



Saint Regis Mohawk Tribe

COVID-19 WORKPLACE SAFETY POLICY

VERSION 009

Saint Regis Mohawk Tribe
Coronavirus COVID-19 Workplace Safety Policy
Effective Date: Seskehkó:wa | September 20th, 2022
Version 009



Coronavirus COVID-19 Workplace Safety Policy

Policy Statement

The guidance surrounding the COVID-19 Coronavirus changes as data and trends are shared by Tribal, NY State and Federal Health officials. It is the responsibility of the Saint Regis Mohawk Tribe to ensure that updates to its COVID-19 Workplace Safety regulations are consistent with guidance from Public Health officials and reflect current reality.

It is recognized that workplace COVID-19 safety standards may be loosened or tightened as necessary when new health data or health trends are communicated to Tribal officials tasked with monitoring such information.

Version 009 SRMT COVID-19 Workplace Safety Policy removes the requirement to inform the Human Resources Department about a positive COVID-19 test as paid COVID leave has been discontinued as of 9/19/2022.

Questions about Short Term disability or Paid Family Leave benefits related to COVID infections should be directed to the Human Resources Department.

Tribal Programs may seek to establish additional, more-stringent measures, should unique needs and exposure risks be present. Such requests will be subject to review by and approval of the Executive Director.

Scope

This policy is applicable to the following programs, divisions, and entities:

- All tribal employees and elected officials
- Visiting members of the public
- Tribal Commissions and Boards
- Contractors and vendors of the SRMT

Responsibility

It is the responsibility of all covered entities and individuals, including frontline employees and management alike, to adhere to and take the necessary measures to protect themselves and those around them.

Definitions

Health Authority is defined as the health care agency with jurisdiction and authority to impose COVID requirements for their residents. Franklin and St. Lawrence County, Ontario and Quebec are examples.

Isolation is defined as the time period a COVID-19 positive individual is required to stay home and isolate from all others until the individual is released from isolation requirements by the relevant Health Authority.

Symptomatic is defined as a person who is infected, ill, or has contracted a disease and is showing symptoms.

Workplace is defined as any area a tribal employee is conducting work related to their employment at the SRMT, whether on tribal property or on property not owned by the SRMT.

Consequences

Employees are expected to adhere to the standards outlined in this document. Violations of this policy are subject to disciplinary action, up to and including termination.

Amendments

The standards outlined in this document will be updated from time to time as public health officials provide new information.

Effective Date

This document shall take effect on the date of adoption by the Executive Director.

Document Approval

This is to certify that the Saint Regis Mohawk Tribe, pursuant to the authority of the Executive Director, approves the above Coronavirus COVID-19 Workplace Safety Standards Version 009.

 
Tsiorasa Barreiro Date
Executive Director

Coronavirus COVID-19 Workplace Safety Standards

1. Reporting to Work

Employees experiencing any of the following symptoms must leave their office and/or stay home to monitor themselves and consult with a health care provider.

Headache	Congestion or runny nose
New loss of taste or smell	Shortness of breath or difficulty breathing
Diarrhea	Cough
Fatigue	Sore throat
Muscle or body aches	Nausea or vomiting
Fever of 100.4° F [37.8° C]	Chills

Before physically reporting to work, employees must screen themselves for any symptoms of illness. Employees are **prohibited** from physically reporting to work if they are sick or exhibiting COVID-19 symptoms.

COVID screening protocols have largely been removed. Where they continue to exist, employees are required to follow them as instructed.

2. Reporting of Positive COVID-19 Test Results

Employees testing positive for COVID-19 **must** disclose this to their supervisor and **must also** contact their relevant Public Health Authority based on their residence for guidance.

Employees must share their official COVID Isolation orders with their supervisor. The order will let the supervisor know when the employee is cleared to physically return to work.

Employees **must** use their accrued leave time (*Sick, Personal, Vacation, Compensatory, Administrative*) for COVID-19 Isolations and when sick. Leave Without Pay is also an option.

The requirement within the SRMT Employee Handbook (Section 1005, page 60) for employees to obtain a doctor note for “*sick leave in excess of three (3) continuous working days*” is waived for COVID-19 isolation and illness until further notice.

3. Returning to Work following COVID

Employees may physically return to work at the conclusion of their mandated COVID isolation period. Isolation release paperwork from their relevant health authority must be presented to the supervisor. Facemasks must be worn per guidance of the relevant Health Authority.

Staff who experience common cold symptoms, but do not have exposure to a COVID positive individual or have tested negative for COVID-19 on a home test kit or Rapid/PCR may return to work when their symptoms have improved for at least 24 hours; 48 hours for gastrointestinal issues.

4. Face Mask Use Requirements

Face masks are currently not required within Tribal buildings except for specific locations detailed in this section. Face masks are required for those staff who have just come off of isolation periods mandated by their relevant Public Health Authority.

In locations or situations where face masks are required, surgical masks (minimum two-ply) at a bare minimum must be utilized. N95 and KN95 masks are recommended.

****Staff released from COVID isolation by their relevant Public Health authority after five days must wear a well-fitting mask while at work during days 6 - 10 following release****

****Employees residing in Ontario must follow the recommendations of Ontario Health, including wearing of masks in the work place for 10 days following symptom improvements****

Masks are required:

1. At all Tribal Health Service facilities:
 - Tribal Clinic
 - Diabetes Center
 - Partridge House
2. At the Three Sisters Domestic Violence Shelter
3. At the Akwesasne Group Home
4. During all client vehicle transports
5. During provision of in-home services while homeowners are present

Mask use is optional at all other Tribal Government offices and work locations except for staff and visitors just released from isolation orders or recommended by their relevant Health Authority following a COVID diagnosis and symptom improvement.

5. Telecommuting Standards

All SRMT office occupancy levels have been restored to pre-pandemic levels.

Telecommuting arrangements and expectations are established between supervisor and employee for those positions eligible to telecommute. Telecommute schedules must be approved by supervisors ahead of time.

Employees must be available to respond to work duties while telecommuting during the designated hours of operation. Employees who are telecommuting must respond in a timely fashion to SRMT colleagues (*within 60 minutes, generally*) and must be available for phone calls when required.

Staff have been entrusted with computer hardware and software to use while telecommuting. Staff are expected to secure all tribal property and data while granted telecommute privileges. Use of tribal hardware and software by family members or any non-employee is prohibited.

Violations of this requirement may result in loss of privileges to utilize tribal hardware and software outside of the office setting.

Division Directors, Program Managers and other Supervisors are expected to be physically present to lead their teams within the office setting as much as possible.

6. Contractors and Vendors

Tribal contract representatives are responsible to ensure their contractors, vendors and trainers adhere to the following measures while on Tribal Property:

- a. Prohibit workers from reporting to work at the SRMT if they are sick or have COVID symptoms.
- b. Ensure contractors know that their workers must **adhere to applicable screening protocols** when entering a Tribal Building. **Note: Not all Tribal buildings require symptom screening**

Contractor/Vendor has read and understands the foregoing COVID-19 Workplace Safety Policy and agrees to comply with all provisions stated in this policy, as it applies.

(Printed Company Name)

(Printed Name and Title)

Signed: _____ Dated: _____