Salt River-Pima Maricopa Indian Community

RETURN STRONG

August 20, 2021

SRPMIC Return to work plan

The Community Government phased approach to returning to the workplace

Developed by SRPMIC Leadership Team

SRPMIC Employees,

The SRPMIC mission, vision and value statements reflect a primary concern for the health and welfare of the Community and the employees who serve the Community.

These statements guide how the Community government operates and influences the leadership decision making on the Community response to the COVID-19 pandemic.

The SRPMIC and its Enterprises will continue providing services in a manner that is safe for the employees, safe for the Community Members and safe for the Community customers because your health and well-being is important to Community leadership.

The SRPMIC return to work plan provides a safe, measured process for returning to work in phases. The Community based all phases on continued prevention principles and daily surveillance of the health-indicators impacting the Community.

The following guidelines and directives establish *Community standards,* provide detailed responsibilities and actions for all *employees*, and *department management.*

SRPMIC Management shall ensure that all directives are followed in the workplace.

Compliance with directives is required for your continued employment and the health and safety of your co-workers, the Community and our partners. Failure to follow these directives, willfully, or by neglect may lead to disciplinary action.
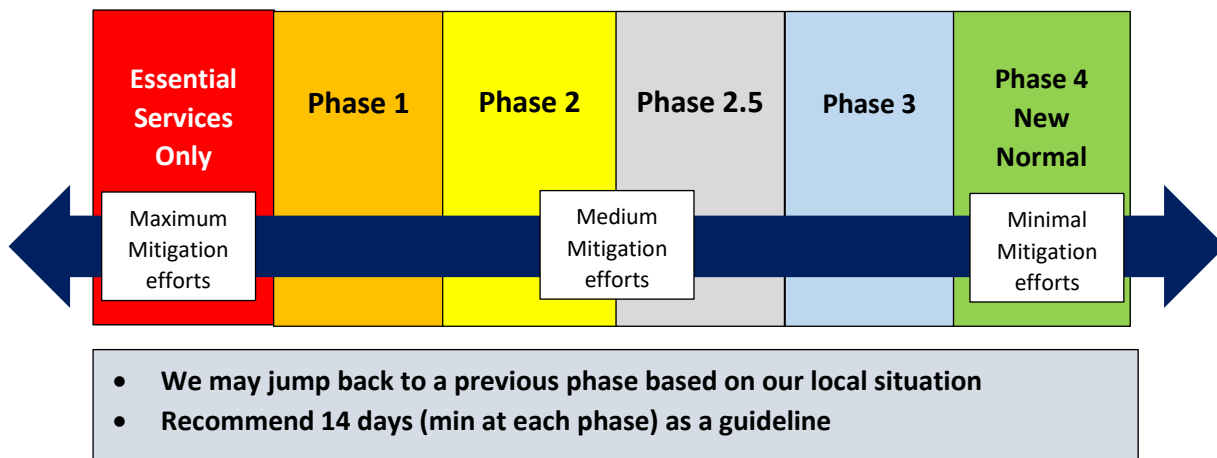
We are all in this together and our actions not only affect personal health, but the health of others, including slowing the spread of infection and preventing the infection to those most vulnerable people around us. Creating and maintaining a safe and effective workforce is the responsibility of both Management and each employee.

Returning safely to work is definitely a team activity. This document is a playbook defining the responsibilities of you, as an SRPMIC employee and the responsibilities of the Management team. This Plan will not work unless each team-member is fully executing their part. The plan centers on ways to limit the spread of COVID-19 from person to person, identify and mitigate spread very quickly, and take action if an employee contracts the disease.

As the graphic below illustrates we will come back to work in phases. Each phase is defined by the preventive actions taken to limit the spread of COVID-19. The Community will transition phases based on health data, availability of resources, Council input and other mitigating factors that impact employee abilities to return to work. The Community leadership will determine how long we need to remain at each phase or if we need to "jump back" to the previous phase based on the changing situation. Leadership can modify any component of the plan as needed based on our situation.

Responsibilities for Employees and Managers as well as Community Standards for each phase has been outlined in the tables that follow.

When phase 1 begins, employees will be notified about where and when to report for work. During Phase 1, strict directives will be in place and followed. (See table of Directives) If for a 14-day period COVID-19 declines and a trigger point is reached (see table1: Trigger Points) SRPMIC will make a cautious and well-reasoned decision to progress to the next phase.

Essential Services Only	Phase 1	Phase 2	Phase 2.5	Phase 3	Phase 4 New Normal

Maximum Mitigation efforts   Medium Mitigation efforts   Minimal Mitigation efforts

- **We may jump back to a previous phase based on our local situation**
- **Recommend 14 days (min at each phase) as a guideline**

During Phase 2 the directives will change (see table3: Employees' Responsibilities). SRPMIC will continue to monitor the transition back to the workplace and the defined *Trigger Points* during Phase 2 to guide decisions to remove restrictions. The most common and effective preventive lifestyle practices will remain in place.

Trigger Points for phases - Table 1
Used to determine phase transitions

No	Description	Essential	Phase 1	Phase 2	Phase 2.5	Phase 3	Phase 4
1.	COVID-19 cases trend increasing		←				
2.	COVID-19 case trend decreasing		→				
3.	COVID-19 case trend stabilizes at very low level						✓
4.	Youth Camps, Schools, child care facilities and senior care are closed	✓	✓				
5.	Youth Camps, Schools, child care facilities and senior care are open (limited)			✓	✓	✓	
6.	Youth Camps, Schools, child care facilities and senior care are open without spacing restrictions						✓

Other considerations that we may use to determine transitioning between phases (not all inclusive)

1. SRPMIC stockpile of PPE sufficient for workplace and resupply plan in place
2. SRPMIC has adequate cleaning and disinfecting supplies and consistent restocking is available
3. COVID-19 testing available to staff and Community Members as needed
4. Continued diligence in practicing preventive behaviors by all
5. Availability of the COVID-19 vaccine for employees and the general public
6. Vaccination rates
7. Council review and approval

No	Area Description	Rule set	Essential	Phase 1	Phase 2	Phase 2.5	Phase 3	Phase 4
		Service delivery guidelines and standards for each phase – Table 2						
1.		Only staff that perform essential services at Community work site (if you cannot telework to perform your essential duties)	✔					
2.		Maximize telework - minimize staff at work site	✔					
3.		Leverage technology to minimize in-person contact with other staff	✔	✔				
4.		Vulnerable employees stay at home (Vulnerable defined by CDC Guidelines)	✔	✔				
5.		No leave required	✔	✔				
6.		Rotate and stagger staff schedules to maintain social distancing	✔	✔				
7.	Staff at the SRPMIC work site	Maximize telework - bring back non-essential services staff that need to be at the work site to perform their job		✔				
8.		Integrate remaining staff back to work site			✔	✔	✔	
9.		Telework authorized per policy and procedures			✔	✔	✔	
10.		Follow social distancing and other safety protocols when meeting with people			✔	✔	✔	
11.		Vulnerable employees back to work site if telework is not an option			✔	✔	✔	
12.		Follow Leave Policy and Procedure			✔	✔	✔	
13.		Normalize staff schedules				✔	✔	

	Service delivery guidelines and standards for each phase – Table 2							
No	**Area Description**	**Rule set**	**Essential**	**Phase 1**	**Phase 2**	**Phase 2.5**	**Phase 3**	**Phase 4**
14.	Council Meetings	Council meetings Skype only	✓	✓	✓	✓		
15.		Council, Executive staff and presenters (that are vaccinated) meet in person in the chambers without a public audience Maintain a virtual option when needed					✓	
16.		Provide email for CM comments	✓	✓	✓	✓	✓	
17.	Government Services	Focus on maintaining essential services through leveraging technology	✓					
18.		Modify and create systems and processes that eliminate person to person contact	✓	✓	✓			
19.		Continue to expand service delivery beyond essential services		✓				
20.		Continue to expand service delivery			✓	✓	✓	
21.		Minimize person to person contact				✓	✓	
22.	Cleaning and disinfecting requirements	Minimize Public Works cleaning requirements at work sites	✓	✓				
23.		Public Works cleans high contact areas more frequently and specific disinfectant cleaning on request	✓	✓	✓	✓	✓	
24.		Public Works does not clean suites with no staff on site	✓	✓				
25.		Staff clean/sanitize their personal work spaces and equipment with supplies provided by Department	✓	✓	✓	✓	✓	

No	Area Description	Rule set	Essential	Phase 1	Phase 2	Phase 2.5	Phase 3	Phase 4
	Service delivery guidelines and standards for each phase – Table 2							
26.		Public Works cleans all as they normally provide			✔	✔	✔	
27.		Staff and public wear masks if within 6 feet of another person.	✔	✔	✔	✔	✔	
28.	Masks	All staff wear masks (inside of buildings) only exception is if you have a personal office work space where you can close your door. Must be a mask that form fits your face (no neck gaiters or bandanas). Face shield only is not allowed.	✔	✔	✔	✔	✔	
29.		Staff that provide proof of current vaccinations are not required to wear masks in their immediate work area when not interacting with a customer (CM, vendor, any non-staff). All staff that leave their inside building personal work space to any location that is open to the public must wear their mask.					✔	
30.	Government public meetings or gatherings	None - Use technology	✔	✔	✔			
31.		Limited government required meetings with masks and social distancing				✔	✔	
32.	Building access to the public, customers and vendors	Closed	✔	✔				
33.		Meetings by appointment only At a safe distance, escort customers and visitors in and out of the buildings		✔				
34.		Sneeze guards in place for staff that meet with the public		✔	✔	✔	✔	
35.		Buildings opened – All wear masks and social distance			✔	✔	✔	
36.	Round House Café	Closed	✔	✔				
37.		Limited In house dining – 1 per table			✔			

No	Area Description	Rule set	Essential	Phase 1	Phase 2	Phase 2.5	Phase 3	Phase 4
38.		Provide markings on floor to maintain 6 ft. distancing			✓	✓	✓	
39.		In-house dining with social distancing				✓	✓	
40.		Must wear masks when not seated and eating				✓	✓	
41.	School meal service	Maintain school meal service for school aged children – pick up only	✓	✓				
42.		Maintain school meal service for school aged children			✓	✓	✓	
43.		No Memorial Hall or XPN inside building use	✓	✓				
44.		No SR or Lehi Community Building use	✓	✓				
45.		No meetings in any Community buildings for Non-Government groups	✓	✓				
46.		No neighborhood center use	✓	✓				
47.	Facility use	No private events	✓	✓	✓	✓	✓	
48.		Open Memorial Hall & XPN Maintain 6 ft distancing and masks			✓	✓	✓	
49.		Open SR and Lehi Community Buildings for Government scheduled events Maintain 6 ft distancing and masks			✓	✓	✓	
50.		Open neighborhood centers for Government scheduled events Maintain 6 ft distancing and masks			✓	✓	✓	
51.		All Community gyms remain closed (WOLF, SR, Lehi and Education)	✓	✓				

The table title row: **Service delivery guidelines and standards for each phase – Table 2**

No	Area Description	Rule set	Essential	Phase 1	Phase 2	Phase 2.5	Phase 3	Phase 4
Service delivery guidelines and standards for each phase – Table 2								
52.	Recreational Areas	Skate park closed	✔	✔	✔			
53.		Pools closed	✔	✔	✔			
54.		Parks closed	✔	✔	✔			
55.		All ballfields closed	✔	✔	✔			
56.		Recreational areas opened on per event / program basis Maintain 6 ft distancing and masks			✔			
57.		Limited opening of gyms (WOLF, SR, Lehi, Education) to public with masks and social distancing Employee gyms open with masks and social distancing				✔	✔	
58.		Skate Park limited open to public with masks and social distancing				✔	✔	
59.		Ballfield limited open to public with masks and social distancing				✔	✔	
60.	Government Travel	Minimal travel – only for essential services or if required by court order or a grant Must obtain approval from Community Manager	✔	✔				
61.		Travel only allowed when no other options are available			✔	✔	✔	
62.	Schools and Youth Activities	Schools – no gathering of students, continue on line or other methods	✔	✔				
63.		No Youth summer camps or Youth programs that gather people	✔	✔				
64.		Schools reopen based on State decision and concurrence of SRPMIC Ed Board and Council. Maintain 6 ft distancing and masks			✔	✔	✔	

No	Area Description	Rule set	Essential	Phase 1	Phase 2	Phase 2.5	Phase 3	Phase 4
Service delivery guidelines and standards for each phase – Table 2								
65.		Youth programs and activities start when schools reopen. Maintain 6 ft distancing and masks			✔	✔	✔	
66.	Finance transactions Payments, Payroll, Lease, Per Capita, Loans, etc.	No check pick up - only by mail	✔	✔	✔	✔	✔	
67.		No time clocks in use	✔	✔				
68.		Encourage Direct Deposit and Pay Cards	✔	✔	✔	✔	✔	
69.		Restart time clock use and entering time			✔	✔	✔	
70.	Government Building Conference rooms	Closed (Exceptions approved by Community Manager)	✔	✔				
71.		Open – Maintain 6 ft distancing and masks – Minimize use			✔			
72.		Open use with masks and distancing				✔	✔	
73.	Staff attendance at conferences / training (local or off Community)	Use virtual options only	✔	✔	✔			
74.		Allowed when other options are not available				✔	✔	

No	Area Description	Rule set	Essential	Phase 1	Phase 2	Phase 2.5	Phase 3	Phase 4
	All Employee Responsibilities – Table 3							
1.	Personal Hygiene and monitoring	**Use pre-work checklist daily before** coming to work (See checklist) When the screening tool indicates the Employee should NOT come to work they should contact their supervisor for direction. Practice preventive behaviors outlined on checklist including: • Hand washing (20 seconds minimum) • Avoid touching your face • Sneeze / cough in elbow • Disinfect used items and surfaces frequently • No hand shaking	✓	✓	✓	✓	✓	
2.	Communication	• Must maintain regular contact with your supervisor (routinely as determined)– keep them informed if your situation as it relates to your job duties and health • If you are working from home, be available and attentive during the work day to emails, phone calls and texts • Follow the existing Policy and Procedures that remain in place (Example: Policy 2-11 requires approval to obtain outside employment)	✓	✓	✓	✓	✓	
3.	People who are sick or have someone in their home that exhibits flu symptoms stay home	• Don't go to work or school • Employee should contact and follow advice from their medical provider and the SRPMIC Epidemiologist • Symptom-free 72 hours, before returning to work • If you took a Covid test, do not return until you are cleared by the SRPMIC Epidemiologist	✓	✓	✓	✓	✓	
4.		No leave required	✓	✓				

No	Area Description	Rule set	Essential	Phase 1	Phase 2	Phase 2.5	Phase 3	Phase 4
		All Employee Responsibilities – Table 3						
5.		Leave Policy applies			✔	✔	✔	
6.		No physical contact with others	✔	✔	✔	✔	✔	
7.		Maintain the "6 ft. rule"- social distancing at all times	✔	✔	✔	✔	✔	
8.		Minimize or eliminate in person meetings – leverage technology to minimize	✔	✔				
9.	Physical distancing	Employees **should not** be: • Exercising in rooms together • Eating together • Sleeping in bunks with close proximity to others	✔	✔				
10.		In person meetings (less than 10 attendees maintaining physical distancing)			✔			
11.		Maintain social distancing when Employees: • Exercising in rooms together • Eating together • Sleeping in bunks with close proximity to others			✔	✔	✔	
12.		Meetings limited based on rooms size for social distancing				✔	✔	
13.	PPE – Use of Personal Protective Equipment	Reference: PPE Requirements Table 5 Use employer provided, appropriate PPE to protect yourself when interacting with the public	✔	✔	✔	✔	✔	
14.		All staff wear masks (inside of buildings) only exception is if you have a personal office work space where you can close your door.	✔	✔	✔	✔		

No	Area Description	Rule set	Essential	Phase 1	Phase 2	Phase 2.5	Phase 3	Phase 4
	All Employee Responsibilities – Table 3							
15.		All employees wear masks when there are 2 or more in a work vehicle (this includes Public Safety)	✓	✓	✓	✓	✓	
16.		Staff that provide proof of current vaccinations are not required to wear masks in their immediate work area when not interacting with a customer (CM, vendor, any non-staff) All staff that leave their inside building personal work space to any location that is open to the public must wear their mask					✓	
17.		Masks should be kept clean and dry	✓	✓	✓	✓	✓	
18.	Personal time off / travel and teleworking from a location other than your normal place of residence	Employees that travel self-monitor their condition	✓	✓	✓	✓	✓	
19.		There is no leave being charged; however, employees are still required to obtain approval from their supervisor to (take time off)	✓	✓				
20.		Employees must notify your supervisor of any travel during the business week to work from a remote location. If working from a remote location, you must have phone and consistently stable internet access if required to perform your work duties.	✓	✓	✓	✓	✓	
21.		Follow existing Leave Policy			✓	✓	✓	
22.	Rules when Employees test positive for COVID-19	Employees are required to disclose if they test positive for COVID-19 to their Supervisor immediately, no later than 30 minutes after notification - Notify your supervisor by phone, text or email	✓	✓	✓	✓	✓	
23.		The employee must follow the specific guidance provided by the SRPMIC Epidemiologist	✓	✓	✓	✓	✓	
24.		If you tested positive, you may return to work if the following criteria are met • A minimum of 10 days have passed from the date of your positive test result	✓	✓	✓	✓	✓	

No	Area Description	Rule set	Essential	Phase 1	Phase 2	Phase 2.5	Phase 3	Phase 4
		• You are released from isolation by the SRPMIC Epidemiologist • You have a discussion and receive approval from your supervisor						
25.		No leave required	✓	✓				
26.		Leave Policy applies			✓	✓	✓	
27.		May work from home if approved by supervisor	✓	✓	✓	✓	✓	
28.		Employees are required to disclose if they come in contact with a person who tested positive for COVID-19 to their Supervisor immediately, no later than 30 minutes after notification - Notify your supervisor by phone, text or email	✓	✓	✓	✓	✓	
29.	Rules when Employees come in contact with a person who tested positive for COVID-19	Rules for employees that are required to work at the SRPMIC work site – Can return to the work site if the following criteria are met • You cannot perform your duties by teleworking – if you can, stay at home • You do not have any symptoms • You communicate and receive approval from your supervisor • Go home immediately if you develop any symptoms • Wear a mask and follow all the COVID-19 mitigation protocols	✓	✓	✓	✓	✓	
30.		Rules for employees that are not at the Community work site Stay working from home for 14 days from the date of the exposure before going to the SRPMIC work site	✓	✓	✓	✓	✓	
31.	Rules when an employee takes or is scheduled to take a COVID-19 test	Do not go back to work until you receive the negative results and receive clearance to return from the SRPMIC Epidemiologist	✓	✓	✓	✓	✓	

All Employee Responsibilities – Table 3

No	Area Description	Rule set	Essential	Phase 1	Phase 2	Phase 2.5	Phase 3	Phase 4
	All Employee Responsibilities – Table 3							
32.	Rules when you take the COVID-19 vaccination	Individuals who are vaccinated for the COVID-19 virus and develop post-vaccine side effects including injection site pain, mild to moderate fever and/or chills within 24 hours of vaccination should attribute their symptoms to vaccination if the symptoms resolve in 24 hours Vaccinated individuals whose side effects resolve within 24 hours of vaccination are be able to **return to work** without restriction	✓	✓	✓	✓	✓	

No	Area Description	Rule set	Essential	Phase 1	Phase 2	Phase 2.5	Phase 3	Phase 4
**Management Responsibilities – Table 4**

No	Area Description	Rule set	Essential	Phase 1	Phase 2	Phase 2.5	Phase 3	Phase 4
1.	Employee Supervision	Make sure employees are following the directives in Table 3	✔	✔	✔	✔	✔	
2.		Maintain communication with all employees Supervisors should have good contact information and maintain the status of their employees	✔	✔	✔	✔	✔	
3.		Make sure employees are following Policy 2-11 Employees should not be working for an outside employer without proper approvals	✔	✔	✔	✔	✔	
4.		Keep track of where your staff are working from (in site, teleworking from home or other locations)	✔	✔	✔	✔	✔	
5.		If an employee tests positive or comes in contact with someone who tests positive – know and understand the rules DO NOT tell them they are required to get a negative test to return to work After testing positive, returning to work requires a conversation between the employee and supervisor	✔	✔	✔	✔	✔	
6.		Make sure the employees that are coming to the work site are performing the daily checklist – Appendix A - When the screening tool indicates the Employee should NOT come to work they should contact their supervisor for direction.	✔	✔	✔	✔	✔	
7.	Communications to Management	Provide daily SITREP to Community Managers office	✔	✔				
8.		Provide standardized signage in office areas to communicate basic requirements of employees and customers	✔	✔	✔	✔	✔	

No	Area Description	Rule set	Essential	Phase 1	Phase 2	Phase 2.5	Phase 3	Phase 4
		Management Responsibilities – Table 4						
9.	/ Chain of Command	No SITREP required			✓	✓	✓	
10.	Cleaning and disinfecting	Provide employees with supplies needed to clean/sanitize their personal work spaces, vehicles and equipment	✓	✓	✓	✓	✓	
11.	Department Operations	Department Director develops and implements temporary operational standards and practices consistent with these guidelines	✓	✓	✓	✓	✓	
12.		Ensure adherence to this return to work plan	✓	✓				
13.		Clearly communicate the modified rules, policies and procedures (if applicable)	✓	✓	✓	✓	✓	
14.		Follow existing Policy and Procedures			✓	✓	✓	
15.	Manage staff distancing in the office	Work from home – Staff should not be at the SRPMIC work site unless absolutely necessary	✓	✓				
16.		Maximize telework	✓	✓				
17.		Consider staggering schedules in-office and working remotely to maintain services and reduce the number of employees onsite	✓	✓	✓			
18.		All employees back to work sites			✓	✓	✓	
19.		Telework authorized per policy and procedure			✓	✓	✓	
20.		Return to normal schedules				✓	✓	
21.	Government Travel	None to minimal government travel All exceptions must be approved by Community Manager	✓					

No	Area Description	Rule set	Essential	Phase 1	Phase 2	Phase 2.5	Phase 3	Phase 4
Management Responsibilities – Table 4								
22.		Director review and approve travel when no other options are available and it is to support essential services		✓				
23.		Director review and approve minimal travel			✓	✓	✓	
24.	Reporting when an employee discloses they tested positive or came in contact with a person who tested positive for COVID-19	Supervisors report to Director immediately, no later than 30 minutes after notification - Notify the Director by phone, text or email Directors report to Community Manager or Assistant Community Manager and SRPMIC Epidemiologist immediately, no later than 30 minutes after notification - Notify by phone, text or email	✓	✓	✓	✓	✓	

PPE Requirements – Table 5				
Level	Risk	Who	PPE requirements	Provided, maintained, resupplied by
1	Contact with person known or suspected COVID -19 positive	Clinical staff Fire and Police staff responding to calls in the public with known or suspected COVID-19 positive people	Masks Gloves Protective gowns	Government
2	Contact with the public Contact with the public that remain inside vehicle Exchange of documents from the public	Any staff that interact in person with the public	Masks	Government provides plexi-glass barriers Employee provides home-made cloth masks Employee responsible for washing – disinfecting masks
3	No contact with the public at the work place	All staff that do not interact directly with the public	Masks	Employee provides masks for themselves Employee responsible for washing – disinfecting masks

Appendix A: Pre-shift Self-screening Tool.

Each day before deciding to come to work employees should conduct the *pre-shift, self-screening* using the tool below. This tool will help employees decide if it is appropriate to come to work. Employees that the screening tool indicates should not come to work should ~~contact~~ report to their supervisors for direction.

Employees agree to conduct the **pre-work self-check each workday before coming to work**:

Yes	No	Question
☐	☐	Do I have a fever (oral temperature >100.4F, 38C)?
☐	☐	Do I have any flu-like symptoms? (Fever, cough, runny nose, sore throat, shortness of breath, stomach issues, loss of taste or smell, body aches)
☐	☐	Have I been exposed to anyone who has flu-like symptoms?
☐	☐	Have I been exposed to anyone who tested positive to COVID-19?
☐	☐	Am I unable to bring and wear a home-made or purchased mask?
If you answered "yes" to any of these questions above stay home and contact your supervisor		

SRPMIC Employee Requirements - At Work I will do the following:

- Comply with any guidance issued by my employer
- Wear a mask at all times when contact with others is possible
- Wash hands with soap and water or use sanitizer, every hour or more frequently if touching frequently used items of surfaces
- Avoid touching face
- Sneeze or cough into disposable tissue or inside of your elbow (and then sanitize)
- Stay in place and report symptoms of illness immediately
- Maintain a distance of 6-feet from others whenever possible
- Only meet when essential and in groups of less than 10-people – use technology whenever possible for meetings
- Clean and sanitize workspaces according to protocols
- Communicate with my chain of command regarding supply needs
- Treat my co-workers with care by following guidelines
- Follow all guidelines required by this policy and any Directives