a. Employees who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.
  - b. Employees who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated (two weeks after booster shot) against the disease and show no symptoms.

**IV. AMENDMENT FOR HEALTH DEPARTMENT EMPLOYEES (updated 5/25/21)**

- A. PPE:** Employees are required to wear masks in the workplace, regardless of vaccination status. Masks will be provided by LTBB. Disposable masks are to be discarded after being used for one day.
1. Fully vaccinated Health Department Employees can dine and socialize together in break rooms and conduct in-person meetings without PPE or physical distancing. If unvaccinated Health Department Employees are present, everyone will wear masks and unvaccinated Health Department employees should physically distance from others.
- B. For HEALTH DEPARTMENT Employees Having Close Contact with COVID Positive Person While Working:**

1. **Unvaccinated:** Health Department Employees who have had close contact with a COVID positive person in the workplace are required to quarantine for a minimum of seven (7) days and be tested. For COVID, a close contact is anyone who was within 6 feet of an infected person for at least 15 minutes, with or without a mask. Employee can work remotely during quarantine or if remote work is not available, then employee must use PTO or cover the seven (7) days.
  - a. The employee will be contacted daily to see if any symptoms are present. If no symptoms develop, the employee will be tested on day 7 (or first business day after day 7) and can return to work if the test is negative.
  - b. If symptoms develop within the seven days, the employee must remain at home until the symptoms clear up, and one negative COVID test has been completed. Employee is ill, so uses PTO to cover the time off from work.
2. **Vaccinated:** Health Department Employees who have had close contact with a COVID positive person in the workplace are not required to quarantine or test for COVID, unless symptoms appear.
  - a. If symptoms develop, the employee must remain at home until the symptoms clear up, and one negative COVID test has been completed. Employee is ill, so uses PTO to cover the time off from work.

**C. HEALTH DEPARTMENT Employee Exposure Outside the Workplace.** If an employee has been directly contacted by a local Health Department or been in close contact with a COVID positive person, or if an employee knows they have been in close contact with a COVID positive person, they are required to let their supervisor know about the close contact, when it occurred, and whether they were in the office or in contact with other employees during working hours following the close contact. For COVID-19, a close contact is anyone who was within 6 feet of an infected person for at least 15 minutes, with or without a mask.

1. **Unvaccinated:** The Employee is required to quarantine for a minimum of seven (7) days and be tested. The employee will be contacted daily to see if any symptoms are present. If no symptoms develop, the employee will be tested on day 7 (or first business day after day 7) and can return to work if the test is negative. Employee can work remotely during quarantine or if remote work is not available, then employee must use PTO to cover the seven days.
  - a. If symptoms develop within the 10 days, the employee must remain at home until the symptoms clear up, and one negative COVID test has been completed. Employee is ill, so uses PTO to cover the time off from work.
2. **Vaccinated:** Health Department Employees who have had close contact with a COVID positive person outside the workplace are not required to quarantine or test for COVID, unless symptoms appear.
  - a. If symptoms develop, the employee must remain at home until the symptoms clear up, and one negative COVID test has been completed. Employee is ill, so uses PTO to cover the time off from work.