



Lac du Flambeau Band of Lake Superior Chippewa Indians

NOTICE TO EMPLOYEES: CORONAVIRUS WORKPLACE POLICIES

As Tribal leadership continues to monitor the local, national and worldwide incidence of the coronavirus, Tribal employees are asked to review the following workplace policies and guidance. It is likely this information will change as the situation evolves and more becomes known. Questions may be directed to the Tribal Human Resources Department: 715-588-4259.

First, all employees are urged to take basic preventive measures to avoid exposure to or infection by the coronavirus. Simple measures can help lower your risk of getting sick. We all have a responsibility to prevent the spread of the coronavirus, as well as flu, cold, and other illnesses. Dense social and public spaces can present an increased risk of contracting and spreading illnesses, and prevention is centered on good hygiene:

- Wash your hands often with soap and water (20 seconds of scrubbing) or use alcohol-based hand cleaners (cover all surfaces and rub until dry).
- Cough/sneeze into a tissue. Dispose of used tissues immediately into a trash can. If you don't have a tissue, cough/sneeze into the crook of your elbow, not your hands.
- Avoid touching your eyes, nose, and mouth, which accelerates the spread of infections.
- Avoid close contact with others who are sick.
- If you are sick, avoid contact with others, including parties, meetings, and events.
- Do not share glasses, eating utensils, water bottles, cigarettes/vapes, lipstick/makeup, etc.
- Keep work areas clean using products with bleach or alcohol.

ENHANCED WORKPLACE POLICIES

The Tribe continues to place the highest priority on the health, safety and wellbeing of its employees and the Lac du Flambeau community, while protecting the continuity of Tribal programs and essential functions. Toward that end, and effective immediately, the Tribe's workplace policies are being enhanced as follows. These policies will be revisited regularly and staff should continue to check this page for updates.

- Employees may use accrued paid sick time or annual time, or unpaid Family Medical Leave, for self-isolation or quarantine, when it is required or recommended by a health care provider. Employees may be required to provide acceptable documentation to the Tribal HR Department regarding the recommendation, but shall not be required to provide a one-week advance notice prior to utilizing annual leave.
- Employees may use accrued paid sick time or annual time, or unpaid Family Medical Leave, to care for immediate family and household members who afflicted with the coronavirus. Employees must provide acceptable documentation to the Tribal HR Department regarding the illness, but shall not be required to provide a one-week advance notice prior to utilizing annual leave.

- Employees may use accrued sick time or annual time, or unpaid Family Medical Leave, to care for immediate family and household members who are not ill but need care due to any coronavirus related closures of schools or day care centers, or for other breakdowns in care arrangements due to legitimate coronavirus concerns. HR may require documentation regarding a breakdown in care arrangements.

ATTENDANCE EXPECTATIONS

Well Employees: Unless utilizing leave as provided above to care for immediate family or household members, employees who are well are expected at work as usual, even if they have been in contact with or caring for someone who is ill with an ordinary respiratory illness (in which case, typical preventive measures are recommended for them as care givers). Well employees are expected at work unless they have been caring for someone with a confirmed case of coronavirus (in which case they should self-isolate), or they have been instructed to refrain from attending work by a health care provider.

Sick Employees: Employees who have symptoms of respiratory illness must notify their supervisor or Tribal HR, and stay home and not come to work until they are free of fever and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). A fever is defined as a temperature of 100.4 degrees Fahrenheit or 38 degrees celsius taken by an oral thermometer. Those with concerns or questions about their illness or seeking advice about whether to come to work should contact PCHC at: 715-588-3371.

Workers at Higher Risk: Employees who are at increased risk for complications from coronavirus due to underlying health conditions are urged to consult their health care provider about steps they can take to protect their health. These may include requesting a temporary change in job location, hours, assignment or duties, or implementation of additional protective measures to reduce their exposure to others or chances of being infected.

If an employee at risk for complications from coronavirus and their health care provider agree that increased social distancing in the workplace is prudent, the employee should contact the Tribal HR Department to formally request, in writing, a temporary change. Human Resources will confidentially evaluate the request, explore alternatives, and attempt to appropriately address the employee's health concerns while maintaining Tribal operations. A doctor's note may be required.

Except for employees who submit a written request for a change in job circumstances due to underlying health conditions, employees will generally not be reassigned to new duties, locations, or roles or be provided with paid sick/release time solely to address concerns about the *potential* for coronavirus infection.

Return to Work: In general, written medical clearance will **not** be required for return to work. This is being done to avoid overtaxing health care resources.

POTENTIAL ADDITIONAL POLICY CHANGES

If public health conditions worsen, Tribal workplace policies may be further amended. This would be done to address the effects of more widespread illness or absences, more frequent needs for self-isolation or quarantine, disruption of care arrangements or the Tribe's priorities for program and service continuity. Staff will be notified as necessary of such changes and should also check this page for updates.