



Tribal Reopening Amidst COVID-19 Safely (TRACS)

The Shawnee Tribe will begin a three-phase approach to reopening tribal operations, beginning February 1, 2021. Each phase will continue for the duration of 30 days at which time leadership will evaluate the current data, tracking the trends of the COVID-19 case status.

This evaluation will be utilized in determining the status of the Tribal reopening. Each evaluation has the potential to 1) create an emergency closure, 2) remain steady in a phase for an extended period 3) phase regression or 4) progressing to the next phase.

This Tribal Plan is:

- Based on scientific modeling from public health experts; and
- Intended to mitigate risk of resurgence; and
- Intended to protect the Tribe's most vulnerable citizens and staff from the threat of COVID-19.

Phase I – Limited return to work for the Shawnee Tribe:

Tribal facilities will continue to be restricted to employees only and will not be open to the public. Employees that do not fall into the vulnerable category as defined by the CDC as: 65yrs or older, have underlying health issues (e.g., high blood pressure, chronic lung disease, diabetes, obesity, and asthma), or are immunocompromised (e.g., undergoing chemotherapy, prescription immunosuppressants, etc.) will be allowed to return to their respective workplace under new prevention and preparedness policies that include but are not limited to the following:

- ALL Shawnee employees reporting to work will be temperature screened privately by on-site supervisor, using a touchless forehead thermometer. *Directors: Please designate a private area for employees to be screened at your location. **The CDC recommends any employee presenting with a fever of 100.4 degrees Fahrenheit or above will be documented and sent home.** The employee's temperature record will be maintained as a private medical record.*
- An employee may return to work after presenting with a fever if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing. **An employee who experiences fever and/or respiratory symptoms while home should not report to work.** Instead, the employee should contact the Tribal Programs and Office Manager for further direction.

1. He or she has had no fever for at least 24 hours without taking medication to reduce fever during that time; AND

2. Any respiratory symptoms (cough and shortness of breath) have improved; AND
 3. At least ten (10) days have passed since the symptoms began.
- ALL visitors and /or delivery personnel accessing building entrance will be temperature screened before entering ST facility. (*Front desk attendant, receptionist, or staff member appointed by Supervisor will conduct visitor screenings. Facility Screeners MUST wear masks & gloves when conducting screenings.*)
 - Employees working in any tribal facility will be required to utilize appropriate PPE as determined by Administration. Masks (N95, KN95, surgical masks or cloth masks that cover the nose and mouth area) shall be required to be worn by all employees and janitorial staff shall also be required to wear protective gloves. PPE shall be provided by the Tribe.
 - Employees shall always be required to wear PPE when not confined within their own closed office space. Due to the seriousness of this virus and for the health, safety, and ongoing protection of all staff, the following disciplinary steps will be taken if a tribal employee does not wear protective masks when not confined within their own office space during Phase I, as directed in this policy:
 - 1) First offense: Supervisor will provide written disciplinary action to employee and to the Tribal Programs and Office Manager (TPOM). The employee shall be sent home for the remainder of the working day.
 - 2) Second offense: Supervisor will provide written disciplinary action to employee, the TPOM, and the Executive Director of Tribal Operations (EDTO). Tribal Administration will review documented offense(s), and the employee shall be sent home for up to three (3) working days without pay.
 - 3) Third offense: Supervisor will provide written disciplinary action to employee, TPOM, and the EDTO. Tribal Administration will review all documented offenses and determine if further action will be taken, including but limited to a five-day suspension without pay.
 - The lobby will be repositioned to better adhere to the social distancing as well as equipped with sanitation stations and disinfecting protocols.
 - All cleaning, disinfecting, and sanitizing will be continued to meet the CDC guidelines.
 - Staff will adhere to a temporary closed-door policy and communicate through the technology at their disposal when possible.
 - Continue to maintain 6ft distancing.
 - Non-essential travel shall be forbidden. Travel that is required for the continuance of the Shawnee Tribe's governmental functions shall be limited to vehicular and air travel is forbidden. Travelers returning may be required to self-isolate for a ten (10) day period, as determined by Tribal Administration. Employees self-isolating from tribal required travel shall continue to be paid throughout the self-imposed quarantine.
 - Tribal related public or cultural gatherings will be prohibited.
 - Employees are encouraged to stay home if they are running a fever or feel sick; although PTO will be accrued during this phase, employees will not be penalized for sick leave.

- New protocols will be instituted as deemed necessary.

**A modified work schedule may be considered for Shawnee Tribal employees with school-aged children attending remote classes at home or following a modified A/B class schedule. The Tribal Programs and Office Manager will review on a case-by-case basis and determine an appropriate on-site schedule for those employees.*

Phase I will continue for the duration of 30 days at which time leadership will evaluate the current data, tracking the trends of the COVID-19 case status. This evaluation will be utilized in determining the status of the Tribal reopening. Each evaluation has the potential to 1) create an emergency closure, 2) remain steady in a phase for an extended period 3) phase regression or 4) progressing to the next phase.

Phase II – Lifted Employee Restrictions:

In Phase II, all employees will be allowed to return to their respective workplace. Phase II will follow the protocol of Phase I, except for the following:

- Vulnerable or high-risk employees shall return to their respective workplace providing they strictly adhere to social distancing, PPE, and disinfecting protocols.
- Access to all Shawnee Tribal offices shall be limited to only one (1), single visitor/citizen in the building at a time.
- Visitor/citizen access within tribal buildings will be limited to the main lobby and common waiting areas only; restrooms will not be accessible to visitors.
- ALL visitors are required to wear a mask upon entering.
- Employees are required to stay home if they are running a fever or feel sick; although PTO will be accrued during this phase, **employees will not be penalized or required to use PTO if under quarantine for direct exposure to COVID-19.**
 - 1) Asymptomatic employees under quarantine for direct exposure to COVID-19 are required to work from home during the ten (10) days of isolation.
 - 2) Employees that develop symptoms while under quarantine for direct exposure to COVID-19 may suspend remote work until symptoms are gone or employee is cleared by doctor to return to on-site work.
- Tribal related public or cultural gatherings will be at the discretion of the Office of the Chief.

Fully vaccinated employee protocol, per CDC guidance:

- Employees can visit with other fully vaccinated employees in individual offices spaces without wearing masks or physical distancing.
- Employees can visit with unvaccinated people from a single household who are at low risk for severe COVID-19 disease indoors without wearing masks or physical distancing.
- Employees may refrain from quarantine and testing following a known exposure if asymptomatic.

For now, fully vaccinated employees should continue to:

- Take precautions in public like wearing a well-fitted mask and physical distancing.
- Wear masks, practice physical distancing, and adhere to other prevention measures when visiting with unvaccinated people who are at increased risk for severe COVID-19 disease or who have an unvaccinated household member who is at increased risk for severe COVID-19 disease.
- Wear masks, maintain physical distance, and practice other prevention measures when visiting with unvaccinated people.
- Get tested if experiencing COVID-19 symptoms, such as:
 - 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. CDC will continue to update this list as we learn more about COVID-19.

Essential travel (fully vaccinated employees):

- Resume essential travel and refrain from testing before or after travel or self-quarantine.
- Wear a mask, social distance, and wash hands often while traveling.
- Self-monitor for COVID-19 symptoms upon return; isolate and get tested if you develop symptoms.

Non-essential travel (fully vaccinated employees):

- Non-essential, work related travel will be evaluated by Tribal Administration and approved on a case-by-case basis.
- Vaccinated travelers returning may be required to self-isolate for a seven (7) day period, as determined by Tribal Administration. Employees self-isolating from non-essential travel may be required to work remote during the self-isolation period in order to receive compensation throughout quarantine.
- Non-essential travel utilizing air travel is not advised and shall require approval of the Office of the Chief.

Essential travel (non-vaccinated or high-risk employees):

- Travel that is required for the continuance of the Shawnee Tribe’s governmental functions shall be limited to vehicular travel. Travelers returning may be required to self-isolate for a seven (7) day period, as determined by Tribal Administration. Employees self-isolating from tribal required travel shall continue to be paid throughout the self-imposed quarantine.
- Essential travel utilizing air travel shall require approval of the Office of the Chief.

Non-essential travel (non-vaccinated or high-risk employees):

- Non-essential, work related travel will be evaluated by Tribal Administration and approved on a case-by-case basis.
- Travelers returning may be required to self-isolate for a seven (7) day period, as determined by Tribal Administration. Employees self-isolating from non-required travel may be required to work remote during the self-isolation period in order to receive compensation throughout quarantine.
- Non-essential travel utilizing air travel is not advised and shall require approval of the Office of the Chief.

Phase II will continue for the duration of at least 30 days at which time leadership will evaluate the current data, tracking the trends of the COVID-19 case status. This evaluation will be utilized in determining the status of the Tribal reopening. Each evaluation has the potential to 1) create an emergency closure, 2) remain steady in a phase for an extended period 3) phase regression or 4) progressing to the next phase.

Phase III – Returning to a new “normal”:

Moving into phase III means the threat of COVID-19 has diminished greatly with a continual decrease in the trajectory of positive cases and numbers have begun to stabilize. Phase III will follow Phase II protocol; however, it will be less restrictive in the following areas:

- Access to all Shawnee Tribal offices and buildings shall be **limited to ten (10)** visitors/citizens at a time.
 - Up to **two (2) visitors/citizens** at a time may congregate in each staff member’s office.
- The Shawnee Tribe Cultural Center will reopen to the public and employees may travel freely between Shawnee Tribal office buildings.
- Restrictions on visitor/citizen access to public restrooms are lifted.
- Outdoor public gatherings of any size are allowable (social distancing is strongly recommended).
- Indoor gatherings of more than 10 people will be held at the discretion of Tribal Administration.
- All work-related travel shall resume, and employees are required to follow CDC guidance

- Non-essential air travel will be approved by Tribal Administration on a case-by-case basis.
- Non-vaccinated or high-risk employees are advised to avoid air travel, if possible.
- Employees are required to stay home if they are running a fever or feel sick and will be required to use PTO, even if under quarantine for direct exposure to COVID-19.

*All non-vaccinated or high-risk tribal employees should follow CDC guidelines regarding COVID-19 prevention.

Post Covid-19 Vaccine Mask Policy:

- ALL visitors are required to wear a mask upon entering tribal facilities.
- Shawnee Tribe employees must wear masks when meeting with visitors/citizens until further notice.
- Masks must be worn when utilizing vehicular travel of three (3) or more employees.