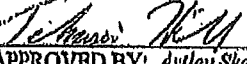
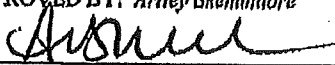
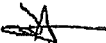
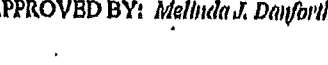
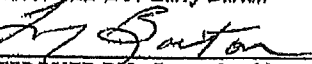

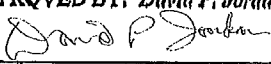

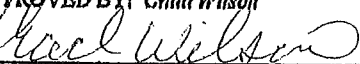
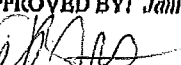

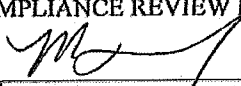

 ONEIDA NATION STANDARD OPERATING PROCEDURE	TITLE: Norbert Hill Center Reopening Plan Due to COVID- 19 Pandemic: Employee Access to NHC	ORIGINATION DATE: October 26, 2020 REVISION DATE: February 19, 2021 EFFECTIVE DATE: After last signature
AUTHORS: Paula King Dessart, BCSO, and Jacque Boyle, Public Works Division Director		
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DEPARTMENT: Oneida Nation High School	APPROVED BY: Arley Skanndore 	DATE: 2-24-2021
DEPARTMENT: Oneida Law Office	APPROVED BY: Jo A. House  <small>Digitally signed by Jo Anna House Date: 2021.02.23 14:50:37 -05'00'</small>	DATE:
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NORBERT HILL CENTER RE-OPENING PLAN DUE TO COVID-19 PANDEMIC

DIVISION: Comprehensive Health	COMPLIANCE REVIEW BY: <i>Michelle Myers</i> Michelle Myers BSN, RN <small>Digitally signed by Michelle Myers BSN, RN Date: 2021.02.25 07:27:04 -06'00'</small>	DATE: 3/25/21
EEO REFERENCE NUMBER: 5943	COMPLIANCE REVIEW BY: <i>EEO</i> 	DATE: 3/25/21
PAGE TOTAL: 8	APPROVED BY: <i>HRD Manager</i> 	DATE: 3/29/21

1.0 PURPOSE

1.1 To establish guidelines and set standards for the re-opening of Norbert Hill Center (NHC) and its various departments while maintaining safe practices in the interest of employee safety. The intention is to allow flexibility as COVID-19 conditions change. The NHC departments may move in and out of phases of the plan as appropriate.

1.1.1 This procedure applies to Oneida Nation employees who enter NHC for work-related purposes in the following departments (not an exclusive list): Oneida Business Committee and staff; Oneida Nation High School; Law Office; Intergovernmental Affairs; Finance; Head Start; Internal Audit; Legislative Reference Office; Business Committee Support Office; Records Management; Tsyunhehkwa Cannery.

1.1.2 This plan has been developed in collaboration with Public Health Officials to decrease the spread of COVID-19, seasonal flu and other contagious diseases that may occur in the workplace. It is intended to supplement the Public Health Emergency Stay Safer at Home Declaration Resolutions that comply with Oneida Nation Public Health Officer orders and are approved by the Oneida Nation Business Committee.

2.0 DEFINITIONS

2.1 COVID-19: a virus (more specifically, a coronavirus) identified as the cause of an outbreak of respiratory illness.

3.0 WORK STANDARDS / PROCEDURES

3.1 Sick Employees, Quarantined Employees, and Employees Exposed to a COVID-positive Person Should Stay Home; Signage

3.1.1 Employees who test positive for COVID-19, have COVID-19 symptoms (e.g. cough, shortness of breath, fever) and employees who are sick shall stay home and not report to work until they consult with

their health care provider and are advised that they can safely return.

3.1.2 Employees who test positive for COVID-19 or are sick shall contact their health care provider and follow the provider's recommendations.

3.1.3 Employees who are contacted by Public Health shall follow the guidance given to them, including staying home if recommended.

3.1.4 Employees shall update their supervisor regarding health care provider recommendations or Public Health guidance.

3.1.5 Employees who have had close contact with a COVID-positive person, or who are otherwise advised to quarantine, shall follow the Oneida Nation COVID-19 Time Off SOP.

3.1.6 There shall be a notice prominently posted at every NHC entrance to inform employees of the building entry requirements:

3.1.6.1 Wear a face covering upon entering the building and when within 6 feet of others.

3.1.6.2 Perform temperature check and COVID-19 Comprehensive Health Screening (COVID-19 Screening) upon entry to the building.

3.1.6.3 Wash hands frequently or use hand sanitizer.

3.1.6.4 Maintain social distancing of at least six (6) feet.

3.2 **Identification of Potential COVID-19 Infections**

3.2.1 Symptoms of COVID-19 include but are not limited to:

3.2.1.1 Fever

3.2.1.2 Cough

3.2.1.3 Shortness of Breath

3.2.1.4 Some people infected with the virus have reported experiencing other non-respiratory symptoms.

3.2.1.5 Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

3.2.2 According to Public Health Officials, symptoms of COVID-19 may appear in as few as 2 days or as many as 14 days after exposure.

3.3 **Communication and Enforcement**

3.3.1 The NHC Building Manager shall communicate to the supervisors of NHC departments all emergency and enforcement information that affects the NHC building or multiple departments within the building. (e.g. sending out building-wide reminders regarding masking or maintaining social distance,

etc.)

- 3.3.2 Individual employee expectations outlined in this SOP will be enforced by the employee's supervisor.
 - 3.3.2.1 Supervisors will verify that their employee(s) complete the COVID-19 screening each day the employee reports to NHC for work purposes.

- 3.3.3 When an NHC department supervisor determines they will reopen a department and allow employees to work on site, the department supervisor shall notify all other NHC department supervisors and the Oneida Department of Public Works of the reopening by email, including the reopen date.

3.4 **Training**

- 3.4.1 All employees who have a work site at NHC will complete the COVID-19 basic training provided by Employee Health Nursing.
 - 3.4.1.1 Supervisors will contact Employee Health Nursing to assign COVID-19 training to each employee.

3.5 **Space Planning and Social Distancing**

- 3.5.1 Space planning and social distancing will be followed inside NHC to safely and confidently assist employees who are reporting to NHC for work purposes. Each department shall have a designee and an alternate to ensure that the following are adhered to:
 - 3.5.1.1 Staff shall be socially distanced at least six (6) feet apart.
 - 3.5.1.2 Masks shall be worn in common areas and when around any other person (regardless of the social distancing guidelines).
 - 3.5.1.2.1 No mask is needed when only one person occupies an office.
 - 3.5.1.3 If social distancing becomes impractical or impossible (e.g. shared office space with more than one employee present at one time), the department supervisor shall consider staggered scheduling, rotating schedules, telecommuting, and other strategies to meet social distancing guidelines.
 - 3.5.1.4 Shared spaces shall be disinfected between uses.
- 3.5.2 Departments that have conference rooms shall establish practices that keep employees safe.
 - 3.5.2.1 Employees should use Microsoft Teams or another virtual meeting platform if possible.
 - 3.5.2.2 Seating in conference rooms will be spaced six feet apart to

- assist with social distancing. Masks shall be worn when more than one employee is in the room.
 - 3.5.2.3 Temporary floor markings (e.g. painter's tape) should be used to identify safe social distancing in common areas.
 - 3.5.2.4 Employees shall disinfect all high-touch surfaces in a conference room after use.
 - 3.5.3 NHC departments or areas that have public access should refer to the Employee Face Coverings in the Workplace SOP for risk assessment and risk mitigation strategies, including the use of plexiglass to create a physical barrier.
 - 3.5.4 Employees shall refrain from informal, in-person meetings in offices and cubicles.
 - 3.5.4.1 If it is necessary to meet in-person in another employee's office, first request the meeting by email, telephone or Microsoft Teams message.
 - 3.5.4.2 Employees should knock and receive permission before entering another employee's office or cubicle space.
 - 3.5.4.3 Maintain social distance and wear a mask while in another employee's office or cubicle. Use floor markers to maintain proper distance.
- 3.6 **Employee Expectations**
 - 3.6.1 Employees shall enter NHC through designated entry points, to include:
 - 3.6.1.1 The door to which the employee's key card provides access.
 - 3.6.1.2 The main entrance to NHC.
 - 3.6.1.3 Employees may leave NHC through any door; it is only entry to the building that is limited.
 - 3.6.2 Upon entry to NHC, employees shall perform a temperature check.
 - 3.6.2.1 The temperature check will be performed at a temperature-sensing kiosk or using a hand-held infra-red thermometer.
 - 3.6.2.2 Public Health Officials consider a person to have a fever when they have a measured temperature of 100.4 degrees Fahrenheit.
 - 3.6.3 Employees shall then proceed to their workstation and/or desktop to complete the COVID-19 Screening. If available, employees can complete the COVID-19 Screening on their smart phone.

- 3.6.4 Employees shall observe social distancing at all times within NHC.
- 3.6.5 Employees shall wear a face mask upon entering the building, when moving through hallways and common spaces, and when around another person(s).
- 3.6.6 Employees shall cover sneezes with inside of elbow.
- 3.6.7 Employees shall wash hands thoroughly and frequently, especially upon entry to the building, before and after all deliveries, in person contact, transports, etc.
 - 3.6.7.1 If soap and water are not available, use alcohol-based hand sanitizer of at least 60% alcohol.
- 3.6.8 Employees are encouraged to routinely clean surfaces and items that are mostly likely to have frequent hand contact such as time clock number pads, copier control buttons, light switches, door handles, phones, workstations, etc.
- 3.6.9 If employees begin experiencing any symptoms (cough, shortness of breath, fever) while at NHC, they shall leave immediately and notify their supervisor. They shall avoid all in-person contact.
- 3.6.10 Employees shall follow the Nation's Time Keeping Work Standards and Procedures SOP, Time and Attendance Policy and/or Special Emergency Time Off SOP's, such as COVID-19 Time Off.
- 3.6.11 Symptomatic employees and/or those who do not pass the temperature and screening test shall consult their health care provider or EHN. Supervisors will utilize EHN consults as needed.
 - 3.6.11.1 The employee's supervisor shall immediately follow up with every employee who is symptomatic or who does not pass the temperature and screening test to ensure the employee leaves the worksite immediately.

3.7 **Telecommuting**

- 3.7.1 When possible, NHC departments will maintain flexible work arrangements that permit employees to stay home when ill or for COVID-19-related reasons. Telecommuting arrangements shall comply with the Oneida Nation COVID-19 Telecommuting SOP.

3.8 Cleaning and Sanitizing

- 3.8.1 DPW shall provide the Building Manager and departments with disinfectants that are effective against SARS-CoV-2 and other emerging viral pathogens.
- 3.8.1.1 DPW shall provide the Building Manager and each department with a corresponding Safety Data Sheet (SDS) related to the disinfectant.
- 3.8.1.2 Department supervisors shall ensure every employee who uses a disinfectant has read the SDS.
- 3.8.1.3 Department supervisors shall ensure that every employee who uses a disinfectant is instructed in its proper use.
- 3.8.2 The Building Manager shall contact DPW for additional cleaning and disinfecting supplies and for cleaning and disinfection services, as needed.
- 3.8.3 Custodial staff will clean and disinfect office areas and vehicles. Occasionally, areas, rooms, or vehicles may be closed or taken out of service temporarily, to allow the viral load to decrease to reduce exposure risk to the custodian doing the cleaning.
- 3.8.4 Custodial staffing is determined by the DPW Custodial Manager or designee in accordance with NHC's needs. The NHC departments shall communicate changes in the building needs to the DPW Custodial Manager.
- 3.8.5 NHC department staff shall clean and sanitize areas when clients/employees leave conference rooms or offices. The NHC Receptionist and Custodial staff shall wipe down and sanitize the front office area between visitors.
- 3.8.6 Department supervisors shall coordinate with the Building Manager to ensure the department has adequate gloves and cleaning supplies suitable for use against SARS-CoV-2, the virus that causes COVID-19. These products are for use on surfaces, not humans.
- 3.8.6.1 Employees shall wear gloves when disinfecting.
- 3.8.6.2 Employees shall properly remove used gloves according to the following guidance from Employee Health Nursing and Oneida Public Health:
- 3.8.6.2.1 Pinch the palm of the first glove and pull straight off.
- 3.8.6.2.2 Hold the first glove in the second, gloved hand.
- 3.8.6.2.3 Do not touch the first glove again.

- 3.8.6.2.4 While holding the first glove, place a clean, ungloved finger under the second glove.
- 3.8.6.2.5 Pull the second glove up and over the hand, turning the second glove inside out and capturing the first glove inside the inside-out glove.
- 3.8.6.2.6 Touch only the inside of the second glove with an ungloved hand.
- 3.8.6.2.7 Discard both gloves.
- 3.8.6.2.8 Wash hands thoroughly.

- 3.8.7 Department supervisors shall obtain masks and alcohol-based hand sanitizer from Emergency Management, as needed.

- 3.8.8 Building safety monitoring and maintenance will be performed daily by the DPW Maintenance Supervisor or designated person. Custodial staff will disinfect commonly touched surfaces such as light switches, doorknobs, time clocks, handrails, etc. as a part of their practices in the cleaning and sanitizing. The HVAC systems will be routinely monitored and adjusted by DPW facilities maintenance in conjunction with current COVID-19 recommendations.

- 3.8.9 If there has been a suspected positive COVID-19 case within a department, Custodial staff shall clean and disinfect the area.

- 3.8.10 Tribal vehicles shall be cleaned using the Indian Health Services Coronavirus 2019 (COVID-19) IHS Cleaning and Disinfecting of Vehicles Guidance. See email from Dr. Sharyl Trail, HIS.
<https://www.gsa.gov/cdnstatic/GSA%20Vehicle%20Cleaning%20%20Disinfecting%20Guidance%20for%20COVID-19.pdf>
- 3.8.10.1 Employees shall clean the steering wheel, door handles, gear shift, turn signals, radio dials, and other frequently touched surfaces before and after using the Tribal vehicle.

4.0 REFERENCES

- 4.1 COVID-19 Time Off SOP
- 4.2 Employee Face Coverings in the Workplace SOP
- 4.3 Oneida Nation Personnel Policies and Procedures Manual
- 4.4 Oneida Public Health Emergency Stay Safer at Home Declaration Resolutions
- 4.5 Telecommuting SOP
- 4.6 Time Keeping Work Standards and Procedures
- 4.7 Workplace Health Pre-Screening SOP