

## **Employees & COVID**

### **Policy Statement**

The intent and goal of this policy is to prevent risks of the spread of COVID-19 and safeguard the Quinault Indian Nation (QIN) employees. This policy will help protect employees by preventing exposure to the people who have or may have COVID-19, which is and will remain highly contagious.

### **Authority**

Under Article I, Section 2 of the Quinault Constitution, the Business Committee is empowered to provide for the general safety and welfare of all persons within its jurisdiction. Pursuant to that authority, the Business Committee declared a national public health emergency by Resolution #20-55-98, as duly adopted on March 13, 2020, through which the Incident Command Team was established and directed to coordinate a response to the COVID-19 pandemic.

### **Definitions**

Antigen 'RAPID' Test	A rapid antigen test refers to a test used to track the COVID-19 virus. It directly detects the presence or absence of the COVID-19 antigen.
Close Contact	A close contact is a person who has been within about 6 feet of a person with confirmed novel coronavirus infection for fifteen minutes within a 24 hour period or has had direct contact with a person with confirmed novel coronavirus infection.
Community Guidance	The Community Guidance is a phased approach for the community to address gathering sizes, travel, and recreational activity based on the current phase adopted by the QIN Business Committee.
COVID-19	An infectious disease caused by a newly discovered coronavirus.
CP Leave	CP Leave or 'COVID Policy Leave' is a form of Paid Time off (PTO) that is awarded to eligible employees that is covered by the Quinault Indian Nation as an Employer.
Employees	Quinault Indian Nation Governmental employees.
Face Mask	CDC approved face covering that is used for the protection of self and others from the COVID-19 virus.
Government Approach	The Government Approach is a phased approach in regards to the reopening of governmental operations, modification of physical distancing measures, and training and travel allowances as it relates to QIN employees.
ICT	The Incident Command Team (ICT) are staff deemed responsible by the Quinault Business Committee to coordinate and implement the Nation's response to COVID-19.
Isolation	Isolation refers to the practice of keeping someone who tested positive for COVID-19 away from others.
Phased Approach	The reopening of governmental operations and modifying physical distancing measures as it relates to COVID-19. The Quinault Indian Nation has adopted two separate phased approaches: Government Approach and Community Guidance. Phased groups are recommended and adopted by QIN Business Committee based on current QIN COVID-19 situations and statistics.
QIN Community	Quinault tribal members, wherever they reside, and community residents of Taholah, Q-Village, Amanda Park, Queets, and all other areas within the Quinault Reservation.
Quarantine	Quarantine refers to the practice of separating individuals who have had close contact with someone with COVID-19 to determine whether they develop symptoms or test positive for the disease.
Symptomatic Person	Any person experiencing the novel COVID-19 symptoms described as fever and chills (fever is considered 100.4 degrees or higher), cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headaches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

Test For the purposes of this policy, test is defined as a polymerase chain reaction (PCR) test. PCR testing is a diagnostic testing method that determines if you are infected by analyzing a sample to see if it contains genetic material from the virus.

Vaccination FDA Approved COVID-19 Vaccinations: two-dose series and booster Pfizer-BioNTech or Moderna and single-dose and booster Johnson & Johnson’s Janssen vaccines.

**Policies**

**I. Phased Approach Guidance**

QIN has developed a phased approach to help guide the Operations of QIN Employees and Community to reduce the spread and contraction of COVID-19 virus during the pandemic.

**Government Operations**

Activities	Phase 1	Phase 2	Phase 3	Phase 4
<b>Public Building Access</b>	By appointment only	Appointment’s encouraged, follow building protocols for checking in	Follow building protocols	Buildings are fully open to public
<b>Office Capacity</b>	25% in-office capacity, rotate and stagger schedules where possible	50% in-office capacity, rotate and stagger schedules where possible	75% in-office capacity, rotate and stagger schedules where needed	100% in-office capacity
<b>Shared work vehicles</b>	Assigned teams for carpooling purposes	Assigned teams for carpooling purposes	Assigned teams are encouraged	No restrictions on carpooling
<b>Health &amp; Safety Protocols</b>	Temp checks, masks, social distancing, hand washing are required	Temp checks, masks, social distancing, hand washing are required	Temp checks, masks, social distancing, hand washing are required	No restrictions
<b>Events</b>	Refer to the community guidance	Refer to the community guidance	Refer to the community guidance	Refer to the community guidance
<b>Training &amp; Travel</b>	Limited to essential	Open, follow testing requirements upon return	Open, follow testing requirements upon return	Open

**Community Guidance**

<b>Activities</b>	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>	<b>Phase 4</b>
<b>Social and at home gatherings INDOOR</b>	Maximum of 5 people from outside your household	Maximum of 10 people from outside your household	Maximum of 25 people from outside your household	No restrictions – if applicable follow guidelines of facility
<b>Social and at home gatherings OUTDOOR</b>	Maximum of 10 people	Maximum of 20 people	Maximum of 50 people	Resume no restrictions
<b>Weddings and Funerals</b>	No more than 10 people, immediate family only, outdoors or large area like gym, approve of further safety recommendations from ICT.	No more than 20 people, outdoors or large area like gym, approve of further safety recommendations from ICT.	No more than 50 people, approve of further safety recommendations from ICT.	No restrictions – follow guidelines of facility
<b>Recreation INDOOR</b>	Private activities for same household permitted.	25% capacity of the indoor space	50% capacity of the indoor space	No restrictions – follow guidelines of facility
<b>Recreation OUTDOOR</b>	Maximum of 10 people. Individual or same household low risk activities permitted -hunting, fishing, hiking, camping, biking, running, snow sports, etc. See policy for guided activities	Maximum of 20 people	Maximum of 50 people	No restrictions
<b>Travel</b>	Essential travel only.	Resume all travel.	Resume all travel.	Resume all travel.

**I. Face masks**

**Masks**

On April 27<sup>th</sup>, 2022, the Nation moved to Phase 4 and adopted the following language regarding masks within the reservation boundaries: Masking is optional, except that masks are still required for all employees and community members in the Nation’s health care facilities.

If an employee is returning to work, within their 6-10 day infection period of COVID-19, and has been officially released from isolation, they must wear a well-fitting mask while at work through the 10<sup>th</sup> day.

**II. Vaccinations**

**Vaccination Verification**

It is not a requirement to submit your vaccination card to HR, unless its required by resolution. If you would like to have your vaccine documented in your employee file please email a copy to [vaccineinfo@quinault.org](mailto:vaccineinfo@quinault.org)

**Vaccination Requirements**

Vaccinations in specific fields may be required as a directive of the Business Committee.

### **III. Reporting Employee COVID Positive**

#### **Reporting Positive COVID Test**

All QIN employees are required to report if they test positive for COVID. This includes at-home test, rapid antigen test and polymerase chain reaction (PCR) test. They must report this to their direct supervisor, Incident Command Team through the call center or Human Resources as soon as they receive the positive test result. This information will be kept confidential and provided to others only on a “need to know” basis. An employee reporting their own positive test result is not a HIPAA violation.

### **IV. Symptomatic Employees**

#### **Sick Employees**

Do not report to work if you are sick. If you come to work sick and/or get sick while at work, you will be asked to leave the jobsite and/or office. If you have the capacity to work from home you can work from home once approved by your supervisor.

Here are the COVID symptoms to be aware of:

- Fever and Chills (fever is considered 100.4 degrees or higher), Cough, Shortness of Breath or difficulty breathing, Fatigue, Muscle or body aches, Headaches, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, and Diarrhea

#### **Leave Policy**

Staff will be required to use sick/annual leave if they are sick unless approved to work from home by their Supervisor.

#### **COVID Testing**

Anyone showing symptoms is encouraged to test immediately. You will be required to utilize sick/annual leave during this time unless you test positive for COVID-19 in which case you will be provided COVID Pay Leave (CP) as described in this policy.

### **V. COVID Policy (CP) Leave**

#### **Isolation & Quarantine Policy**

Employee must follow all isolation and quarantine policies in order to be eligible for COVID Policy (CP) Leave. If isolation and quarantine policies are violated, all or partial CP will be forfeited, and the employee will be required to use their own sick or annual leave. If the employee does not have accrued leave, then the leave will be without pay.

#### **Working Remotely**

An employee may be directed to work from home, unless ill, by a Supervisor or ask for approval to work from home during official quarantine.

#### **CP Qualifications**

QIN will provide CP up to two times for employees who are identified for official quarantine.

- Employee must work with QIN ICT to verify official quarantine
- If employee has exhausted the limit of CP provided by QIN, the employee will be responsible to utilize their own accrued leave or take leave without pay

#### **Additional CP**

There are limited circumstances when an employee may receive CP more than twice, such as:

- Employee’s official quarantine is a result of close contact within the QIN workplace
- Employee has children under the age of 18 who are identified for official quarantine and it is necessary to stay home with them for childcare purposes
- Employee is in isolation due to a positive test result.

### **Appendixes**

#### **1.1 Isolation & Quarantine Policy**