

 <p>ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	<p>TITLE: Employee Face Coverings in the Workplace</p>	<p>ORIGINATION DATE: 5/1/2020 REVISION DATE: 6/29/2020 EFFECTIVE DATE: July 12, 2020</p>
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<p>DEPARTMENT: All</p>		
<p>DIVISION: All</p>		
<p>EEO REFERENCE NUMBER:</p>	<p>COMPLIANCE REVIEW BY: <i>EEO</i> <i>[Signature]</i></p>	<p>DATE: <i>7/2/20</i></p>
<p>PAGE NO: 1 of 3</p>	<p>APPROVED BY: <i>HRD Manager</i> <i>[Signature]</i></p>	<p>DATE: <i>7/2/20</i></p>

1.0 PURPOSE

- 1.1 On March 11, 2020, the World Health Organization declared a Pandemic in response to the COVID-19 virus.
- 1.2 On March 12, 2020, the Oneida Nation declared a Public Health State of Emergency in response to the COVID-19 virus.
- 1.3 On March 13, 2020, the United States declared a National Emergency concerning COVID-19.
- 1.4 The Oneida Nation maintains an employee safety and health program that utilizes the best practices available with the goal of reducing the number of job-related injuries and illness to an absolute minimum. (Oneida Nation Personnel Policies and Procedures Manual, Section VI)
- 1.5 The Oneida Nation is responsible for providing a safe workplace that is free from serious recognized hazards. (Safety Law, Section 303.4-1)
- 1.6 Oneida Nation employees are responsible for complying with workplace safety and health rules.

2.0 DEFINITIONS

- 2.1 Face covering- cloth mask used to cover the mouth and nose; a non-medical-grade mask
- 2.2 Physical Barrier- Any object that prevents exposure to a customer who is less than 6 feet away (e.g. a Plexiglass sheet)
- 2.3 Social Distancing- 6 to 10 feet distance from another person

3.0 WORK STANDARDS / PROCEDURES

- 3.1 Each Oneida Nation department supervisor (or designee) will assess the risk of workplace exposure to COVID-19 for all positions within the department.
 - 3.1.1 Supervisors are encouraged to seek guidance from Employee Health Nursing when performing assessments.
 - 3.1.2 The goal of the risk assessment is to determine the appropriate controls and protective equipment that will reduce employees' risk of COVID-19 exposure.
 - 3.1.3 Each department position will be classified as low-risk, medium-risk, or high/very high-risk based on the information below.
 - 3.1.3.1 Low-risk means positions that do not require contact with people known to be or suspected of being infected with COVID-19 and do not require frequent and/or close contact (within 6 feet) with the public.
 - 3.1.3.2 Medium-risk means positions that require frequent and/or close contact with people who may be infected with COVID-19 but are not known to be infected or, in areas with community transmission of the virus, positions that require contact with the general public.
 - 3.1.3.3 High/very high-risk positions require contact with people known to be infected with COVID-19, such as health care professionals who are exposed to individuals known or suspected of having COVID-19.
 - 3.1.4 Employees may move between risk categories during a work shift.
 - 3.1.5 The risk assessment will be updated periodically as needed, based on changes in variables used in the assessment, changes in guidance from Oneida Nation public health officials and changes in community transmission statistics.
- 3.2 Employees in the low-risk category may choose to wear face coverings any time they are in the workplace except when social distancing cannot be maintained, at which time all employees are required to wear face coverings, regardless of risk category.
 - 3.2.1 Low-risk employees will provide their own face coverings.
- 3.3 For employees whose job duties present a medium-risk of exposure, the department supervisor/designee shall consider engineering controls and administrative controls that lower the risk of exposure and implement such controls, when feasible, prior to providing facial coverings to employees.
 - 3.3.1 Engineering controls include, for example, physical barriers between the employee and the general public.
 - 3.3.2 Administrative controls include, for example, limiting the public's access to workspaces or limiting face-to-face contact between employees and the public.
 - 3.3.3 After implementing engineering and administrative controls, the department supervisor/designee may decide that employee face coverings will further

- lower the risk of exposure to COVID-19.
- 3.3.4 The employer is responsible for providing face coverings to employees in the medium-risk category.
- 3.4 Department supervisors/designees with employees in the high/very high risk of workplace exposure to COVID-19 will work with the Oneida Nation Public Health Officer and Comprehensive Health Division leadership to choose and implement protective measures.
- 3.5 The employee is responsible for:
 - 3.5.1 putting on and taking off the facial covering in a safe manner.
 - 3.5.2 wearing the facial covering correctly.
 - 3.5.3 keeping the facial covering clean.
 - 3.5.3.1 Wash cloth facial coverings daily in warm or hot water with detergent.
 - 3.5.4 stopping use of the facial covering if it makes breathing difficult.
 - 3.5.5 discarding facial coverings that: no longer cover the nose or mouth; do not fit close to the face; do not stay on the face; have holes or other damage.
 - 3.5.6 following all other safety protocols established by the Nation.
 - 3.5.7 not sharing their facial covering with others.

4.0 REFERENCES

- 4.1 Oneida Nation Personnel Policies and Procedures Manual, Section VI
- 4.2 Oneida Safety Law, Chapter 303
- 4.3 Employee Health Nursing Risk Levels Chart