



COVID-19 PANDEMIC PREPAREDNESS PLAN

PURPOSE

The American Indian OIC (AIOIC) remains committed to providing a safe and healthy workplace for all our workers, and for our clients, students, and guests as well. To ensure that our organization honors this commitment, we have developed the following COVID-19 Pandemic Preparedness Plan (*P³*) in response to the COVID-19 crisis. All AIOIC personnel - including administration, Department Directors, faculty, and staff - are responsible for implementing and complying with all aspects of this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among management, staff, and clients. Only through this cooperative effort can we establish and maintain the safety and health of everyone who spends time on the AIOIC campus. It is to be noted that all AIOIC personnel has the full support of the AIOIC Board of Directors and the AIOIC Leadership team in enforcing the provisions of the *P³* policy. We recognize that our staff are the most important assets of our organization. Therefore our organization will continue to vigilantly protect the safety and health of our team as they return to work at AIOIC after the pandemic crisis has subsided.

P³ has been created to be in alignment with guidance offered by the national Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19, as well as through direction provided by administration of the Governor and Lieutenant Governor of Minnesota. *P³* addresses:

- I. Preventative Screening and Procedures for Employees
- II. Preventative Screening and Procedures for AIOIC Clients, Students, or Guests
- III. AIOIC Leave Policy for COVID-19 Mitigation
- IV. Accommodations for Vulnerable Staff or Staff with Vulnerable Household Members
- V. Hygiene Protocols within the Workplace
- VI. Respiratory Etiquette within the Workplace
- VII. Social Distancing Protocols within the Workplace
- VIII. Facilities Management for COVID-19
- IX. Communications and Training of AIOIC Staff regarding *P³* and Follow-Up

I. PREVENTATIVE SCREENING & PROCEDURES FOR EMPLOYEES

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. To prepare for the following policies, all screenings for the main building will be conducted by the front desk utilizing electronic forehead scanning thermometers. All impacted personnel charged with enacting the following policies on behalf of the AIOIC will be provided with Personal Protective Equipment by the organization (face masks, eye coverings, and where necessary, Plexiglas protective shields).

The following policies and procedures will be implemented to assess an employee's health status prior to entering the workplace and for how employees are to report when they are sick or experiencing COVID-19 symptoms:

1. All AIOIC Personnel will be required to check in at the front desk upon first arrival on the AIOIC campus and undertake an electronic forehead scan for a temperature reading. If this reading results in a temperature at or higher than triple digits using the Fahrenheit scale (i.e.: 100* Fahrenheit or higher) - that employee will have to leave the premises at once and return home.
2. These temperature checks will be conducted upon arrival first thing in the morning, and again as necessary if any employee leaves the campus and returns later during the same business day (i.e.: for lunch, external business meetings, errands, etc.)
3. If an employee develops symptoms that they believe to be COVID-19 related during the course of a business day they must go home immediately for recuperation. If they cannot leave immediately, they must self-isolate within their office space until they are able to leave the AIOIC campus. If they are occupying a shared office space, they then must self-isolate in the AIOIC Conference Room until they are able to leave the AIOIC campus. The affected employee must also immediately notify their immediate supervisor of their condition prior to leaving the AIOIC campus.
4. If an employee does in fact leave for home early fearing that they are experiencing COVID-19 symptoms, the AIOIC Facilities Team - wearing appropriate Personal Protective Equipment (PPE) - will then immediately sterilize the impacted employees' office space.
5. If an employee does not come to work for fear they might be experiencing COVID-19 symptoms - they are required to notify their direct supervisor, who will in-turn will alert the AIOIC leadership and any potentially exposed coworkers, and whenever actionable, clients as well.
6. If an employee has in fact contracted the COVID-19 virus, they must stay at home for a mandatory minimum 10 business days. As enabled by the *Families First Corona Virus Act*, if an employee is experiencing COVID-19 related illness or complications from a COVID-19 illness (such as: is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; has been advised by a health care provider to self-quarantine related to COVID-19; is experiencing COVID-19 symptoms and is seeking a medical diagnosis) - this employee cannot return to work for a mandatory minimum of 10 business days, or if they have been cleared to do so by their doctor. In this circumstance, the AIOIC will provide 80 hours of paid time off for the employee in accordance with the *2020 Families First Corona Virus Act*. However the employee's condition, or their clearance to return to work, must be verified through appropriate medical documentation.

II. PREVENTATIVE SCREENING & PROCEDURES FOR AIOIC CLIENTS, STUDENTS, OR GUESTS EXHIBITING SIGNS AND SYMPTOMS OF COVID-19

All AIOIC Clients, students, and guests will also be informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess the health status of clients, students, and guests prior to entering the workplace and for clients, students, and guests to report when they are sick or experiencing symptoms:

1. All AIOIC clients, students, and guests will be required to check in at the front desk upon first arrival on the AIOIC campus and undertake an electronic forehead scan for a temperature reading. If this reading results in a temperature at or higher than triple digits Fahrenheit (100* or higher) - the affected client, student, or guests will have to leave the premises at once and return home.
2. These checks will be conducted upon arrival first thing in the morning, and again as necessary if any Client or Student who leaves the campus and returns later during the same business day (either for lunch, external appointments, family obligations, etc.)
3. If a Client, Student, or Guest develops symptoms they believe to be COVID-19 related during the course of a business day they must go home immediately for recuperation. If they cannot leave immediately, they must self-isolate within a designated space free from contact with others until they are able to leave the AIOIC campus.
4. If a Client, Student, or Guest leaves early fearing that they are experiencing COVID-19 symptoms, the AIOIC Facilities Team - wearing appropriate Personal Protective Equipment (PPE) - will then immediately sterilize the impacted area where the client or student had been.
5. If a Client, Student, or Guest does not come to the AIOIC for fear they might be experiencing COVID-19 symptoms - they are required to notify their instructor, case manager, or academic advisor, who will in-turn will alert the AIOIC leadership and any potentially exposed coworkers or other clients or students. The AIOIC Facilities Team - wearing appropriate Personal Protective Equipment (PPE) - will sterilize the impacted area.
6. If a Client, Student, or Guest has in fact contracted the COVID-19 virus, they cannot return to the AIOIC until after a mandatory minimum of 10 business days have passed, or they have been cleared to do so by their doctor. However the client, student, or guest's condition, or their clearance to return to the AIOIC, must be verified through appropriate medical documentation.

III. AIOIC LEAVE POLICY FOR COVID-19 MITIGATION

The American Indian OIC has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required to do so by a health care provider in order to isolate or quarantine themselves or a member of their household. (Please refer to the standard PTO and Family Medical Leave Act policies within the AIOIC Employee Handbook regarding non-COVID-19 related sick leave policies)

1. If an AIOIC employee is experiencing COVID-19 related illness or complications from a COVID-19 illness (such as: is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; has been advised by a health care provider to self-quarantine related to COVID-19; is experiencing COVID-19 symptoms and is seeking a medical diagnosis) - the AIOIC will provide 80 hours of paid time off for the employee in accordance with the *2020 Families First Corona Virus Act*. This must be verified through medical documentation.
2. If an AIOIC employee is caring for an individual that is experiencing COVID-19 related illness or complications from a COVID-19 illness (such as: is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; has been advised by a health

care provider to self-quarantine related to COVID-19; is experiencing COVID-19 symptoms and is seeking a medical diagnosis) - the AIOIC will provide 80 hours of paid time off for the employee in accordance with the *2020 Families First Corona Virus Act*. This must be verified through medical documentation.

3. If the staff member is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19 - they are entitled to two weeks off paid leave, then can exercise 10 weeks of additional Family Medical Leave at 2/3 pay if they so choose in accordance with the *2020 Families First Corona Virus Act*.

IV. ACCOMMODATIONS FOR VULNERABLE STAFF OR STAFF WITH VULNERABLE HOUSEHOLD MEMBERS

Accommodations for employees with underlying medical conditions, or who have household members with underlying health conditions, in response to a potential COVID-19 exposure will be enacted in the following manner:

1. Those staff who believe themselves to be at higher risk for contracting COVID-19, or have household members who are at higher risk for contracting COVID-19, due to underlying medical conditions will be *strongly encouraged* to wear Personal Protective Equipment (PPE) at all times while working on the AIOIC campus to further protect themselves from a possible exposure. The AIOIC will provide PPE to these staff members who are at higher risk based on reasonable requests, available equipment supplies, and with appropriate supporting medical documentation.
2. Those staff who believe themselves to be at higher risk for contracting COVID-19, or have household members who are at higher risk for contracting COVID-19, can create a hybrid schedule whereby they can Work at Home. However, this hybrid Work from Home schedule must follow the following requirements:
 - A. The proposed hybrid Work at Home schedule must be pre-approved by their immediate supervisor,
 - B. The proposed hybrid Work at Home schedule must be consistent with the work deliverables required of their position so that they can effectively do their job.
 - C. The need for a proposed hybrid Work at Home schedule must be verified through medical documentation.
3. If the staff member is experiencing COVID-19 related illness or complications from a COVID-19 illness (such as: is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; has been advised by a health care provider to self-quarantine related to COVID-19; is experiencing COVID-19 symptoms and is seeking a medical diagnosis; or is caring for an individual that has been subject to a Federal, State, or local quarantine order) - the AIOIC will provide 80 hours of paid time off for the employee in accordance with the *2020 Families First Corona Virus Act*. This must be verified through medical documentation.
4. If the staff member is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19 - they are entitled to two weeks off paid leave, then can exercise 10 weeks of additional Family Medical Leave at 2/3 pay if they so choose in accordance with the *2020 Families First Corona Virus Act*.

The AIOIC has also implemented a policy for informing staff if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

1. The COVID-19 Preparedness Policy will be reviewed annually with the entire AIOIC staff and will be included within the AIOIC Employee Handbook to be reviewed with all new staff once they are hired.

V. HYGIENE PROTOCOLS WITHIN THE WORKPLACE

Basic infection prevention measures are being implemented at our workplaces at all times. However, AIOIC staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restrooms. All visitors to the facility will be encouraged to wash their hands prior to or immediately upon entering the facility, or use the available hand-sanitizer via the dispensers located at reception (This hand sanitizer will always consist an alcohol content greater than 60%). The AIOIC will maintain available hand soap within all of its restrooms throughout its hours of operation.

All employees, clients, students, and guests who make use of the AIOIC kitchenette will be required to wash their hands for at least 20 seconds with soap prior to engaging in any food or beverage activities within this space. (This includes but is not exclusive too coffee preparation, lunch preparation, etc.)

These hygiene protocols will be reinforced through signage posted throughout the AIOIC campus.

VI. RESPIRATORY ETIQUETTE WITHIN THE WORKPLACE

All employees, clients, students, and guests will be instructed to cover their mouth and nose with their sleeve located in the crux of their elbow, or by using a tissue, whenever coughing or sneezing. All employees, clients, students, and guests will be instructed to avoid touching their face, in particular their mouth, nose and eyes, with their hands. Additionally, all employees, clients, students, and guests will be instructed to dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

Respiratory etiquette will be reinforced through signage posted throughout the AIOIC campus detailing these protocols.

VII. SOCIAL DISTANCING PROTOCOLS WITHIN THE WORKPLACE

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

1. When conducting face-to-face meetings, AIOIC employees will maintain safe a social distance of roughly six (6) feet between them and their client, student, or guest.
2. For gathering of multiple clients, students, or guests, all AIOIC employees will endeavor to maintain a social distance of roughly six (6) feet between themselves and their client, student, or guest, as well as between the clients, students, and guests.
3. Whenever applicable, the AIOIC Facilities team will arrange rooms intended for use by more than two people (i.e.: class rooms and computer labs) to adhere to safe social distancing protocols.

4. Whenever applicable, the AIOIC staff will utilize multiple rooms or spaces when working with more than one client, student, or guest in order to adhere to safe social distancing protocols

These social distancing protocols will be reinforced through signage posted throughout the AIOIC campus.

VIII. FACILITIES MANAGEMENT FOR COVID-19

Regular housekeeping practices will continue to be enacted by the AIOIC Facilities Team throughout the AIOIC Campus - including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery; as well as areas in the work environment - including restrooms, breakrooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. throughout the course of the business day, as well as during off hours.

The AIOIC will continue to use the most stringent cleaning chemicals allowed for commercial use that adhere to OSHA standards and that also are the most effective at killing the COVID-19 virus.

The AIOIC will continue to provide appropriate PPE for the AIOIC Facilities Team to ensure their safety while they execute their work.

IX. COMMUNICATIONS & TRAINING OF AIOIC STAFF REGARDING P³ & FOLLOW-UP

The communication and implementation plan for the P³ policy will unfold in accordance with the following procedures:

1. This P³ policy was communicated to the AIOIC Board of Directors, whereupon it was formally adopted by the organization.
2. This P³ policy as communicated to the entire AIOIC staff via an All Staff meeting immediately prior to the organization's reopening after the 2020 COVID-19 closure.
3. This P³ policy will be formally incorporated into the AIOIC Employee Handbook and will become a mandatory part of the orientation for all new hires.
4. This P³ policy will be formally incorporated as a part of the ongoing annual AIOIC All Staff meetings and HR trainings.
5. This P³ policy will be from time to time reviewed by all Department Directors and the staff working within their assigned departments throughout the course of the year.
6. This P³ policy will be formally monitored by the AIOIC President and CEO, and all AIOIC Department Directors in order to monitor how effective it has been implemented and how effective it is being followed by all AIOIC staff, clients, students, and guests. Whenever necessary, the AIOIC President and CEO, and all AIOIC Department Directors work through this new program together with the AIOIC staff to update the training as necessary.
7. If a formal revision is deemed necessary, the AIOIC President and CEO will engage the AIOIC Board of Directors to revise the P³ policy as necessary, and all revisions will be communicated to AIOIC staff following the same procedures as outlined above.