Craig Tribal Association

P.O. Box 828

Craig, Alaska 99921

Tel: 907-826-3996

Fax: 907-826-3997

**CTA COVID-19 POLICY**

**Policy:** The Craig Tribal Association (CTA) is committed to protecting the safety, health, and well-being of its employees. CTA has adopted the following measures in order to mitigate the spread of the COVID-19 Coronavirus. This policy will remain in effect at the discretion of the Tribal Council.

This COVID-19 Employee Policy applies to all employees who are employed by the CTA, including all main office staff, road crew, construction crew, transit crews, and contractors working within the CTA building. Every employee will receive a copy of the CTA COVID-19 Employee Policy. The employee must sign the policy, acknowledging receipt of this policy and must comply with this policy, including any subsequent amendments to it.

**Clause:** The Craig Tribal Association (CTA) employees are required to follow the most current State of Alaska Mandates at all times and use this CTA COVID-19 Policy as a guide.

**Sanitizing:** Employees will be responsible for sanitizing the CTA facilities, including but not limited to personal desks, coffee and refreshment areas, bathrooms, and fixtures at a minimum of once per week. There will be a weekly sign-up sheet available in the main office for sanitizing duties. Personal desks should be sanitized as often as once per day by each employee.

**Possible Symptoms:** If an employee is exhibiting COVID-19 or flu-like symptoms, he or she will be sent home and shall be required to get tested for COVID-19 or quarantine for a 2-week time frame. This decision is at the discretion of their immediate supervisor and/or Tribal Administrator. Symptoms include but are not limited to: fever, cough, sore throat, runny/stuffy nose, shortness of breath, loss of taste or smell, body aches, chills or fatigue.

**Sick Leave:** An employee may use his or her sick leave when waiting to receive a rapid test or a regular COVID-19 test, or when in quarantine for a 2-week time frame. If sick leave has been exhausted, annual leave may be used. If both sick and annual leave have been exhausted, the employee will have to use leave without pay (LWOP).

***If Federal Funding becomes available, employees will be informed on the terms and conditions for use, following the Federal Guidelines.***

**Mask Requirements:** All CTA Employees, contractors, or anyone entering the CTA Building for any reason or purpose will be required to wear a mask until there are zero cases on Prince of Wales Island.

In order to stay updated on these case figures, the POW COVID-19 Hotline phone number is

(888) 894-1321, which updates on a daily basis.

**Testing Requirements:** An employee shall be required to get tested for COVID-19 if he or she is exhibiting possible symptoms of COVID-19 or flu, or quarantine for a 2-week time frame.

* If an employee decides not to get tested when exhibiting symptoms, he or she will be required to quarantine for a 2-week time frame, and must be able to demonstrate a negative test in order to return to work.
* Per Tribal Council Directive, if you leave Prince of Wales Island, you must be able to demonstrate a negative test in order to return to work.

**Exposure Testing Requirements:**

* **Primary:** Primary means the person or employee who has tested positive for COVID-19, even if considered “asymptomatic.”
	+ If an employee has tested positive for COVID-19, he or she must quarantine for a 2-week timeframe and be able to demonstrate a letter from Public Health stating the clear to return to work.
* **Primary Exposure:** Primary exposure means the person or employee who has symptoms or has been in direct contact with someone who has tested positive for COVID-19, or is considered a presumptive case.
	+ If an employee has symptoms or has been in direct contact with someone who has tested positive for COVID-19, he or she shall be required to get the regular (3-day) COVID-19 test, or quarantine for a 2-week time frame. The employee must be able to demonstrate a negative test in order to return to work.
* **Secondary Exposure:** Secondary exposure means the person or employee who has been in contact with a primary exposure individual(s).
	+ If an employee has been in contact with a primary exposure individual(s), per the definition above, he or she is strongly advised to take a rapid test. The employee must be able to demonstrate a negative test in order to return to work.

**Notification to Test:**

* **By Public Health:** If an employee is notified directly from Public Health that there was a possible exposure to COVID-19, he or she shall be required to get tested following the exposure testing requirements set forth in this policy.
* **By Primary:** If an employee is notified directly from the Primary person who has tested positive for COVID-19, even if the Primary person is considered “asymptomatic,” the employee is strongly advised to get tested following the exposure testing requirements set forth in this policy.
* **By Third-Party:** Third-party means a person other than the principals above (Public Health and Primary).If an employee is notified by a third-party person, other than that of Public Health or the Primary, he or she is not required to get tested for COVID-19 or quarantine for a 2-week time frame. However, he or she should still closely monitor oneself for possible symptoms.
* **By Tribal Administrator:** If an employee states to the Tribal Administrator that he or she has had a possible contact of COVID-19, the Tribal Administrator will make the determination based on the current situation and possible severity as to whether the employee shall be required to get tested for COVID-19, and if the employee opts not to, quarantine for a 2-week time frame.

**Where to Test:**

* **SEARHC:** If an employee is wishing to get tested for COVID-19, an appointment can be set up through SEARHC in Klawock by calling (907) 755-4800.
	+ SEARHC will complete COVID-19 testing for CTA Employees free of charge.
	+ If multiple CTA Employees are required to get tested for COVID-19, a complete list of names and dates of birth will be sent to SEARHC so there will be one scheduled time for everyone.

**Active Cases:** This section is to be used and followed if there are active cases of COVID-19 in the Craig Tribal Association.

* **Within the workplace:** If a CTA Employee has received a positive COVID-19 test and has been within the CTA building, the Tribal Administrator and Assistant Tribal Administrator will meet immediately and discuss the next steps to take depending on the severity of the case. All similar situations will be evaluated on a case-by-case basis.

 **Mandatory Closure**

* + If it has been determined that a temporary mandatory closure is necessary, the Tribal Administrator will notify all CTA Department Managers immediately, who will then notify their employees.
	+ All CTA Employees who have exhibited symptoms of COVID-19 will be required to demonstrate a negative test in order to return to work.
	+ All CTA Employees who have not exhibited symptoms of COVID-19 can return to work after a period of \_\_\_\_\_\_\_.
* **On the Island:** If there are active COVID-19 cases on Prince of Wales (POW), employees are required to stay at least 6-feet apart at all times and to wear a mask until there are zero cases on POW, per the request of the Tribal Administrator. \*\*Employees are not required to wear their mask when at their desk.

**Travel Requirements:** This section is to be used and followed if an employee will be traveling off Prince of Wales (POW).

* Tribal Council gave the directive to all CTA employees that if you leave the island, the employee must be able to demonstrate a negative test in order to return to work.
* If an employee will be leaving on a planned vacation, annual leave may be used according to our CTA Personnel Policy, and sick leave may be used upon waiting for a COVID-19 test result(s).
* If an employee’s planned travel happens during a time the CTA has a mandatory closure, he or she will be required to use the leave that was pre-approved by the Tribal Administrator. If this mandatory closure exceeds the employee’s planned travel time, the employee shall be compensated for quarantine requirements if the Federal Funding becomes available, following the federal guidelines.
* If an employee is on travel status for the CTA, he or she will be required to demonstrate a negative test in order to return to work.
* If an employee that is on travel status for the CTA contracts COVID-19 while on his or her trip, he or she shall be compensated for quarantine requirements if the Federal Funding becomes available, following the federal guidelines. If no Federal Funding is immediately available, he or she must use sick leave. If sick leave has been exhausted, annual leave may be used. If both sick and annual leave have been exhausted, the employee will have to use leave without pay (LWOP).

**Returning to Work Requirements:** A CTA Employee must have a negative test before returning to work from awaiting COVID-19 test results or return from travel off Prince of Wales (POW), either FAXED or Emailed to the Human Resources Representative.

**Working from home:** Working from home will be evaluated on a case-by-case basis, to be determined by the Tribal Administrator and or Tribal Council

Employee must provide a complete list of daily work to be completed for the time spent working from home, to be finalized with a report.

**Outside Employment:** This section of the COVID-19 Policy directly follows the guidelines set forth in this policy and under the general requirements of Section 2.6 Outside Employment within our CTA Personnel Policy.

* Employees may hold outside jobs as long as they meet the performance standards of their job with CTA.
* It is understood that outside jobs may hold other COVID-19 Policies and Procedures, but CTA Employees are still required to follow this CTA COVID-19 Policy.

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**CTA COVID-19 POLICY ACKNOWLEDGEMENT FORM**

**I have received a copy of the Craig Tribal Association (CTA) COVID-19 Policy. I understand that it is my responsibility to read, understand and comply with this policy in all aspects of my employment with the Craig Tribe. Through this policy, I have been informed of the steps I should take in the response of a COVID-19 contact or outbreak.**

I understand that just as I am responsible for complying with the policies, rules and procedures of the Craig Tribal Association, I also understand that the Association will make every effort to ensure the policy is being followed in a fair and equal manner.

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Signature of Employee Date Signed