

Hualapai Tribal Nation Government COVID-19 Symptoms and COVID-19 Diagnosis Policy

Purpose

The purpose of this policy is to enable Hualapai Tribal Nation Government to continue business operations while limiting the spread of and exposure to COVID-19 for employees. This policy outlines the best practices for dealing with employees who either have a confirmed diagnosis or display symptoms. First and foremost is to promote and reinforce wherever possible a safe culture of best practices for highly infectious diseases.

Definitions

COVID-19 Symptoms (ranging from mild to severe)

- Fever or chills
- Cough
- Shortness of breath
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Confirmed COVID-19 Diagnoses is when an employee has been formally tested by medical professionals with approved testing techniques and a positive result is returned.

Screening is when employees are asked questions and have their temperature monitored.

Duties and Responsibilities

Management

It is the responsibility of management to support and oversee the implementation of this policy. They are responsible for setting the example and make certain all employees follow the safety practices.

Supervisors

The supervisors is responsible to verify that employees are following best practices to protect themselves. And to support management.

Employees

It is the responsibility of the employees to maintain best practices for protecting themselves from the virus at all times.

These practices include: (directly from CDC website.)

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.

- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.

It is also the responsibility of employees to report when they feel they either have been displaying the symptoms of COVID-19 or may have been exposed. It is **expressly required** that an employee notify their immediate supervisor if they have a confirmed diagnosis. Immediate supervisors will in turn notify their Director, the Incident Command Team and Human Resources.

Practices when an employee displays symptoms

It is at the sole discretion of the managers to determine when the following practices are to be followed. The managers are responsible for the occupational health of the employees they oversee. The managers may also apply some modifications to the sequence of the practices based on the needs and concerns of the employees and operations.

- 1) If an employee is displaying symptoms of COVID-19, or reports to their supervisor they are feeling the symptoms, the manager may request that the employee stay home and recommend that the employee seek medical attention.
 - a. The amount of time the employee stays home depends on the symptoms being displayed and the ongoing health of the employee as determined by the employee in conjunction with professional medical recommendations.
 - b. An “EMERGENCY COVID-19 LEAVE REQUEST FORM” must be filled out and included as part of the employee’s time and attendance.
- 2) In order for an employee to return to work – only one of the following conditions need exist:
 - a. The employee has been home for two weeks and no longer displays any of the symptoms.
 - b. The employee has a note from the doctor indicating another diagnosis, that it is not COVID-19 and the employee is medically cleared to return to work
 - c. A negative COVID-19 test has been obtained and symptoms have not returned since the negative test result.
- 3) In any case it is the manager’s responsibility to ensure the above conditions are met prior to an employee returning to work.

NOTE: the above actions may also be followed if an employee believes that they may have been exposed and choose to self-quarantine.

Practices when an employee has a confirmed diagnosis of COVID-19

All confirmed diagnoses must be held in the strictest of confidences. Only personnel critical to the operations and carrying out of the practices may know and must follow the same efforts to keep the knowledge protected.

- 1) Upon notification – the employee will be sent home and the employee must contact their immediate supervisor. In turn the supervisor must contact the Department Director, Human Resources and the Incident Command Team.
- 2) Supervisors must ensure that an “EMERGENCY COVID-19 LEAVE REQUEST FORM” be filled out and included as part of the employee’s time and attendance.
- 3) The employee’s job tasks will be assessed, and manager will identify all the places the employee has been (to the best of their ability) and all workers who have possibly had interactions with the infected employee. During this process the name of the employee is not to be mentioned and the very best efforts to maintain confidentiality are to be made.

- 4) If it is possible to have the employees tested, test the workers who fall into the compromised demographic and who have had contact with the infected employee.
- 5) Clean all surfaces and equipment where the infected employee has worked with appropriate solutions of bleach to water ratio, or sanitizing wipes.
- 6) Monitor all workers who may have come into contact with the infected employees to see if any symptoms begin to manifest themselves.
- 7) Infected employees may not come back to work until 14 days after a positive test result with the last 3 days being symptom free (while not taking medication) and must also be cleared to come back to work by a medical professional.

Practices for conducting Screening

In order to decrease the risk of exposure to employees and clients the Department may implement the following screening procedures. These screening procedures may be conducting before the employees enters the workplace or begins their job activities. Do not retain answers to the screening questions as this would have to be treated as confidential medical records, verbally answering the questions is acceptable.

- 1) Ensure protection of the individual conducting the screening.
 - a. Conduct the screening so that the employee is not facing the screener directly.
 - b. Wear a mask.
- 2) Screening Questions:
 - a. New cough that you cannot attribute to another health condition?
 - b. New shortness of breath or difficulty breathing that you cannot attribute to another health condition?
 - c. Chills?
 - d. Repeated shaking with chills?
 - e. New muscle aches that you cannot attribute to another health condition or due to activity/exercise?
 - f. New headache?
 - g. New sore throat that you cannot attribute to another health condition?
 - h. New loss of taste or smell?
- 3) Check employee's temperature, as per CDC guidelines a temperature of 100.4 or greater is the cutoff.

NOTE: If the screening process indicates that the employee displays symptoms of COVID-19 then follow the practices listed earlier in the policy.

**Hualapai Tribal Nation Government Policy for the Display of COVID-19
Symptoms or a COVID-19 Diagnosis – Employee Acknowledgment**

Topics covered:

- Purpose
- Definitions
- Duties and Responsibilities
- Practices

-I have read and fully understand all practices and responsibilities.

-I agree to observe and follow these practices.

-I have received a copy of this policy and practices.

-I understand failure to follow these practices may affect my current employment.

I acknowledge that the above information was presented to me.

Employee (Print): _____

Employee Signature: _____

Training date: _____

Trainer (Print): _____

Title: _____