

## **Employee COVID-19 Standardized Safety Plan**

The Stockbridge-Munsee Community will continue taking precautions to limit the potential for spread of COVID-19 while completing operational tasks. This safety plan lists by area how the Stockbridge-Munsee Community intends to now conduct the operations of our businesses and our services due to the public health threat from COVID-19 virus. The following steps outline the uniform actions all operations of the Stockbridge-Munsee Community will take:

- 1) All employees will have their temperature taken by the designated staff and asked questions designed to identify possible symptoms of COVID-19 before being allowed to enter their work-area.
- 2) All employees must wear the appropriate personal protective equipment (PPE) while having contact with other employee or end-users. The minimum PPE will be a mask that covers the nose and mouth.
- 3) All employees will wear a mask that covers the nose and mouth when they are at work. Staff may discontinue use of a mask only when they are in their office or a vehicle without another individual present and the door is closed.
- 4) All employees will wear a mask that covers the nose and mouth when they are working outdoors within the community, if they cannot control the work environment to maintain social distancing or encountering other people.
- 5) Social distancing (keeping a minimum of 6 feet distance between individuals) will be required for all staff and end-users. This requirement may be waived only if necessary, to provide a service to an end-user. Whenever the 6-foot distance cannot be observed, staff must wear the appropriate PPE (at minimum, PPE will be a mask that covers the nose and mouth) and a paper-face mask must be worn by the end-user.
- 6) The Stockbridge-Munsee Community will attempt to seat each office employee in their own office. This precaution may not always be possible. In such cases, staff must wear a mask that covers the nose and mouth. An alternative work site may be designated such as in conference rooms or other large room that support the employees being the more than 6 feet apart.
- 7) Unless the designated Employee Break Room can accommodate social distancing protocols; the break room will not be used as a place to gather. Employees can use the break room to store or prepare a meal. The employee should eat in an area that follows social distancing requirements. Unless the designated break area can accommodate more than one person and maintain social distancing practices, no more than 1 person will be allowed in the break room at one time or no more than social distancing standards can accommodate at any given time.
- 8) All employees must wear PPE when accessing the rest room areas.
- 9) Meetings shall be hosted as necessary but should be done by conference call as much as possible. If a critical in-person meeting is necessary, staff must wear a mask that covers the nose and mouth and must follow social distancing requirements. Non-employees will only be allowed in if they have a scheduled appointment.

10) **Employees who refuse to abide by these workplace expectations will be subject to corrective employment actions deemed necessary to reduce the potential for virus exposure.**

Designated Point of Entrance:

- Employee will only enter their work building through the designated place of entrance.
- Designated staff will be providing a daily COVID-19 screening. This screening includes taking and recording employee's temperatures along with asking COVID-19 precaution questions of all employees that come into work
  1. Do you have new or worsening cough?
  2. Do you have new or worsening shortness of breath?
  3. Do you have a sore throat?
  4. Do you have Myalgia (muscle pain)?
  5. Do you have a headache?
  6. Do you have shaking with chills?
  7. Have you traveled more than 60 miles from the Stockbridge-Munsee Community? (excluding staff who live beyond that point).
  8. Have you had any loss of taste or smell?
  9. Have you had contact with a person who has COVID-19 or is suspected of having COVID-19?
- Designated staff responsible for the screening process will complete Form 1A and submit it to Occupational Health Department daily.
- All employees are required to answer the screening questions and have temperature taken before entering the building.
- If an employee has a temperature of greater than 100.00F, the temperature taker will instruct the employee to go home. The temperature taker will then contact Occupational Health:
  - Jolene Kroening 715-793-5105
  - Peggy Benes 715-787-2547
- Occupational Health will provide further instructions.
- The employee is responsible to follow the Employee Handbook for reporting a late or missing day and notify their immediate supervisor that they have been instructed to go home.
- The immediate supervisor will work with Occupational Health regarding the employee's status.