

**CHEMEHUEVI INDIAN TRIBE**

# **Tribal Infectious Disease Preparedness and Response Plan**

*Secure Guidance for Tribal Departments and Business Enterprises*



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# Introduction

## How to Use this Guidance Plan

This document sets guidance on how to open and operate workplaces safely while minimizing the risk of spreading COVID-19. It gives practical considerations of how this can be applied in the workplace. Each department or business will need to translate this into the specific actions it needs to take, depending on the nature of their operations, including the size and type of business or service provided, how it is organized, operated, managed, and regulated. They will also need to monitor these measures to make sure they continue to protect visitors and workers. This guidance does not supersede any legal obligations relating to health and safety, employment, or equalities and it is important that, as a business or an employer, you continue to comply with your existing obligations, including those relating to individuals with protected characteristics. It contains non-statutory guidance to consider when complying with these existing obligations. When considering how to apply this guidance, consider other agency workers, contractors, and other people, as well as your employees. To help you decide which actions to take, you must carry out an appropriate COVID-19 risk assessment, just as you would for other health and safety-related hazards. This risk assessment must be done in consultation with the Tribal Administrator and or other upper management officials.



## **Stage 1: Safety and Preparedness**

Ensure the workplace is safe for our essential workers, including limited access to those who are cleaning facilities and those essential workers that have been approved to conduct limited operations while practicing CDC and OSHA guidelines within all facilities. All operations that directly interact with the public will be required to strictly follow CDC and OSHA guidelines related to face coverings, handwashing, social distancing, station separators, hand sanitizing stations for public use, and station cleaning after every use. Temperature checks should be used to monitor essential workers before entering facilities or starting work.

## **Stage 2: Low-Risk Workplaces and Activities**

Tribal Government and Enterprise operations will continue with the requirement that all employees and visitors follow the CDC and OSHA guidelines, as approved by the Tribal Council. All operations that directly interact with the public will be required to strictly follow CDC and OSHA guidelines related to face coverings, handwashing, social distancing, station separators, hand sanitizing stations for public use, and station cleaning after every use. Temperature checks should be used to ensure workers and patrons are not running a fever before entering facilities or starting work. Tribal Departments should restrict business to “appointment only” when possible. The casino may only operate at 50% capacity, while the restaurant and bar may only have take-out or outdoor service.

## **Stage 3: Increased Risk Workplaces and Activities**

Adapt and reopen gym facilities for more than one user at a time, allow larger group gatherings indoor and outdoor, and permit more personal/hospitality services. All operations will continue to follow CDC and OSHA guidelines, which may require the use of face coverings and distancing. The casino may only operate at 75% capacity, while the restaurant and bar may allow indoor service at 50% capacity each.

## **Stage 4: End of Stay-at-Home Order**

Completely re-open areas of increased risk and low risk. Areas, where people gather, will go back to business as usual before the COVID-19 pandemic. This stage may follow other national directives and efforts for re-open without restrictions.

**At any time, The Chemehuevi Indian Tribes Executive Council may make determinations that change or modify these stages and or document, if they feel is in the best interest of the tribe and community**



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# 1. Thinking About Risk

**Objective:** That all departments carry out a **COVID-19 Risk Assessment** (*Attachment*)

COVID-19 is a public health emergency. Everyone needs to assess and manage the risks of COVID-19 and businesses should consider risks to their workers and visitors. As an employer, you may also have a legal responsibility to protect workers and others from risk to their health and safety. This means you need to think about the risks they face and do everything reasonably practicable to minimize them, recognizing you cannot eliminate the risk of COVID-19.

You must make sure the risk assessment for your department or business addresses the risks of COVID-19, using this guidance to inform your decisions and control measures. You should also consider the security implications of any decisions and control measures you intend to put in place, as any revisions could present new or altered security risks that may require mitigation. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace. If you are the only worker within your department and you don't interact with the public, you don't have to write anything down as part of your risk assessment. Your risk assessment will help you decide whether you have done everything you need to.

Department managers must consult their staff on health and safety. You can do this by listening and talking to them about the work and how you will manage risks from COVID-19. The people who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely. Involving them in making decisions shows that you take their health and safety seriously. You must consult with the health and safety representative selected by the Tribe or Enterprise, and if there isn't one, a representative should be chosen by employees.

At its most effective, full involvement of your employees creates a culture where relationships between managers and employees are based on collaboration, trust, and joint problem-solving. As is normal practice, employees should be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the employer/managers.

Managers and employees should always come together to resolve issues. If concerns still cannot be resolved, see below for further steps you can take.

Where the enforcing authority, such as the Tribal Administrator or concerned employees, identifies managers who are not taking action to comply with the relevant public health legislation and guidance to control public health risks, they are empowered to take a range of actions to improve control of workplace risks. For example, this would cover managers not taking appropriate action to ensure social distancing, where possible.

Failure to complete a risk assessment, which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law. An enforcing authority may provide specific advice to managers to support them in achieving the required standard and/or issue enforcement notices to help secure improvements. Serious breaches and failure to comply with enforcement notices shall warrant Personnel Policy Disciplinary Actions and/or termination.



Managers are expected to respond to any advice or notices issued by enforcing authorities rapidly and are required to do so within any timescales imposed by the enforcing authorities.

### **How to raise a concern:**

Employees should notify the department or enterprise management of the failure to establish sufficient measures to manage the risk of COVID-19 or the failure to adhere to such standards. If the fault is not immediately corrected, the employee shall contact the designated health and safety representative or the Tribal Administrator.

## **1.1 Applicable Tribal law regarding COVID-19**

According to Resolution No. 05-15-20-09, the Tribe has adopted relevant Centers for Disease Control and Prevention's (CDC) guidance and standards regarding COVID-19 and the Occupational Safety and Health Administration's (OSHA) on preparing workplaces for COVID-19. (A copy of the Resolution is attached.)

The Resolution adopts the CDC's guidance regarding washing hands often, avoidance of close contact, covering of mouth and nose with a cloth face cover when around others, covering coughs and sneezes, and cleaning and disinfecting. The Resolution also requires that all persons, public places, workplaces, businesses (including enterprises of the Tribe), schools, and homes comply with the relevant CDC reopening guidance for cleaning and disinfecting; relevant CDC guidance regarding worker safety and support, including for grocery and food retail workers; relevant CDC guidance regarding gatherings and community events; relevant CDC guidance regarding parks and recreational facilities; and relevant CDC guidance regarding tribal communities.

The Resolution adopts the OSHA guidance on preparing workplaces for COVID-19 and requires that all workplaces comply with the OSHA guidance on preparing workplaces. Significantly, the Resolution requires that any business (including enterprises of the Tribe) develop and submit to the Tribal Council for approval a written plan, before reopening, that demonstrates that the business will, at a minimum, comply with the CDC and OSHA guidelines.

## **1.2 Managing risk**

**Objective:** To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Managers must reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Managers must work with any other departments or outside contractors sharing the workplace so that everybody's health and safety are protected. In the context of COVID-19, this means protecting the health and safety of your employees and visitors by working through these steps in order:

- Ensuring both employees and visitors who feel unwell **stay at home** and do not enter the premises.
- In every workplace, increasing the frequency of handwashing and surface cleaning.
- All employees are expected to social distance in the workplace.
- Further mitigating actions include:
  - Further increasing the frequency of handwashing and surface cleaning.
  - Keeping the activity time involved as short as possible.
  - Using screens or barriers to separate people from each other.



- Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).
- Employees must properly wear appropriate face coverings (i.e., a mask that properly always covers the mouth and nose) at the workplace, unless an employee is in their office alone with the door closed or in a vehicle, or outside and not in a group of two or more people.
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
- In your assessment, you should have regard to whether the people doing the work are especially vulnerable to COVID-19.

## **MASKS**

### **Who should and when to wear a mask:**

- All unvaccinated people 2 years of age and older (indoors)
- Fully vaccinated people in counties with Substantial or High spread (indoors)
- In general, you do not need to wear a mask in outdoor settings; however, in areas with high numbers of Covid-19 cases and or high transmission, should wear a mask in crowded outdoor settings and for activities with close contact with others who are not fully vaccinated.

The recommendations in the rest of this document must be considered as you go through this process. If you have not already done so, you should assess the risks posed by COVID-19 in your workplace as soon as possible. If you are currently operating, you should have gone through a lot of this thinking already; however, currently operating does not excuse the completion of the risk assessment, establishment of official and appropriate safety measures, and compliance with such measures. We recommend that you use this document to identify any further improvements you should make. You must review the measures you have put in place to make sure they are working. These documents should be reviewed regularly to ensure the recommendations remain appropriate if there are any changes to the workplace and share the results of your risk assessment.

You must share the results of your risk assessment with your department employees, the health and safety representative (if determined), and the Tribal Administrator—who shall then report the risk assessment to the Tribal Council. If possible, you should consider publishing the results on the Tribal website within your department page or the Enterprise website. We would expect all departments and Enterprises to demonstrate to their employees and customers that they have properly assessed their risk and taken appropriate measures to mitigate this. You should do this by displaying a notification in a prominent place in your department and on the Tribal or Enterprise website. Below you will find a notice you should sign and display in your workplace to show you have followed this guidance.



## 2. Who Should Go to Work?

**Objective:** That all increased-risk employees and (non-essential employees during Stage 1) be afforded the ability to work from home unless they cannot work from home.

Increased-risk employees who can work from home should continue to do so. Tribal Executive Committee should decide, in consultation with employees, whether it is viable for them to continue working from home. Where it is decided that workers should come into their place of work then this will need to be reflected in the risk assessment and actions taken to manage the risks of transmission in line with this guidance.

### **Steps that will usually be needed:**

- Stage 1:
  - Staff should work from home if possible. Consider who is needed to be on-site. For example:
    - Workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely.
    - Workers in critical roles might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment.
  - Planning for the minimum number of people needed on-site to operate safely and effectively.
  - Monitoring the well-being of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.
  - Ensuring appropriate reporting for employees who work from home.
  - Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health, and personal security.
  - Providing equipment for people to work at home safely and effectively, for example, remote access to work systems.
- Stage 2:
  - Continue to allow the ability for increased-risk employees to work from home when possible.
  - Customer service operations should consider reduced staff numbers to meet the requirement to minimize visitor capacity to 50%.
  - Visitation or services obtained at Tribal governmental operations shall be conducted by appointment only and should be provided via alternative means (other than in-person) whenever possible.

### **2.1 Protecting people who are at increased risk**

**Objective:** To protect the elderly and clinically increased-risk individuals.

- Elders and clinically increased-risk individuals have been strongly advised not to work outside the home during the pandemic peak and only return to work when community infection rates are low.





- Elders and clinically increased-risk individuals have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.
- Elders and clinically increased-risk individuals who cannot work from home should be offered the option of the safest available on-site roles, enabling them to stay maintain social distancing guidelines (6ft., or 3ft. with risk mitigation where 6ft. is not viable, is acceptable). If they cannot maintain social distancing, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk, you must consider specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to the suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.

**Steps that will usually be needed:**

- Providing support for workers around mental health and well-being. This could include advice or telephone support.
- See current guidance for advice on who is in the elderly and clinically increased-risk groups.

**2.2 Employees and community members who test positive for COVID-19 and need to self-isolate**

**Objective:** To stop the spread of COVID-19, certain steps must be taken to limit positive and exposed individuals from the workplace. For this Section, “Close Contact” is defined as being within approximately 6 feet of a person with COVID-19 for a prolonged period (such as while caring for, living with, or sharing a healthcare waiting area or room—for approximately 10 minutes or longer), or having direct contact with infectious secretions of a person with COVID-19 (such as being coughed on). To make sure individuals who are advised to stay at home under existing guidance to stop the virus from spreading do not physically come to work. This includes individuals who have symptoms of COVID-19, those who live in a household or are in close contact with someone who has symptoms, and those who are advised to self-isolate as part of the current guidelines.

**Steps that will usually be needed after a positive test:**

- Following a report from an employee that they have tested positive for COVID-19, management shall try to identify who the employee has been in direct contact with at work and where the employee has been within the workplace.
- Management shall determine whether the employee is symptomatic and whether the employee has been in the workplace 48 hours before becoming symptomatic.
  - If the employee has been in the workplace 48 hours before becoming symptomatic, determine if the employee was in “Close Contact” with other employees. Please refer to the return-to-work procedures for those exposed to COVID-19 for the factors to weigh.
  - If the employee has been in the workplace 48 hours before becoming symptomatic, determine where the employee was in the workplace within those 48 hours.
  - The employee should also be asked by Human Resources or the Tribal Administrator if they have been to any other Tribal business or entity within the last 48 hours.



- If asymptomatic, management shall evaluate the employee's contacts for the last ten (10) calendar days or from the date of a known exposure, whichever is longer.
  - Determine if the employee was in "Close Contact" with other employees. Please refer to the return-to-work procedures for those exposed to COVID-19 for the factors to weigh.
  - Determine where the employee was in the workplace.
  - The employee should also be asked by Human Resources if they have been to any other Tribal business or entity.
- Enabling workers to work from home while self-isolating if appropriate.
- See current guidance for employees and employers relating to statutory sick pay due to COVID-19.
- See current guidance for people who have symptoms and those who live with others who have symptoms.

## **2.3 Return to work procedure**

**Objective:** To ensure ample time for employees who contract COVID-19 to become non-contagious before returning to work.

- The employee shall be told to stay home until Human Resources/Tribal Administrator/Supervisor informs the employee that they can return.
- While absent from work, the employee may use the COVID-19 Administrative Leave, if still available. If it is not available, personal, sick, or annual leave may be used if available. If not available, it will be approved unpaid leave.
- If the employee is asymptomatic or if symptoms are mild, the employee may contact their supervisor and inquire as to whether telework would be an option during the time that they may not physically be in the workplace. Telework would need to be approved and shall not be unreasonably withheld by a supervisor. Any approval or disapproval of telework needs to be in writing, explaining the reasons for the decision and any required terms and/or conditions. The written decision shall be provided to the Tribal Administrator for review.

### **Steps that will usually be needed:**

- If the employee is asymptomatic, Human Resources/Tribal Administrator/CHR will follow up with the employee ten (10) calendar days after the employee received the positive test. Human Resources/Tribal Administrator/CHR will give the employee the following options:
  - The employee may be tested for COVID-19 at the Chemehuevi Health Clinic. If the employee desires to be tested, Human Resources/Tribal Administrator/CHR will provide the employee the contact information for scheduling that test.
  - The employee may seek medical treatment from their primary care physician and may be tested by a physician.
- If the employee is symptomatic, Human Resources/Tribal Administrator/CHR will follow up with the employee ten (10) calendar days after their positive test.
  - Human Resources/Tribal Administrator/CHR will ask the employee if they have had a fever over the last three, and if no fever, Human Resources/Tribal Administrator/CHR will confirm that the employee did not take any fever-reducing medications for the last three (3) days. If no fever-reducing medications have been used, Human Resources/Tribal Administrator/CHR will confirm that the employee's respiratory and other symptoms are improving.



- If the employee still has a fever or if the employee has taken fever-reducing medications or if the employee's symptoms are not improving, then Human Resources/Tribal Administrator shall follow back up with the employee every three (3) business days until all the responses to the questions are negative. If the employee believes that they can respond negatively to all three (3) questions before the next follow-up by Human Resources/Tribal Administrator/CHR, the employee may contact Human Resources/Tribal Administrator.
- If all the responses to the questions above are negative, then Human Resources Department/Supervisor/Tribal Administrator and or Public Health Representative will schedule a COVID-19 test. The test will not be done before the fourteenth (14th) day following the positive result. Human Resources/Tribal Administrator/CHR will give the employee the following testing options:
  - The employee may be tested for COVID-19 at the Chemehuevi Health Clinic. If the employee desires to be tested, Human Resources/Tribal Administrator/CHR will provide the employee the contact information for scheduling that test.
  - The employee may seek medical treatment from their primary care physician and may be tested by a physician.
- Results of retest
  - If the results of the retest are negative, then the employee may return to work.
  - If the results of the retest are positive, then the employee may return to work with the following restrictions for the next fourteen (10) calendar days:
    - The employee will have a temperature check every morning, which will include an assessment of symptoms. If the employee has a fever or any symptoms during the check-in procedure, they shall immediately call Human Resources/Supervisor/Tribal Administrator to report the same.
    - The employee must wear a KN-95 always mask. A new mask will be required each day. Human Resources/Tribal Administrator will ensure that the employee has the supply of masks necessary to work. Human Resources/Tribal Administrator will ensure that the Department director and supervisor are aware of this requirement.
    - The employee must comply with social distancing rules.
    - The employee will have a temperature check every afternoon, which will include an assessment of symptoms. If the employee has a fever or any symptoms, they shall immediately call Human Resources/Tribal Administrator to report the same.
  - Because the COVID-19 pandemic requires Human Resources/Tribal Administrator to be fluid and to adapt to the latest guidance from the CDC and to the recommendations of the Community Health Representative (CHR), Human Resources/Tribal Administrator may, at times, deviate from the procedure outlined above. **(in cases where employees did not need to be hospitalized, a negative test is not needed).** Specifically, Human Resources may require two (2) negative tests or may alter the number of days that pass before scheduling the retest. However, in no event shall Human Resources allow an employee who has tested positive for COVID-19 to return to work ten (10) calendar days from their initial positive test.
  - Including being 10 days since symptoms appeared
  - 24 hours with no fever without the use of fever reducing medications and
  - Other symptoms of Covid-19 are improving\*
    - \*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.
- Notify other employees and entities.
  - If the infected employee has been in close contact with any employees, as determined in Section 2, Human Resources/Tribal Administrator shall also notify the employees who may



### *Chemehuevi Indian Tribe*

- have come in close contact with the infected employee. Human Resources/Tribal Administrator will not use COVID-19 positive employee's name or other identifying information and will follow the return-to-work procedures for those exposed to COVID-19.
- Human Resources/Tribal Administrator will notify any other Tribal entities where the COVID-19 positive employee has been. Human Resources/Tribal Administrator will not use COVID-19 positive employee's name or other identifying information.
  - Human Resources/Tribal Administrator communication with supervisor



If the Human Resource/ Tribal Administrator s has not already been in contact with the supervisor about the employee's absence, Human Resources/Tribal Administrator will let the supervisor know that the employee will not be returning to work.

- Human Resources/Tribal Administrator will generally keep the supervisor informed as to the employee's expected return.
- Initiate cleaning
  - Human Resources/Tribal Administrator will contact the Housing Maintenance Department or the Tribal Office Maintenance Department to decontaminate all exposed areas. If the employee has been in the workplace 48 hours before becoming symptomatic, those locations shall take priority.
  - If certain areas need to be vacated, Human Resources/Tribal Administrator shall contact the Department director or executive employee who shall coordinate.
  - Human Resources/Tribal Administrator shall remind the Department director that it is the Tribe's policy to decontaminate a potentially exposed area after someone has a positive COVID-19 test. Human Resources shall not use the name of the employee who has tested positive or disclosing any identifying information. The employee's confidentiality shall be protected.



### 3. Social Distancing for Employees

**Objective:** All employees are expected to social distance in the workplace. Social distancing also called “physical distancing,” means keeping space between yourself and other people outside of your home, wherever possible, including while arriving at and departing from work, while in work, and when traveling between sites.

To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.
- You must maintain social distancing in the workplace wherever possible.
- No more than two individuals should ride in a vehicle together.

Where the social distancing guidelines cannot be followed in full concerning a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. Mitigating actions include:

- Further increasing the frequency of handwashing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).

Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens, and similar settings. These are often the most challenging areas to maintain social distancing and workers should be specifically reminded.

#### 3.1 Coming to work and leaving work

**Objective:** To maintain social distancing wherever possible, on arrival and departure, and to ensure handwashing upon arrival.

##### **Steps that will usually be needed:**

- Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.
- Providing additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible.
- Limiting passengers in tribal vehicles, for example, work minibusses. This could include leaving seats empty, placing barriers between passengers, and masking.
- Reducing congestion, for example, by having more entry points to the workplace. Providing more storage for workers for clothes and bags.
- Using markings and introducing one-way flow at entry and exit points.
- Providing handwashing stations or hand sanitizer, at entry/exit points, and not using touch-based security devices such as keypads.



- Maintaining the use of security access devices, such as keypads or passes, and adjusting processes at entry/exit points to reduce the risk of transmission. For example, cleaning clock in kiosk regularly and asking staff to sanitize before clocking in or out at the kiosk.

### **3.2 Moving around buildings and worksites**

**Objective:** To maintain social distancing wherever possible while people travel through the workplace.

#### **Steps that will usually be needed:**

- Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging the use of radios, telephones, or other electronic devices, where permitted, and cleaning them between use.
- Restricting access between different areas of a building or site.
- Reducing job and location rotation.
- Introducing more one-way flow through buildings.
- Reducing maximum occupancy for elevators to 4 if a separate group and providing hand sanitizer for use near elevators, as well as encouraging the use of stairs wherever possible.
- Making sure that people with disabilities can access lifts.
- Managing the use of high traffic areas including corridors, elevators, and walkways to maintain social distancing.

### **3.3 Workplaces and workstations**

**Objective:** To maintain social distancing between individuals when they are at their workstations.

- For people who work in one place, workstations should allow them to maintain social distancing wherever possible.
- Workstations should be assigned to an individual and not shared. If they need to be shared, they should be shared by the smallest possible number of people.
- If it is not possible to ensure workstations comply with social distancing guidelines (6 feet, or 3 feet with risk mitigation where 6 feet is not viable, is acceptable), then businesses/offices should consider whether that activity needs to continue for the business/office to operate and if so, take all mitigating actions possible to reduce the risk of transmission.

#### **Steps that will usually be needed:**

- Review layouts and processes to allow people to work further apart from each other.
- Using floor tape or paint to mark areas to help people comply with social distancing guidelines (6 feet, or 3 feet with risk mitigation where 6 feet is not viable, is acceptable).
- Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.
- Only where it is not possible to move workstations further apart, using screens to separate people from each other.
- Managing occupancy levels to enable social distancing.
- Avoiding the use of hot desks and spaces and, where not possible, for example, call centers or training facilities, cleaning workstations between different occupants including shared equipment.



### **3.4 Meetings**

**Objective:** To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.

**Steps that will usually be needed:**

- Using remote working tools to avoid in-person meetings.
- Only necessary participants should physically attend meetings and should maintain social distancing guidelines (6 feet, or 3 feet with risk mitigation where 6 feet is not viable, is acceptable).
- Avoiding transmission during meetings, for example, avoiding sharing pens, documents, and other objects.
- Providing hand sanitizer in meeting rooms.
- Holding meetings outdoors or in well-ventilated rooms whenever possible.
- For areas where regular meetings take place, using floor signage to help people maintain social distancing.

### **3.5 Common areas**

**Objective:** To maintain social distancing while using common areas.

**Steps that will usually be needed:**

- Staggering break times to reduce pressure on the staff break rooms or places to eat and ensuring social distancing is maintained in staff break rooms.
- Using safe outside areas for breaks.
- Creating additional space by using other parts of the workplace or building that have been freed up by remote working.
- Installing screens or Plexiglas to protect staff in receptions or similar areas.
- Providing packaged meals or similar for employees during meetings or events where meals are provided.
- Encouraging workers to bring their food.
- Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.
- Encouraging staff to remain on-site and or maintaining social distancing guidelines while off-site.
- Regulating the use of locker rooms, changing areas, and other facility areas to reduce concurrent usage.
- Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers, cars, and or sealed bag(s)/container(s) during shifts.

### **3.6 Accidents, security, and other incidents**

- In an emergency, for example, an accident, provision of first aid, fire, or break-in, people do not have to comply with social distancing guidelines if it would be unsafe.
- People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterward including washing hands.

**Objective:** To prioritize safety during incidents.





**Steps that will usually be needed:**

- Reviewing your incident and emergency procedures to ensure they reflect the social distancing principles as far as possible.
- Considering the security implications of any changes you intend to make to your operations and practices in response to COVID-19, any revisions may present new or altered security risks which may need mitigations.
- For organizations that conduct physical searches of people, considering how to ensure the safety of those conducting searches while maintaining security standards.
- Following government guidance on managing security risks.



## **4. Managing Your Customers, Visitors, and Contractors**

### **4.1 Manage contacts**

**Objective:** To minimize the number of unnecessary visits to offices.

**Steps that will usually be needed:**

- Encouraging visits via remote connection/working (e.g., by phone or email) where this is an option.
- Limiting visitor times to a specific time window and restricting access to required visitors only.
- Allow visitation by appointment only.
- Limiting the number of visitors at any one time.
- Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.
- Maintaining a record of all visitors, if this is practical.
- Encouraging visitors to use hand sanitizer or handwashing facilities as they enter the premises.
- Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.

### **4.2 Providing and explaining available guidance**

**Objective:** To make sure people understand what they need to do to maintain safety.

**Steps that will usually be needed:**

- Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage, visual aids, and before arrival, for example, by phone, on the website, by email. Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired.
- Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.
- Reviewing entry and exit routes for visitors and contractors to minimize contact with other people.
- Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces.
- Informing visitors that they should be prepared to remove face coverings if asked to do so by police officers and staff for identification.
- Ensuring information provided to visitors, such as advice on the location or size of lines, does not compromise their safety.



## 5. Cleaning the Workplace

### 5.1 Before reopening

**Objective:** To stop the spread of COVID-19, certain steps must be taken to keep the workplace safe. It is the Tribe's policy to decontaminate an area after someone in the workplace has a fever or after someone in the workplace tests positive. This policy shall remain in effect until discontinued by a Resolution of the Tribal Council. To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:

- An assessment for all sites, or parts of sites that have been closed, before restarting work or operations.
- Carrying out cleaning procedures and providing hand sanitizer before restarting work.

#### Steps that will usually be needed:

- Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.
- Most air conditioning systems do not need adjustment however, where systems serve multiple buildings or you are unsure, advice can be sought from your heating ventilation, and air conditioning (HVAC) engineers or advisers.

### 5.2 Keeping the workplace clean

**Objective:** To keep the workplace clean and prevent transmission by touching contaminated surfaces.

#### Steps that will usually be needed:

- Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.
- Frequent cleaning of objects and surfaces that are touched regularly including door handles and keyboards and making sure there are adequate disposal arrangements for cleaning products.
- Clearing workspaces and removing waste and belongings from the work area at the end of a shift.
- Limiting or restricting the use of high-touch items and equipment, for example, printers or whiteboards.
- If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance.
- Maintaining good ventilation in the work environment. For example, opening windows and doors frequently, where possible.

### 5.3 Hygiene – handwashing, sanitation facilities, and toilets

**Objective:** To help everyone maintain good hygiene throughout the working day.

#### Steps that will usually be needed:

- Using media, signs, and posters to build awareness of effective
- Handwashing technique(s)
- The need to increase handwashing frequency



### *Chemehuevi Indian Tribe*

- Avoid touching your face
- To cough or sneeze into a tissue or your arm if a tissue is not available.
- How to safely dispose of Kleenex and or handkerchief.



- Providing regular reminders and signage to maintain personal hygiene standards.
- Providing hand sanitizer in multiple locations in addition to washrooms.
- Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.
- Enhancing cleaning for busy areas.
- Providing more waste facilities and more frequent rubbish collection.
- Providing hand drying facilities – either paper towels or electrical dryers.

#### **5.4 Changing rooms and showers**

**Objective:** To minimize the risk of transmission in changing rooms and showers.

**Steps that will usually be needed:**

- Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers, and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.
- Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.

#### **5.5 Handling goods, merchandise, and other materials, and onsite vehicles**

**Objective:** To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.

**Steps that will usually be needed:**

- Cleaning procedures for goods and merchandise entering the site.
- Cleaning procedures for vehicles.
- Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitizer where this is not practical.
- Regular cleaning of vehicles that workers may take home.
- Restricting non-business deliveries, for example, personal deliveries to workers.



## **6. Personal Protective Equipment (PPE) and Face Coverings**

PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear, and safety harnesses. It also includes respiratory protective equipment, such as face masks.

Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.

At the start of this document, we described the steps you need to take to manage COVID-19 risk in the workplace. This includes working from home and maintaining social distancing guidelines (6 feet, or 3 feet with risk mitigation where 6 feet is not viable, is acceptable). When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk from the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene, and fixed teams or partnering, not through the use of PPE.

The exception is clinical settings, like a hospital, or a small handful of other roles for which CDC advises the use of PPE. For example, first responders. If you are in one of these groups, you should refer to the advice at [Interim Recommendations for Emergency Medical Services \(EMS\) Systems and 911 Public Safety Answering Points/Emergency Communication Centers \(PSAP/ECCs\) in the United States During the Coronavirus Disease \(COVID-19\) Pandemic | CDC](#)

Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.

Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited.

However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.

### **6.1 Face coverings**

- Employees must wear a face covering (i.e., a mask that properly always covers the nose and mouth) in the workplace unless an employee is in their office alone with the door closed or in a vehicle. Employees that work outside do not have to wear a face-covering unless they are required to be within 6 ft of another person for longer than 10 minutes or are in a large group setting.
- Once the face covering is no longer required, employees shall properly remove the face covering.
  - Do not remove your face covering with soiled hands or soiled gloves.
  - Make sure you hand wash or hand sanitizer before each face-covering removal.
  - Avoid touching the front of your face covering. Remove from side to side.
  - Make sure you hand wash or hand sanitize after the face covering is removed and stored.
  - Avoid touching eyes, mouth, and nose with unwashed hands.
- Employees will be issued face coverings.
- If cloth face coverings are issued, the employee should keep them clean and laundered as directed.



- If cloth face coverings are not issued, the employee may use a disposable surgical mask. If issued, the employee should store and use as directed. Face coverings that become visibly soiled or torn should be replaced. Employees should let their supervisor know if an additional face covering is needed.
- Employees should dispose of disposable surgical masks after one day of use.
- Employees are not to share face coverings.

Certain employees may be required to always wear enhanced face coverings in the workplace. Those employees should follow the instructions of Human Resources/Administrator/Tribal Policies related to their position.

Employees in certain departments may have more stringent rules about wearing face coverings because of their job duties and requirements. Departmental rules in those situations should be followed.

A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. Face covering and masks, need to cover your mouth and nose to be effective. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context.

Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.

It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimizing time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and the government would therefore not expect to see employers relying on face coverings as risk management for their health and safety assessments.

Employers should tell all workers to remember the following:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitizer before putting a face covering on, and before and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with the manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practice social distancing wherever possible.



## 7. Workforce Management

### 7.1 Shift patterns and working groups

**Objective:** To change the way work is organized to create distinct groups and reduce the number of contacts each employee has.

**Steps that will usually be needed:**

- As far as possible, where staff is split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable it happens between the same people.
- Identifying areas where people directly pass things to each other, for example, office supplies, and finding ways to remove direct contacts, such as using drop-off points or transfer zones.
- You should assist the process of contact tracing by keeping a temporary record of your staff shift patterns for 21 days and assist the Tribal CHR and management with requests for that data if needed. This could help contain clusters or outbreaks.

### 7.2 Work-related travel (cars, accommodation, and visits)

**Objective:** To avoid unnecessary work travel and keep people safe when they do need to travel between locations.

**Steps that will usually be needed:**

- Avoiding using public transport, and aiming to walk, cycle, or drive instead. If using public transport is necessary, wearing face-covering is mandatory.
- Minimizing the number of people outside of your household or support bubble traveling together in any one vehicle, using fixed travel partners, increasing ventilation when possible, and avoiding sitting face-to-face.
- Cleaning shared vehicles between shifts or on handover.
- Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.

### 7.2 Work-related travel (deliveries to other sites)

**Objective:** To help workers delivering to other sites such as branches, or suppliers, or customers' premises to maintain social distancing and hygiene practices.

**Steps that will usually be needed:**

- Putting in place procedures to minimize person-to-person contact during deliveries to other sites.
- Maintaining consistent pairing where two-person deliveries are required.
- Minimizing contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.

### 7.3 Communications and training (returning to work)

**Objective:** To make sure all workers understand COVID-19 related safety procedures.





**Steps that will usually be needed:**

- Providing clear, consistent, and regular communication to improve understanding and consistency of ways of working.
- Engaging with workers and worker representatives through existing communication routes to explain and agree on any changes in working arrangements.
- Developing communication and training materials for workers before returning to a site, especially around new procedures for arrival at work.

**7.3 Communications and training (ongoing communications and signage)**

**Objective:** To make sure all workers are kept up to date with how safety measures are being implemented or updated.

**Steps that will usually be needed:**

- Ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.
- Awareness and focus on the importance of mental health at times of uncertainty.
- Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and those with protected characteristics such as visual impairments.
- Using visual communications, for example, whiteboards or signage, to explain changes to schedules or breakdowns without the need for face-to-face communications.
- Communicating approaches and operational procedures to suppliers, customers, or trade bodies to help their adoption and to share experiences.



## 8. Inbound and Outbound Goods and Travel

**Objective:** To maintain social distancing and avoid surface transmission when goods enter and leave the site.

**Steps that will usually be needed:**

- Revising pick-up and drop-off collection points, procedures, signage, and markings.
- Minimizing unnecessary contact at gatehouse security, office, store, yard, and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic prebooking. Considering methods to reduce the frequency of deliveries, for example by ordering larger quantities less often.
- Where possible and safe, having single workers load or unload vehicles.
- Where possible, using the same pairs of people for loads where more than one is needed.
- Enabling drivers to access facilities when required, consistent with other guidance.
- Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practices, such as preventing drive-throughs.

**Objective:** To stop the spread of COVID-19, certain steps must be taken to keep the workplace safe. This Policy shall remain in effect until discontinued by Resolution of the Tribal Council.

**Steps that will usually be needed:**

- **Travel Suspended**
  - All nonessential travel for employees is suspended until further notice. This includes both air travel and trips by automobile.
  - If an employee's travel is essential, the employee should have that travel approved by their chain of command.
- **Notification of Travel**
  - If an employee travels (1) internationally, (2) by cruise ship, or (3) by air (domestically or internationally), the employee is asked to notify their supervisor before the travel, and the supervisor shall notify the Tribal Administrator and general manager.
  - The Tribal Administrator or general manager will contact the employee and inform them that if the employee is asymptomatic upon returning from travel, then the employee may return to work, but will be required to do the following for the next fourteen (10) calendar days:
    - The employee will have a temperature check every morning, which will include an assessment of symptoms. If the employee has a fever or any symptoms during the check-in procedure, they shall immediately call the Tribal Administrator or General Manager to report the same. **The employee should return home and follow sections addressing symptoms.**
    - The employee must wear a KN-95 always mask. A new mask will be required each day. The department manager will ensure that the employee has the supply of masks necessary to work. The Tribal Administrator or general manager will ensure that the department director and or supervisors are aware of this requirement.
    - The employee must comply with social distancing rules.
    - The employee will have a temperature check every afternoon, which will include an assessment of symptoms. If the employee has a fever or any symptoms during the



## *Chemehuevi Indian Tribe*

check-in procedure, they shall immediately call the Tribal Administrator or general manager to report the same. **The employee is not to enter any building in the workplace.**



## **9. Reporting Requirements**

**Objective:** To allow the Tribal Administrator and Tribal Council the ability to monitor the effectiveness and overall compliance with this plan for each department/enterprise.

**Steps that will usually be needed:**

- Complete the Department Assessment and submit it to the Tribal Administrator.
- Provide monthly status updates that address the implementation of this plan, issues with implementation, and any recommendations of modification in the Departmental Monthly Report to the Tribal Council and Tribal Administrator.



## Appendix A: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

### Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

#### How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

#### CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

#### Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

#### How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

#### How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



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[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



## Appendix B: Symptoms of Coronavirus (COVID-19)

# Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

**Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

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## Appendix C: 10 things you can do to manage your COVID-19 symptoms at home

# 10 things you can do to manage your COVID-19 symptoms at home

Accessible Version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

### If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



6. **Cover your cough and sneezes** with a tissue or use the inside of your elbow.



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



3. **Get rest and stay hydrated.**



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a mask.



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



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[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



## Appendix D: Stop the Spread of Germs

# Stop the Spread of Germs

Accessible version <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

### Help prevent the spread of respiratory diseases like COVID-19.

**6 ft**

Stay at least 6 feet (about 2 arm lengths) from other people.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.

When in public, wear a mask over your nose and mouth.

Do not touch your eyes, nose, and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

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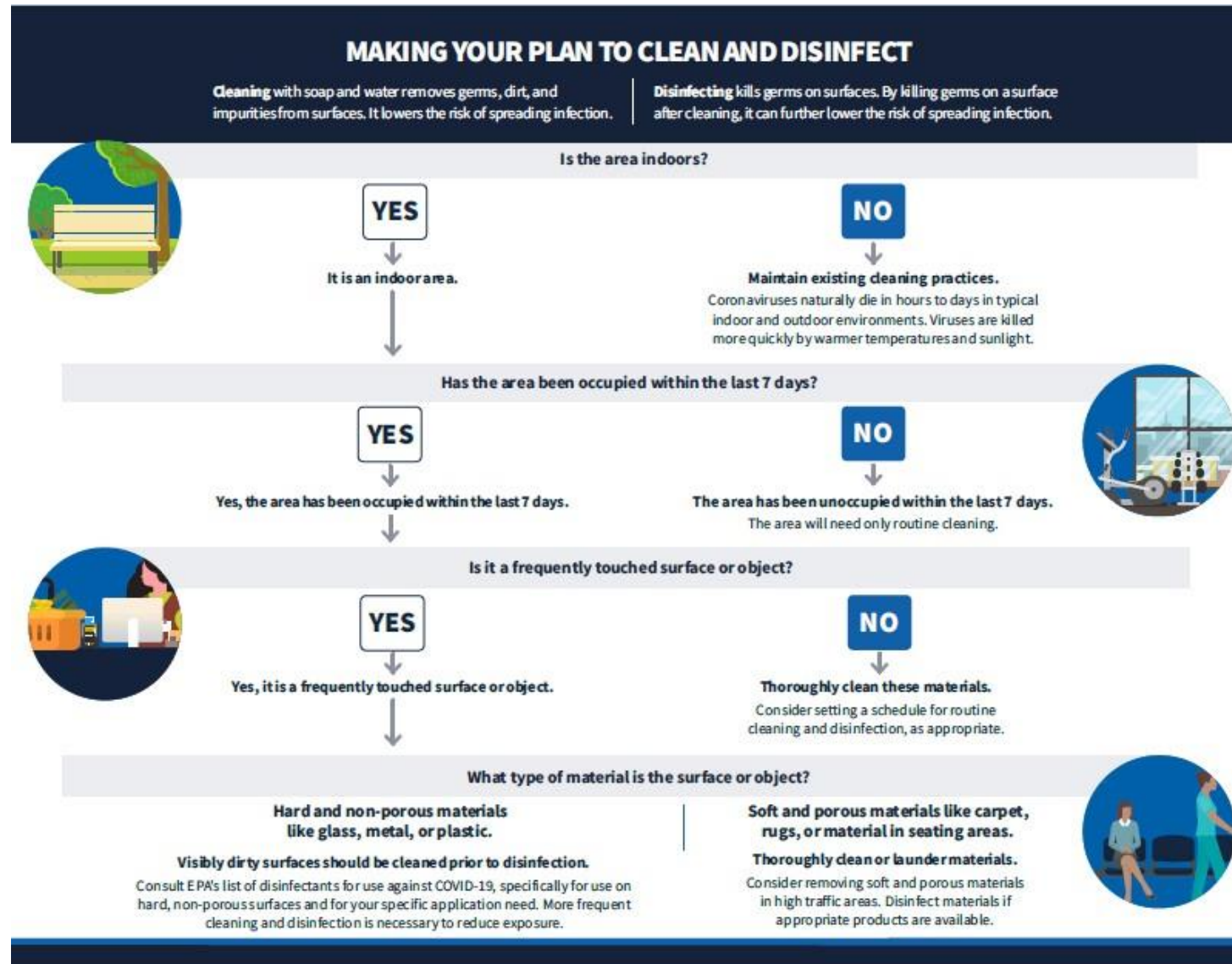
Tribal Infectious Disease Preparedness and Response Plan

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## Appendix E: Making Your Plan to Clean and Disinfect





Appendix F: Guidance for Cleaning & Disinfecting

# GUIDANCE FOR CLEANING & DISINFECTING

## PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE  
FOR MORE  
INFORMATION

### 1 DEVELOP YOUR PLAN

**DETERMINE WHAT NEEDS TO BE CLEANED.**

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

**DETERMINE HOW AREAS WILL BE DISINFECTED.** Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

**CONSIDER THE RESOURCES AND EQUIPMENT NEEDED.** Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

### 2 IMPLEMENT

**CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER** prior to disinfection.

**USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT.** Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

**ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL.** The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

### 3 MAINTAIN AND REVISE

**CONTINUE ROUTINE CLEANING AND DISINFECTION.**

Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

**MAINTAIN SAFE PRACTICES** such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

**CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE.** Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

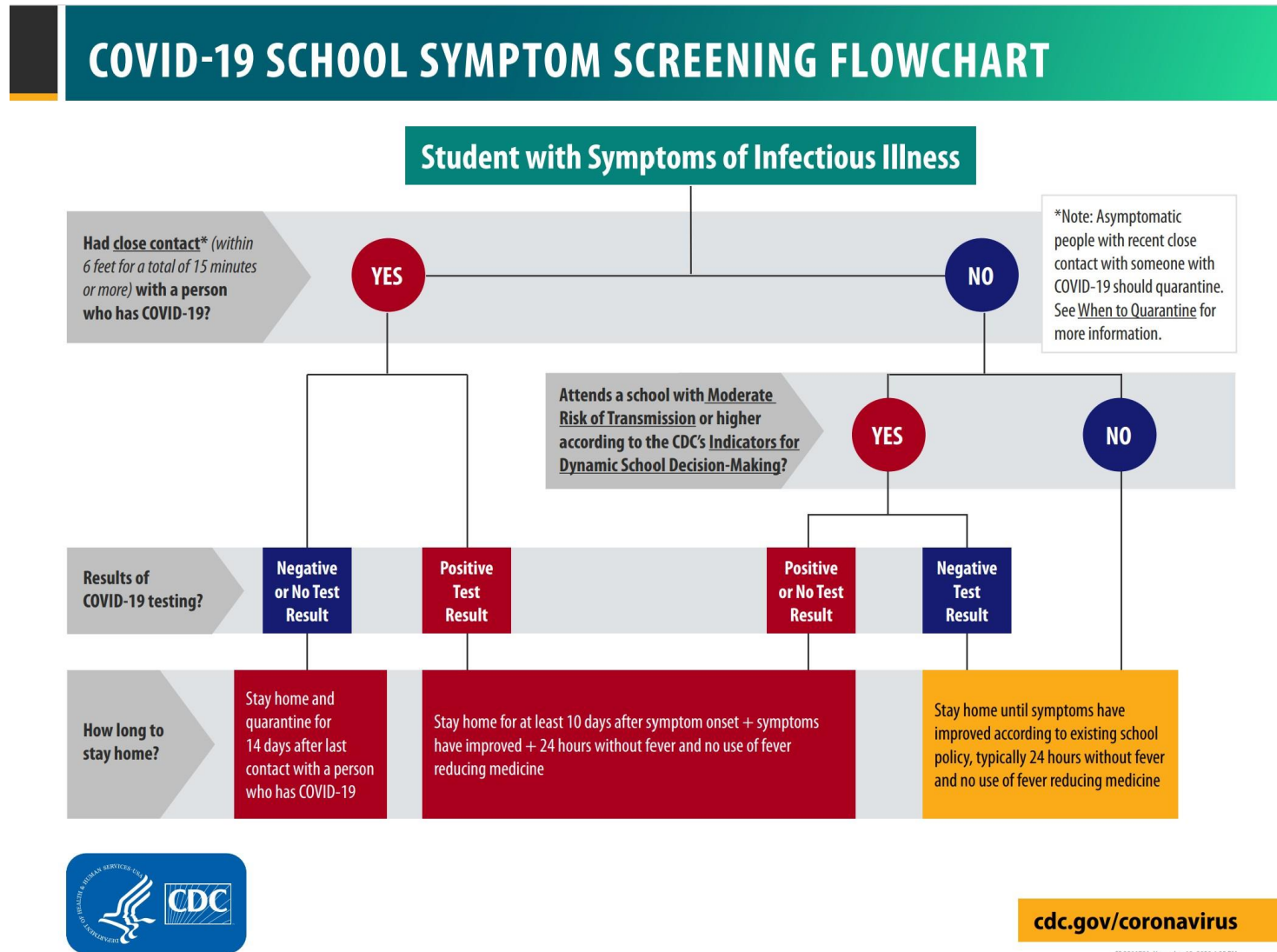
For more information, please visit **CORONAVIRUS.GOV**

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Appendix G: Covid-19 School Symptom Screening Flowchart







## Appendix H: Six Steps for Properly Cleaning and Disinfecting Your School

### Six Steps for Properly Cleaning and Disinfecting Your School

#### Protect Your School Against COVID-19

Properly cleaning and disinfecting surfaces and objects can help safely and effectively reduce the spread of disease in your school or facility. Routinely clean and disinfect frequently touched surfaces.

- ✓ **Always wear gloves and other personal protective equipment (PPE)** appropriate for the chemicals being used. The PPE may include eye protection
- ✓ **Cleaning and disinfection products should not be used by or near students.**
- ✓ **Make sure that there is adequate ventilation (air flow) when using chemical products** to prevent yourself or others from inhaling toxic vapors.



**Step 1:**  
Visit [epa.gov/listn](https://www.epa.gov/listn)  
or scan the QR code  
with your smart  
phone to see EPA's  
list of approved  
disinfectants.



**Step 2:**  
Follow the  
directions on the  
label carefully.



**Step 3:**  
Clean surfaces and  
determine how  
areas will  
be disinfected.



**Step 4:**  
Follow the contact  
time shown on  
the label.



**Step 5:**  
After cleaning and  
disinfection, wash  
your hands with  
soap and water for  
at least 20 seconds.



**Step 6:**  
Store chemicals in  
a secure location  
away from  
students' reach  
and sight.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



## Appendix I: Cleaning and Disinfecting in School Classrooms

### Cleaning and Disinfecting in School Classrooms

Cleaning and disinfecting are key to limiting exposure to germs and maintaining a safe environment during the COVID-19 pandemic. Reduce the spread of germs by keeping surfaces clean and reminding students of the importance of hand hygiene.

#### The Difference Between Cleaning and Disinfecting

- ✓ **Cleaning** reduces germs, dirt, and impurities from surfaces or objects and works by using soap (or detergent) and water to physically remove germs from surfaces.
  - Cleaning of surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses.
- ✓ **Disinfecting** kills (or inactivates) germs on surfaces or objects. Disinfecting works best by using chemicals, as directed, on surfaces after they've been properly cleaned.

#### Which Disinfectant Products Should I Use?

You can use any EPA-approved disinfectant against COVID-19. Visit [epa.gov/11stn](https://www.epa.gov/11stn) or scan the QR code with your smart phone to check EPA's list of approved disinfectants.



#### Where Should I Clean and Disinfect?

Clean and disinfect frequently touched surfaces and objects within the classroom. Check compatibility for products for use on electronic devices.

##### Consider cleaning surfaces and object including but not limited to:

- ☐ Door handles and knobs
- ☐ Desks and chairs
- ☐ Cabinets, lockers, and bookshelves
- ☐ Shared computer keyboards and mice
- ☐ Trash bins
- ☐ Light switches
- ☐ Pencil sharpener handles
- ☐ Sinks and surrounding areas
- ☐ Countertops
- ☐ Whiteboards or chalkboards
- ☐ Shared electronics such as printers
- ☐ Other shared learning materials

#### When Should I Clean and Disinfect?

Clean and disinfect frequently touched surfaces at least daily or between use by different students. Limit the use of shared objects when possible, or clean and disinfect between use.

##### Options for cleaning and disinfection include:

- ☐ In the morning before students arrive
- ☐ Between classes (if students change rooms and while students are not present)
- ☐ Between use of shared surfaces or objects
- ☐ Before and after food service
- ☐ Before students return from recess or breaks
- ☐ After students leave for the day



Store cleaning and disinfection products out of the reach of students. Cleaning and disinfection products should not be used by or near students, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

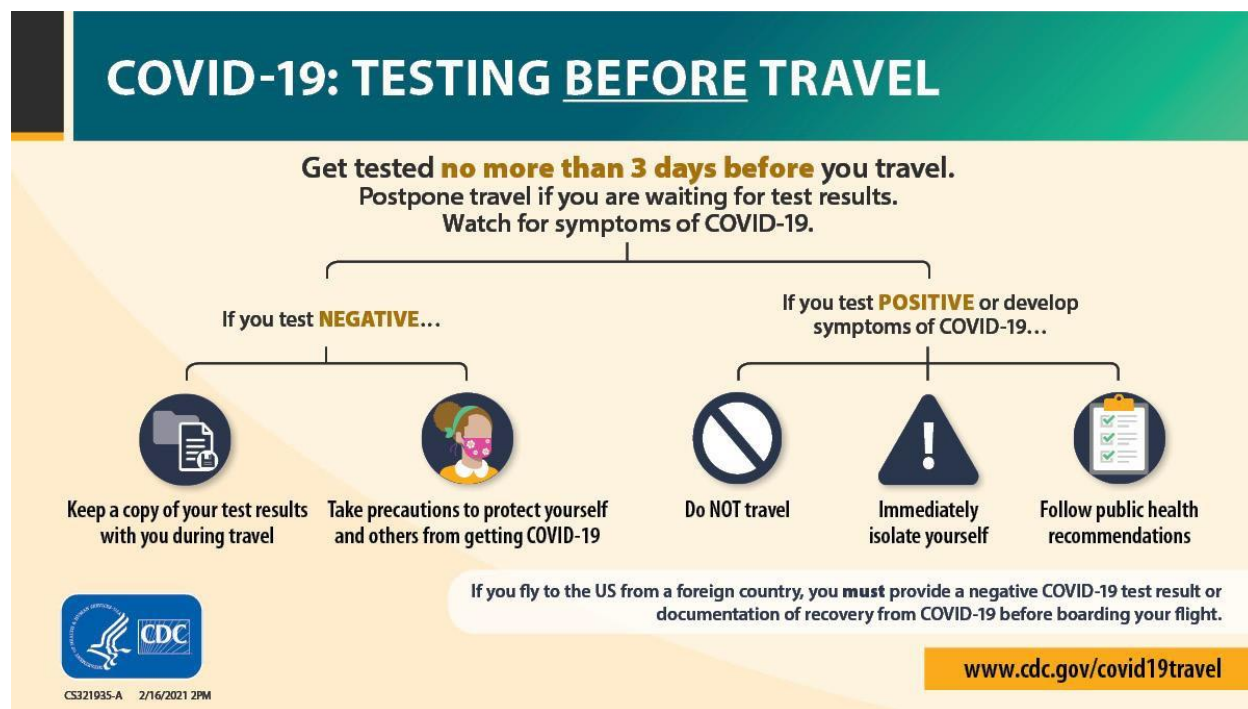


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[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



## Appendix J: COVID-19 Before & After Travel







## Appendix K: How to Protect Yourself

### CORONAVIRUS COVID-19 INFORMATION AND GUIDELINES

#### HOW TO PROTECT YOURSELF?



Wash your hands regularly and properly with water and soap.



Cough or sneeze into the crease of the elbow or in a tissue.



Avoid shaking hands or kissing.



Avoid touching your face with your hands.



Avoid close contact with sick people.



Stay home if you are sick. Don't go to work or school.

#### WHAT ARE THE SYMPTOMS?



Symptoms resemble those of the flu. The infection remains mild for the majority of cases.

#### HOW DOES THE VIRUS SPREAD?



A normal mask does not protect against contamination.



The virus is spread via respiratory droplets expelled when a person coughs or sneezes.



## Close Contact – CDC Definition

**Close Contact through [Proximity and Duration of Exposure](#):** Someone who was within [6 feet of an infected person](#) (laboratory-confirmed or a [clinically compatible illness](#)) for a cumulative total of 15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 15 minutes*). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for [discontinuing home isolation](#).

- **Exception:** In the **K-12 indoor classroom** setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a [clinically compatible illness](#)) if both students [correctly and consistently](#) wore well-fitting [masks](#) the entire time.

This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.

### **Public Health Recommendations:**

Except in certain circumstances, people who have been in close contact with someone who has COVID-19 should [quarantine](#). However, the following people with recent exposure may NOT need to quarantine:

- People who have been [fully vaccinated](#)
- People who were [previously diagnosed with COVID-19](#) within the last three months

### **Additional Information:**

A number of factors can influence a person's risk of exposure to COVID-19, including the [type, proximity, and duration of their exposure](#), environmental factors (such as [crowding](#) and ventilation), [vaccination status](#), [prior COVID-19 infection](#), and [mask use](#).

[Correct](#) and consistent [mask use](#) is a critical step that people can take to protect themselves and others from COVID-19. However, the [type of masks used](#) and whether they are used consistently and correctly varies throughout the general population. Except in K-12 indoor classroom settings as described above, mask use is not considered when defining a close contact during case investigation and contact tracing, regardless of whether the person diagnosed with COVID-19 or the person exposed to SARS-CoV-2 was wearing a mask. (Note: Exposure risk in the healthcare setting is determined separately and outlined in CDC [guidance](#)).





## Staying COVID-19 Secure in 2020

We confirm we have complied with the government's  
guidance on managing the risk of COVID-19

### FIVE STEPS TO SAFER WORKING TOGETHER

1. We have carried out a COVID-19 risk assessment for our department and shared the results with the staff who work here
2. We have masks, cleaning, handwashing and hygiene procedures in line with CDC guidance
3. We have taken all reasonable steps to help people work from home that are high risk
4. We have taken all reasonable steps to maintain a 6 foot distance in the workplace
5. Where people cannot be 6 feet apart, we have done everything practiced to manage transmission risk

### Acknowledgement

Signed on behalf of department:	Date:
Administrator:	Date:



## Screening Checklist for Visitors and Employees

Following questions will be asked of all individuals entering the building.

- Name of the Individual

- 1. Has the individual washed his/her hands or used antiseptic?

☐ Yes ☐ No (please ask her/him to do)

- 2. Which of the following symptoms does the individual have?

☐ Fever ☐ Cough ☐ Shortness of Breath ☐ Persistent Pain in the Chest

- 3. For employees - check the temperature and enter the result.

- 4. Has the individual been in contact with people that were infected, suspected or diagnosed with COVID-19?

☐ Yes ☐ No

- 5. Additional Notes


Remind and ask individuals to:

Wash their hands or use antiseptics  
do not shake hands or contact physically  
Wear facemasks in the building