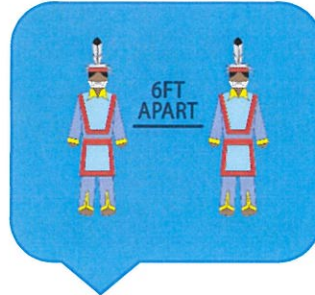


PLEASE PRINT IN COLOR

# Seneca Nation Employee COVID-19 Protocol and Guidelines



Updated 11/30/2022, Version 5

#SenecasStaySafe

## Important Contact Information

Kerry J. John, Chief of Staff: 716-945-1790 x3006

John Waterman, Deputy Chief of Staff: 716-532-4900 x5011

Jacque Crouse, Executive Secretary to the President: 716-945-1790 x3119

Directors must notify Kerry, Jacque, and John of any positive employee and are required to obtain their employees medical notes, vax records and submit directly to the above designees.

Terry Nephew, HR Director: 716-532-4900 x5051

Shelly Rivas, Assistant HR Director: 716-945-1790 x3526

Contact HR if you are unable to contact Kerry, Jacque, or John and it is an urgent matter. Employees who call HR regarding COVID-19 positive/exposure will be directed to notify their immediate supervisor and call their medical providers.

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## Important Note

Effective 1/16/2023, eligibility for COVID-19 administrative time is updated to include only employees up-to-date with COVID-19 vaccines or medically exempt. Those who are overdue or otherwise eligible for a booster vaccine will no longer be eligible for admin time.

## Summary of Changes from 3/29/2022 version

### Removed

- Previous summary of changes
- Definitions: fully vaccinated
- Carpooling rules

### Amendments

- Important contact information
- Exposure guidelines updated to align with CDC guidance
- Seneca Nation Employee Travel Rules
- Seneca Nation Traveler Health Form
- FAQ's

### Additions

- ECLC/SALC COVID-19 Guidelines

## Intro

**DO NOT REPORT TO WORK SICK!** Employees are required to adhere to all safety measures and will be subject to corrective action, up to and including termination of employment, for failure to adhere to the following guidelines. Face masks, if required for your position or department or worksite, must be worn properly to be effective- masks should be worn above your nose, over your mouth, and under your chin.

## Definitions

**Up-to-date with COVID-19 vaccines** – if you have completed a COVID-19 vaccine primary series and, if eligible, received the most recent booster dose recommended for you by CDC.

**Close Contact** - within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period with someone who has COVID-19 during their contagious period.

Regardless of vaccination status you should get tested 5 days after an exposure to someone who has COVID-19, even if you do not have symptoms.

## Employees Experiencing Symptoms

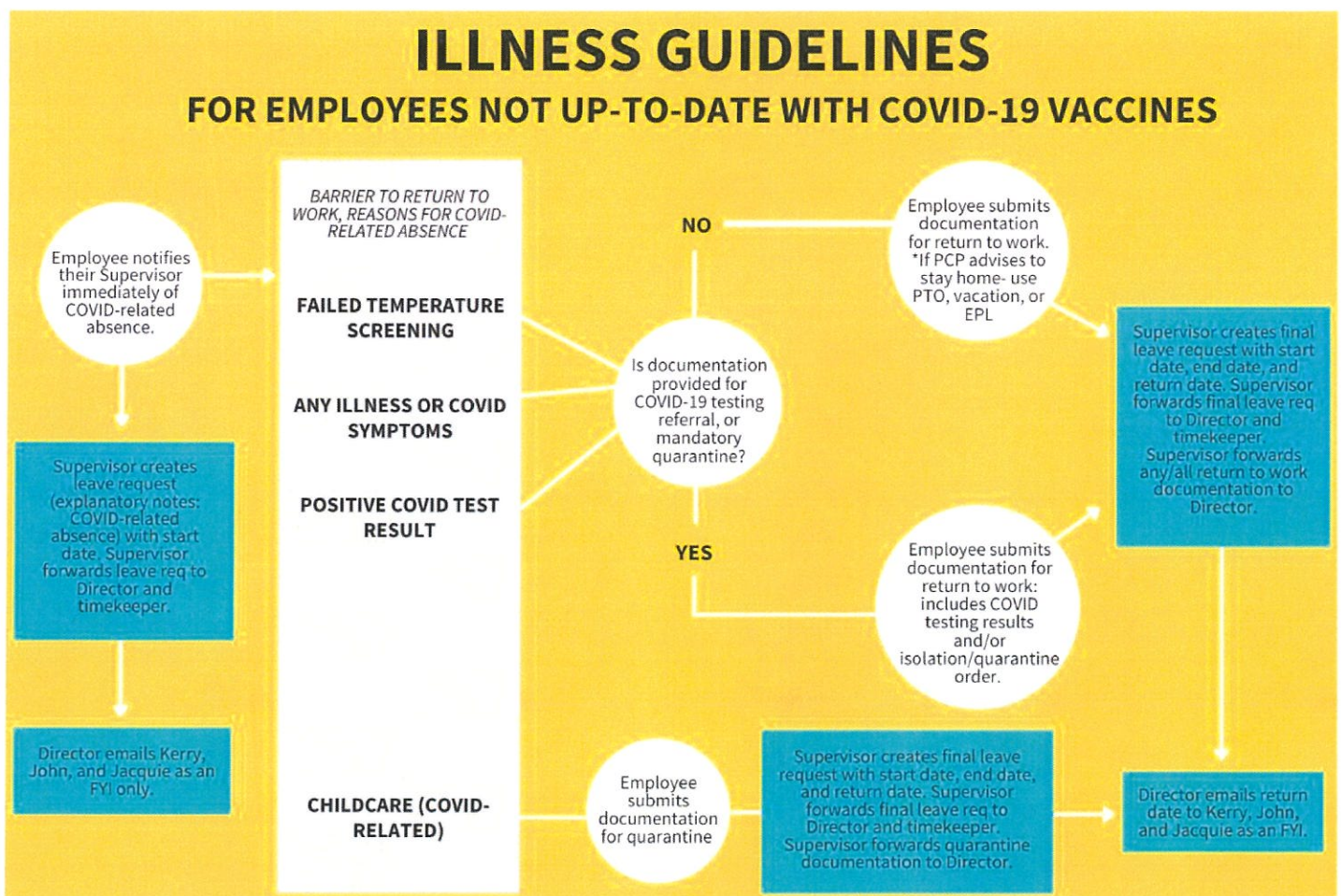
Employees experiencing any COVID-19 symptoms **SHOULD NOT REPORT TO WORK** (regardless of vaccination status) and must notify their supervisor ASAP, prior to having any contact with coworkers, or patients/clients/community members. The employee should contact their primary care provider for evaluation and follow the processes in the following flowcharts. If an employee starts to feel ill during their shift they should consult with their supervisor immediately and seek medical assessment.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with (any of) these symptoms may have COVID-19:

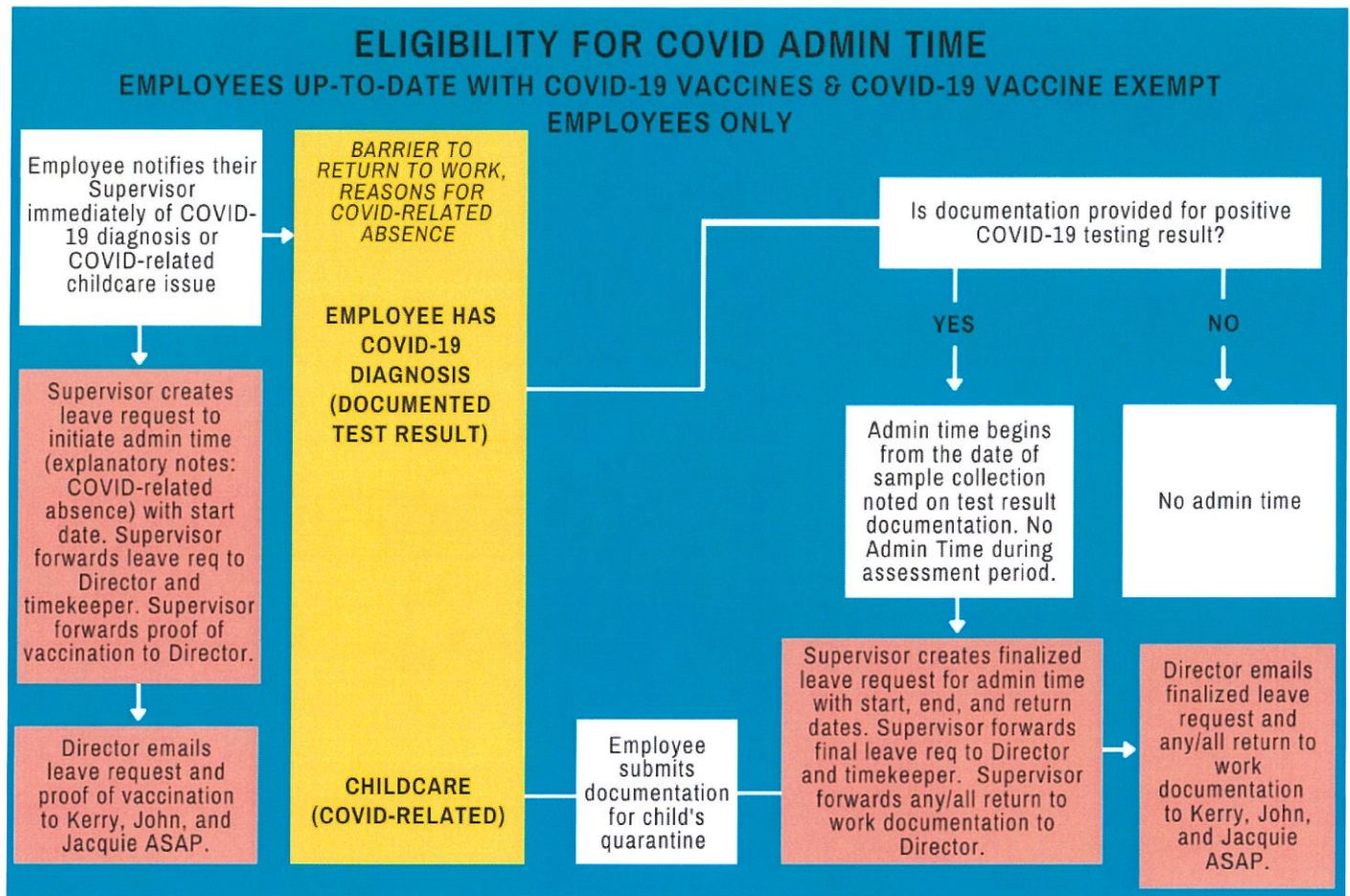
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

\*This list does not include all possible symptoms.

Regardless of vaccination status, symptoms of COVID-19 may present similar to a sinus infection, allergies, or the common cold. Whether vaccinated or not, any symptoms of COVID-19 should be taken seriously.



# COVID Admin Time Flowsheet



Please do not attempt to self-diagnose your symptoms, if you have any signs of illness you should: not report to work, follow the previous flowcharts, and speak to your primary care provider for assessment and/or seek COVID testing.

## COLD

**Onset:** Symptoms tend to develop slowly.

**Duration:** About 7-10 days.

**Symptoms:** Runny or stuffy nose, sneezing, sore throat, coughing, slight body aches, headaches.

**Care Tips:** Stay hydrated and get plenty of rest. Taking over-the-counter medicine can help manage your symptoms, too.

## FLU

**Onset:** Symptoms develop abruptly.

**Duration:** Less than 2 weeks.

**Symptoms:** Coughing, sore throat, headaches, muscle or body aches, fatigue, fever or chills, vomiting and diarrhea (more common in children).

**Care Tips:** Stay at home, rest, drink a lot of fluids, and avoid interacting with other people. Your doctor may prescribe an antiviral medication to help reduce your symptoms.

## COVID-19

**Onset:** Symptoms may appear 2-14 days after exposure to the virus.

**Duration:** 1-2 weeks (for most people)

**Symptoms:** Coughing, fever, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headaches, sore throat, new loss of taste or smell.

**Care Tips:** Contact your doctor right away if you think you have or were exposed to COVID-19. For those with symptoms, stay home in a room or area away from other people. Rest and drink lots of fluids. OTC medicines may help you feel better, too.

## Quarantine vs. Isolation

You quarantine when you might have been exposed to the virus or are experiencing symptoms. You isolate when you have been infected with the virus, even if you don't have symptoms.

## Quarantine

Quarantine if you have been in close contact (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19 during their contagious period, and are experiencing symptoms. You do not need to quarantine after contact with someone who had COVID-19 if you have symptoms, unless you are unable to wear a well-fitted mask for 10 full days. Day 0 is the day of your last exposure to someone with COVID-19, day 1 is the first full day after your last exposure. Regardless of vaccination status, you should get tested 5-7 days after the last date of exposure, even if you don't have symptoms. Follow the [Exposure Flowchart](#).

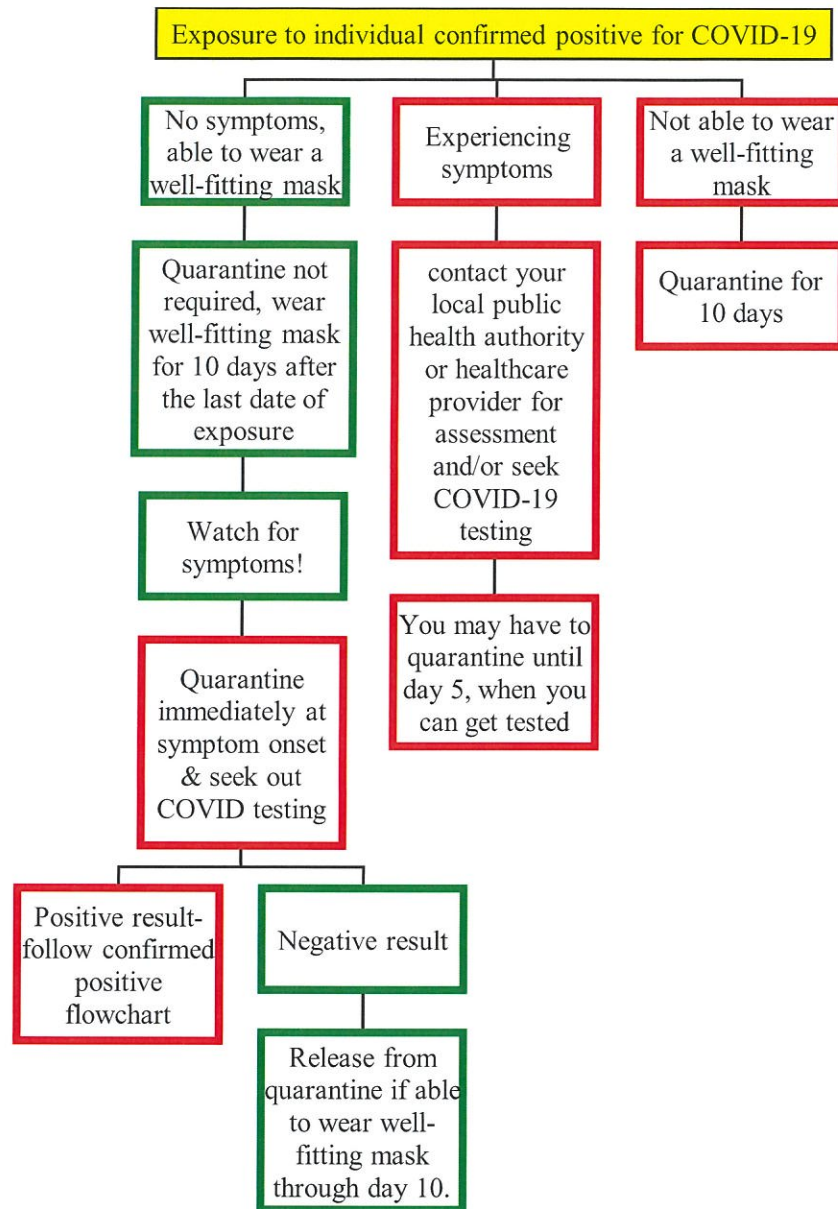
#### What to do

- Wear a well-fitted mask for 10 full days.
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19. If you develop symptoms, immediately self-isolate and contact your local public health authority or healthcare provider for assessment and/or seek COVID-19 testing.
- Return to work is contingent on fitting the criteria detailed in the [Exposure Flowchart](#) and completing the [Seneca Nation Affirmation of Quarantine](#).
- If possible, stay away from people you live with, especially people who are at higher risk for getting very sick from COVID-19.

#### After quarantine/exposure

- **Return to work is contingent on fitting the criteria of the Seneca Nation's Protocol and Guidelines detailed in the [Exposure Flowchart](#) and completing the [Seneca Nation Affirmation of Quarantine](#).**

## Exposure Flowchart



If symptoms appear at any time during the 10 days following exposure, (re)enter quarantine or isolate if possible, and speak to your primary care provider for assessment and/or seek COVID testing. See the [Quarantine & Isolation Worksheet](#) for timelines.



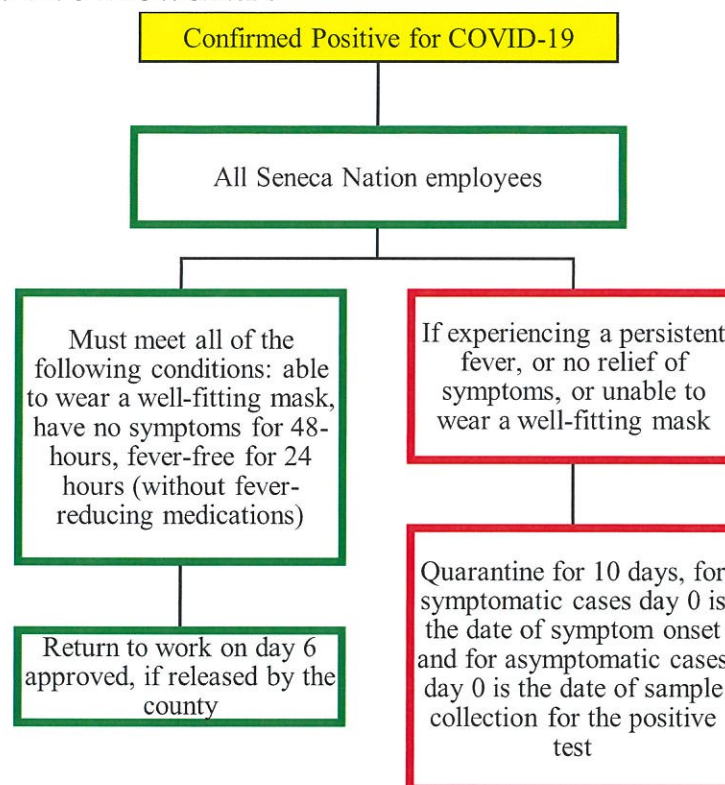
## Isolation

Isolation is used to separate people infected with COVID-19 from those who are not infected. People who are in isolation should stay home until it's safe for them to be around others. **At home, anyone sick or infected should separate from others, stay in a specific "sick room" or area, and use a separate bathroom (if available).**

### What to do

- Monitor your symptoms. If you have an emergency warning sign (including trouble breathing), seek emergency medical care immediately.
- Stay in a separate room from other household members, if possible.
- Use a separate bathroom, if possible.
- Avoid contact with other members of the household and pets.
- Don't share personal household items, like cups, towels, and utensils.
- Wear a mask when around other people in the household.
- Stay home as directed by your primary care provider or local County Health Department, **return to work is contingent on fitting the criteria detailed in the [Confirmed Positive for COVID-19 Flowchart](#).**

## Confirmed Positive Flowchart



## Quarantine/Isolation Planning

Please have a plan for items to be delivered to your home if you are in quarantine or isolation. A “drop and go” method is preferred.

You should not have contact with anyone outside your home. Community Members and Employees in need of supplies are encouraged to contact their County Health Department or SN Emergency Management at (716) 532-8178 for possible cleaning supplies, food delivery, medication delivery, etc.

## Seneca Nation Cleaning Procedures for a Positive Employee

1. Directors should immediately contact COS/DCOS via phone to advise of the positive employee/exposure.
2. The COS/DCOS will determine the level of care needed to clean offices on a case by case basis.
3. The cleaning team will conduct a thorough cleaning.
4. If necessary, the department may be shut down for CLOROX360 cleaning.
5. Staff should be regularly cleaning their office spaces and common areas before and after each guest arrives/leaves.

## Seneca Nation Employee Travel Rules

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

For all employees **not up-to-date with COVID-19 vaccines**, travel rules should be followed any time an employee leaves NYS for more than 24 hours, whether on business or personal travel.

### After you travel:

- Get tested with a viral test after travel AND stay home and self-quarantine until you receive your test results. The employee must use his or her own time (PTO, vacation) to quarantine and is not eligible for admin time.
- If you test negative, and are symptom-free you may return to work (see return to work documentation below). If you are not symptom free, get tested with a viral test 3-5 days after travel AND stay home and self-quarantine for a full 5 days after travel.
- If your test is positive, isolate yourself to protect others from getting infected.
- Avoid being around people who are at increased risk for severe illness for 10 days.
- Self-monitor for COVID-19 symptoms; isolate immediately and get tested if you develop symptoms.

### Return to work documentation for employees:

- Documented test results
- [Seneca Nation Traveler Health Form](#) (page 15) OR [Seneca Nation Affirmation of Quarantine](#) (page 17)

## Frequently Asked Questions

### **Question: What if an employee falls ill during their shift?**

**Answer:** Employees must report to their immediate supervisor (or chain of command) anytime they do not feel well. Employees must also call their medical provider within 24 hours, or on Monday if over the weekend.

**Question: What if I notice my employee experiencing symptoms of COVID-19 but they came to work without healthcare provider assessment, return to work note, negative test results, etc.?**

Answer: The employee is expected to be honest and forthcoming with any signs or symptoms they are experiencing. Supervisors should ask their employee if they are feeling okay or experiencing any new symptoms. Be advised, some employees may have other health conditions in which the signs and symptoms appear similar to COVID-19 symptoms. As a reminder, in the Seneca Nation Employee Handbook, on page 6, under HEALTH CONDITIONS/MEDICATIONS:

It is the responsibility of every employee to notify their immediate supervisor of any health condition or prescription medication that could impact their safety and well-being while on the job. Written records of these conditions must be maintained in the employee's file in HR and will only be utilized in case of an emergency.

Employees who are visibly ill should be sent home (unless they have a return to work note from their healthcare provider or other recent documentation) and follow the flowcharts at the beginning of this document.

**Question: Will administrative time be given more than once if an employee has COVID-19 more than once, or has a child or children that gets COVID-19 more than once?**

Answer: Admin time will only be granted for COVID-19 related childcare issues and the employees COVID-19 diagnosis: starting with the date of sample collection/testing date through day 5. If the employee is following the relevant Executive Orders, this Protocol & Guidelines document and providing all of the necessary documentation, they will be eligible.

**Question: My employee is sick, but we don't know if it's COVID-19 or a cold. Do they get admin time?**

Answer: Employees up-to-date with COVID-19 vaccines and those medically exempt from the COVID vaccine are eligible for admin time. See the "[Eligibility for COVID Admin Time](#)" flowchart on page 5. Admin time continues for COVID-related childcare situations as demonstrated in the flowchart. If the employees illness is determined to be cold/flu/RSV or another infectious illness, and they are recommended by their healthcare provider to remain home with unresolved symptoms, the employee must use their own time. **A medical note is still required to return to work. We do not want to spread the Cold/Flu/RSV to our team members or compromise someone's health.**

**Question: What is the definition of "last date of exposure" if living with someone who tests positive? i.e. spouse, significant other, or other**

Answer: The "last date of exposure" is the last date of contact or the date the positive person goes into isolation. If the person does not or is unable to fully isolate from the other household members, the "last date of exposure" is the positive persons last day of quarantine.

**Question: What if an employee refuses to practice the safety measures established by the Seneca Nation?**

Answer: Employees are required to adhere to all safety measures (this includes all COVID-related Executive Orders) and will be subject to corrective action, up to and including termination of employment, for failure to adhere to the guidelines. Employees who refuse should be sent home and are required to utilize their own time. Employees aware of or witnessing any violations should report the incident to Human Resources in writing.

**Question: What if an employee reports another employee for possible COVID-19 exposure/symptoms?**

Answer: Supervisors should be honest and open with their employees and simply ask the employee in question about their symptoms/potential exposure.

**Question: How do I get additional Personal Protective Equipment (PPE) such as shields, gloves, masks, etc.?**

Answer: Contact Emergency Management, Mike Gates for PPE requests. Every reasonable attempt will be made to make employees feel comfortable. PPE is on a case by case basis. You may also contact Facilities/Sanitation for cleaning supplies.

**Question: I'm overwhelmed and stressed out. Who can I contact to just vent my concerns/worries?**

Answer: The SN offers a free EAP program to all employees. Employees are encouraged to contact EAP at: 844-880-9142. EAP is 24 hours a day, 7 days a week. Employees are also encouraged to talk with their immediate supervisor with any concerns they may have.

**Question: Is there a resource list of local COVID testing sites, with dates, times and cost?**

Answer: Currently, testing is available thru Seneca EMS 5 days per week (Monday-Friday) from 9am-3pm at the Allegany Territory Seneca Fire Station and at the Cattaraugus Territory Seneca Fire Station. Please call 716-220-2442 for an appointment.

NYS provides the website/resource below to "Find a Test Site Near You"

<https://coronavirus.health.ny.gov/find-test-site-near-you>

**RESCINDED: Seneca Nation COVID-19 Testing Policy for Employees and Consultants**

Beginning April 4<sup>th</sup>, 2022, weekly testing is not required for employees and consultants of the Seneca Nation who are not fully vaccinated with a COVID-19 vaccine.

## Quarantine & Isolation Worksheet

### Quarantine (Exposure to individual confirmed positive for COVID-19)

Day		
0		Last date of COVID-19 exposure
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

If testing negative, continue to monitor for symptoms and wear a well-fitting mask around others. If symptoms develop, immediately isolate and contact your healthcare provider for assessment and/or seek COVID-19 testing.

### Isolation (for those confirmed positive for COVID-19, isolation is highly recommended for anyone positive in a multi-person household)

Day		
		If symptom-free, Day 0 is date of sample collection for the positive test . If symptomatic, Day 0 is date of symptom onset.
0		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

Employees may be eligible to return to work early, on day 6. See [Confirmed Positive for COVID-19 Flowchart](#) for more information. All others can return to work on day 11.

- A COVID-19 test is recommended 5 days after any exposure, regardless of vaccination status.
- If you test positive while in quarantine you must start isolation, see note for day 0.
- Negative results from at-home COVID-19 tests are not accepted.

## Seneca Nation Traveler Health Form

COMPLETE THIS FORM IF YOU:

1. HAVE TRAVELED OUTSIDE OF THE STATE OF NEW YORK FOR MORE THAN 24 HOURS AND WERE **NOT UP-TO-DATE WITH COVID-19 VACCINES** AT THE TIME

I, (print name) \_\_\_\_\_, do hereby affirm that I am symptom free and am not experiencing any of the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Headache

I had a negative COVID-19 diagnostic test after returning from travel (attach test result).

Sworn and subscribed by me on (today's date) \_\_\_\_\_.

\_\_\_\_\_  
(SIGNATURE)

NOTE: YOUR SIGNATURE DOES NOT HAVE TO BE ACKNOWLEDGED BY A NOTARY PUBLIC; YOU ARE SWEARING TO THE VERACITY OF THE INFORMATION YOU HAVE PROVIDED ON THE FORM.

## COVID-19 Vaccination Status Documentation Policy

**Policy:** All Seneca Nation employees and consultants must have their COVID-19 vaccination status documented in their employee health file, whether consenting or declining vaccination. It is strongly recommended that all employees stay up-to-date on their COVID-19 vaccinations.

**Purpose:** This policy and procedure will be used to prevent a coronavirus outbreak within the Seneca Nation, ensure safety by reducing exposure to coronavirus and possible transmission among employees and patients/clients/customers/community members, and to optimize quality care and services.

**Scope:** All employees of the Seneca Nation regardless of job category or level of community contact

### Procedure:

1. Documentation: All Seneca Nation employees/consultants must provide acceptable documentation of COVID-19 vaccination receipt, unless declining the vaccination at this time. Submissions will be accepted through the [Seneca Nation COVID-19 Employee Vaccination Record Form](#) online.
  - a. Vaccine Declination. Any employee may decline the COVID-19 vaccine that is offered with or without reason. The employee may disclose whether their declination is due to medical exemption on the form.
2. Masking: Executive orders will detail masking requirements and may include universal masking (regardless of vaccination status) or include mandatory masking for unvaccinated individuals only. All employees required to wear masks will receive annual instruction on the proper use of masks and other infection control measures relevant for preventing COVID-19 infection.
3. Compliance. Employees/consultants who refuse to comply with this policy and do not provide relevant COVID-19 vaccination status documentation are subject to disciplinary action. Employee refusal to comply with this policy will be documented and filed as part of the employee record. Employee will be subject to the progressive corrective action scale.
  - a. For those employees with documented declination of the COVID-19 vaccination: employee must consent that their vaccination status may be shared with their chain-of-command, only on an as-needed basis in order to monitor the compliance of mandatory masking if there is an active masking executive order in place for unvaccinated individuals only.

### COVID-19 Vaccination Status Documentation

(hard-copy removed, refer to online version, [Seneca Nation COVID-19 Employee Vaccination Record Form](#))

## Seneca Nation Affirmation of Quarantine

COMPLETE THIS FORM IF YOU:

✓ HAD AN EXPOSURE TO AN INDIVIDUAL CONFIRMED POSITIVE FOR COVID-19, AND ARE EXPERIENCING SYMPTOMS

OR

✓ HAVE TRAVELED OUTSIDE OF THE STATE OF NEW YORK FOR MORE THAN 24 HOURS AND WERE **NOT UP-TO-DATE WITH COVID-19 VACCINES** AT THE TIME AND ARE EXPERIENCING SYMPTOMS

I, (print name) \_\_\_\_\_, do hereby affirm that I  
quarantined from (date close contact/exposure notice received/return date from travel)  
\_\_\_\_\_ through (last day of quarantine) \_\_\_\_\_

consistent with guidance issued by the Seneca Nation. As per Seneca Nation Protocols and Guidelines, I (check one of the following):

- Quarantined for 5 days; tested negative for COVID-19; am symptom-free; am able to wear a well-fitting mask; AND am released by my county of residence quarantine orders/guidance
- Quarantined for 10 days

Last Date of Exposure (date of day 0): \_\_\_\_\_

Date Close Contact/Exposure Notice Received : \_\_\_\_\_

Last Day of Quarantine (date of day 5 or day 10): \_\_\_\_\_

Return to Work (date of day 6 or day 11): \_\_\_\_\_

Sworn and subscribed by me on (today's date) \_\_\_\_\_.

\_\_\_\_\_  
(SIGNATURE)

NOTE: YOUR SIGNATURE DOES NOT HAVE TO BE ACKNOWLEDGED BY A NOTARY PUBLIC; YOU ARE SWEARING TO THE VERACITY OF THE INFORMATION YOU HAVE PROVIDED ON THE FORM.



**EARLY CHILDHOOD LEARNING CENTER  
SENECA ARTS AND LEARNING CENTER  
COVID-19 GUIDELINES**

To prevent the spread of COVID-19 in the classrooms and the community, please follow the guidelines set forth:

- Make sure you are attesting that your child does NOT exhibit any of the following symptom(s) prior to bringing your child to ECLC or SALC: cough, shortness of breath, trouble breathing, fever above 100.4°F, chills, muscle pain or body aches, headache, sore throat, loss of taste or smell, fatigue, congestion or runny nose, nausea or vomiting or diarrhea.
- If your child develops any of the above symptoms, the Nurse will advise the Director, and the parent/guardian will be notified and requested to take the child home or may have the option to verbally consent to the ECLC/SALC Nurse perform a COVID-19 home test within the Center's isolation room, depending on the symptoms displayed and their severity. If the results of the test are negative, the child can return to the classroom and be monitored throughout the day for worsening symptoms.
- The Centers' illness policy, which is derived from the NYS OCFS Health Care Plan, will be followed for contagious/communicable diseases.
- **If a parent/guardian chooses not to test or the child tests positive, then an exclusion is necessary. The child may return after a negative PCR test, being cleared by their physician, or an alternate diagnosis with the exception of upper respiratory illness or gastroenteritis.**

**EXPOSURE TO COVID-19**

- It is unnecessary to quarantine after an exposure, unless symptomatic. Testing is recommended 5-7 days after exposure.
- All children, employees, and visitors of ECLC and SALC with an exposure should wear a mask within the centers for 10 days whenever feasible.
- When an exposure occurs or is reported within an ECLC/SALC classroom: the classroom will be closed as quickly as feasible and cleaned. The next day, the classroom will be closed for necessary cleaning, with the classroom reopening the following day.

**POSITIVE FOR COVID-19**

- Children testing positive are required to isolate for 5 days and may return to their program on day 6 (if fever-free for 24 hours).
  - MASKING
    - Children 2 years and older must wear a fitted mask for days 6-10.
    - Children under 2 years old or those unable to tolerate a mask, may return if they do not have symptoms. Children under 2 years old with symptoms must isolate the entirety of 10 days.
    - Children 2 years and older may remove their mask following two documented negative COVID-19 test results taken 48 hours apart.

**TESTING**

- Testing is offered by the Center's Nurse, as deemed appropriate, on-site within an isolated area. Verbal consent is required from the parent/guardian.
- If the child tests positive, please follow guidance above. If the child tests negative, the child may return to the classroom (only if fever free) and will be observed throughout the day. Exclusion and masking determinations are per the discretion of the Center's Nurse/Director.

**OUT OF STATE TRAVEL\*** (out of state travel includes travel outside of NYS for more than 24 hours)

- We follow the Seneca Nation's employee travel rules which require a PCR viral test and self-quarantine until test results are received, if the child is not up-to-date with COVID-19 vaccines.
- If the child tests negative and is symptom-free, they may return to ECLC/SALC. If they are not symptom-free, test with a PCR test 3-5 days after travel AND stay home and self-quarantine for a full 5 days.