



COVID-19 Core Decision Making Team Declaration
Safe Re-Opening Governmental Offices
July 17, 2020

The world is currently facing a pandemic of the coronavirus disease 2019 (COVID-19). The COVID-19 outbreak originated in Wuhan, China and has spread to many other countries throughout the world, including the United States. The World Health Organization has identified that the spread of COVID-19 is now a pandemic resulting in many countries experiencing the effects of illness and health issues related to COVID-19 and economic impacts.

On March 12, 2020, Chairman Tehassi Hill signed a “Declaration of Public Health State of Emergency” regarding COVID-19 which set into place the necessary authority should action need to be taken and allows the Nation to seek reimbursement of emergency management actions that may result in unexpected expenses.

On March 17, 2020, the Oneida Business Committee adopted emergency amendments to the Emergency Management and Homeland Security law to create and delegate authority to a COVID-19 Core Decision Making Team (COVID-19 Team). [3 O.C. 302.10]. When a public health emergency has been declared, the COVID-19 Team has the authority to declare exceptions to the Nation’s laws, policies, procedures, regulations, or standard operating procedures during the emergency period which will be of immediate impact for the purposes of protecting the health safety, and general welfare of the Nation’s community, members, and employees. [3 O.C. 302.10-2].

The Oneida Business Committee adopted the first extension resolution # BC-03-26-20-A, *Extension of March 12th Declaration of Public Health State of Emergency*, which extended the emergency period to May 12, 2020 at 11:59 p.m. This extends the enforcement of all Declarations issued by the COVID-19 Team.

The Oneida Business Committee adopted the second extension resolution # BC-05-06-20-A, *Extension of Declaration of Public Health State of Emergency Until June 11, 2020*, which extended the emergency period to June 11, 2020 at 11:59 p.m. This extends the enforcement of all Declarations issued by the COVID-19 Team.

The Oneida Business Committee adopted the third extension resolution # BC-06-10-20-A, *Extension of Declaration of Public Health State of Emergency Until July 12, 2020*, which extended the emergency period to July 12, 2020 at 11:59 p.m. This extends the enforcement of all Declarations issued by the COVID-19 Team.

The Oneida Business Committee adopted the fourth extension resolution # BC-07-08-20-A, *Extension of Declaration of Public Health State of Emergency Until August 11, 2020*, which extended the emergency period to August 11, 2020 at 11:59 p.m. This extends the enforcement of all Declarations issued by the COVID-19 Team.

The Oneida Nation’s programs, services and offices have been closed to the public to protect against the spread of the COVID-19 virus. This began with the March 24, 2020 Safer at Home Declaration. The Safer

at Home Order has been amended on April 21st and then on May 19, 2020 by the Open for Business declaration. The current Stay Safer at Home declaration adopted by the COVID-19 Team on June 10, 2020 supersedes most of the restrictions in all prior orders. However, there remains strong recommendations to remain at home, wear face masks, social distance, and wash hands often, as well as a restriction on groups larger than 20 people.

The current public health declaration extension was adopted by resolution # BC-07-08-20-A, *Extension of Declaration of Public Health State of Emergency Until August 11, 2020*. This also extended the Stay Safer at Home declaration and other declarations of the COVID-19 Team.

The pandemic, especially in the United States, has not been brought under control and many states and local governments are seeing a rise in positive cases and deaths. On July 16, 2020, the Oneida Nation's positive case count rose to 60 individuals since holding steady at 51 on July 10 and at 46 in early June. Although the rise in cases is much slower than in the surrounding areas and the United States, it remains a concern.

The COVID-19 Team has received requests and concerns about employees return to the office from telecommuting as well as re-opening single and multi-use buildings to the public. Many of these concerns involve being able to maintain social distancing, mandate face masking, using shared spaces, and sanitization of the building. In the interest of keeping employees, the public and clients safe setting standards for safe re-opening of a building or recall of employees to work, the COVID-19 Team has determined that minimum standards and directives should be set.

The COVID-19 Team recommends that all employees use the following office and building etiquette:

1. E-mail, telephone or Teams when contacting employee.
2. Knock first and request entrance to office or cubicle.
3. Maintain six-foot social distancing and would require you wear a face mask when interacting.
4. Check for floor markers in office area.

Single or Multi-Use Building Standard Operating Procedure Requirements

1. *Buildings – [Name of Building] Re-Opening Standard Operating Procedure*. The Oneida Nation has two types of buildings – single-use buildings and multi-use buildings. A safe re-opening Standard Operating Procedure is required to be completed and signed off by the highest-level program official in each business unit occupying the building.
 - a. *Single-Use Buildings*. A single-use building contains only one business unit. Ex. Judiciary, Oneida Police Department, or Oneida Health Center. Single-use buildings must have a Standard Operating Procedure developed regarding safe-opening standards that meet the requirements set forth in this declaration.
 - b. *Multi-Use Business*. A multi-use building is used by several business units. Ex. Norbert Hill Center, Skenandoah Complex, Social Services Building. Multi-use buildings must have a joint Standard Operating Procedure developed regarding safe-opening standards that meet the requirements set forth in this declaration.

Division of Public Works Requirements

2. *Sanitization*. Employee and public areas require ongoing sanitization during the day as it is accessed and daily as it is used.
 - a. The Standard Operating Procedure shall identify levels of sanitization for each business unit and each public area.
 - b. There shall be a space in the Standard Operating Procedure for review and approval by the Division of Public Works. This space will also include at a minimum:
 - i. identification of sanitization and cleaning schedule;

- ii. staffing levels (the number of employees to meet the sanitization/cleaning schedule, not names) which will identify:
 - 1. when the staffing schedule can be implemented;
 - 2. any increase in personnel for custodial and sanitizing needed and when that personnel level increase will be available;
 - iii. estimates of increase in sanitization supplies and use of or need for additional sanitization equipment.
 - c. The Division of Public Works shall also sign-off on building use at a minimum:
 - i. Safe occupancy numbers regarding all conference and meeting rooms; and
 - ii. Safety signage such as social distancing markers, safety comfort index posters, notices on all entrances identifying that facemasks are required, and employee/public safety notices regarding COVID-19 virus signs.
- 3. Employee Offices. Employee offices, cubicles, workspaces shall be maintained in a clean and clutter free manner to assist in sanitization and cleaning. Personal items on shelves, cabinets, bookshelves should be removed or boxed up. Papers should be filed or placed within drawers at the end of the workday, desktops should be clean of all items except phones and computers. Provided that, in offices where no employees or public enter offices, a sign may be placed on the door that the employee will clean their own offices.

Public Health Officer Review Requirements

- 4. Public Health Standards. The Standard Operating Procedure shall identify levels of public health standards for each business unit and each public area. There shall be a space in the Standard Operating Procedure for review and approval by the Public Health Officer. This space will also include at a minimum:
 - a. Attachment for each business unit regarding employee or job description and risk classification according to the with the Employee Face Coverings in the Workplace SOP;
 - b. Attachment for each business unit, may be combined with (a), regarding employee or job description and risk classification according to the Workplace Health Pre-Screening SOP;
- 5. Employee and Public Social Distancing. No business unit may re-open a building where the social distancing requirements cannot be maintained by both personnel and public.
- 6. Training. Employees in any re-opened building shall review through e-learning public health safety standards, which includes at a minimum proper hand washing, social distancing, and face masking.
- 7. Signage. All public access points, entrances to business units, and in prominent places within the building shall have signage which identifies masking requirements, social distancing, and whether the area is limited to employees only.
 - a. Public access points shall have prominently displayed notice that face masks are required inside the building and that failure to wear face masks will result in the individual being asked to leave the facility.
 - b. Internal signage will remind all parties that face masks are required in public areas and hallways, as requested within offices and cubicles, and in breakrooms. Internal signage may designate where public areas end and employees only areas begin.

The COVID-19 Decision Making Team adopts this declaration for implementation on July 20, 2020.



 Oneida Nation Chairman