

**RESOLUTION OF THE SUMMIT LAKE PAIUTE COUNCIL  
SUMMIT LAKE PAIUTE TRIBE  
OF THE  
SUMMIT LAKE PAIUTE RESERVATION, NEVADA**

**RESOLUTION NO.: SL-39-2020**

**TITLE: ADOPTING PANDEMIC RESPONSE PROCESS AND LEAVE PROVISIONS**

**WHEREAS,** the Summit Lake Paiute Tribe, is organized pursuant to Section 16 of the Indian Reorganization Act of June 18, 1934 (48 Stat. 984) as amended, with the Articles of Association, and approved by the Secretary of the Interior on January 08, 1965, granting certain powers to the Summit Lake Paiute Council; and

**WHEREAS,** the Summit Lake Paiute Tribe is responsible for personnel matters and the organization of operating policies to provide the best resources available got the Summit Lake Paiute Tribe on behalf of its tribal membership including tribal natural resources staff; and

**WHEREAS,** throughout the early part of the year 2020, multiple cases of the coronavirus 2019 or COVID-19 appeared in the United States causing the governors of multiple states, including Nevada, to declare states of emergency over this public health pandemic; and

**WHEREAS,** the Summit Lake Paiute Council has the responsibility to protect its employees and Tribal members from contracting and preventing the spread of this virus, and;

**WHEREAS,** preventing the spread and contraction of this virus may require conducting business differently from how Tribal departments normally operate; and

**WHEREAS** an emergency revision to the Personnel Manual outlining the Tribe's Pandemic Response Process and Leave Provisions has been drafted.

**NOW THEREFORE BE IT RESOLVED** that the Summit Lake Paiute Council adopts the emergency personnel policy revisions in the form of the Pandemic Response Process and Leave Provisions, and that the conditions outlined therein will be effective immediately.

**C-E-R-T-I-F-I-C-A-T-I-O-N**

I, **Eugene Mace, Sr., Secretary/Treasurer**, of the Summit Lake Paiute Council, hereby certify that the above **Resolution No.: SL- 39 -2020** was brought before the Summit Lake Paiute Tribal Council at a duly held meeting on **March 21, 2020**, with 5 members of the Tribal Council present, constituting a quorum, with the following votes to enact **Resolution No. SL-39 -2020**; 4 **FOR**, 0 **AGAINST**, and 0 **ABSTAIN**; with the Tribal Chairwoman presiding and not voting, this Resolution has not been rescinded, revoked or amended.

03/21/2020  
Date

Eugene Mace  
Eugene Mace, Sr., Secretary/Treasurer  
Summit Lake Tribal Council



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**SUMMIT LAKE PAIUTE COUNCIL**  
Chairwoman: Randi Lone Eagle • Vice-Chairperson: Nedra Crane  
Secretary/Treasurer: Eugene Mace Sr. • Council Member: Philip Frank • Council Member: Steven Crane

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## **EMERGENCY PERSONNEL POLICY REVISIONS – PANDEMIC RESPONSE PROCESS & LEAVE PROVISIONS**

**Adopted by the Summit Lake Paiute Council  
March 21, 2020**

All employers need to consider how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in their workplace in the event of an outbreak in the US. They should identify and communicate their objectives, which may include one or more of the following: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health complications, (c) maintaining business operations, and (d) minimizing adverse effects on other entities in their supply chains.

The following interim guidance may help prevent workplace exposures to acute respiratory illnesses, including COVID-19, in non-healthcare settings. The guidance also provides planning considerations if there are more widespread, community outbreaks of COVID-19.

### **1. RESPONSE PROCESS**

The following process is put into place to ensure contact is limited & contained to ensure the Tribe is looking out for the health & safety of its employees, tribal and community members.

**A. Prepare:** Prepare for possible increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness:

1. Supervisors should plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
2. Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
3. Assess your essential functions and the reliance that others and the community have on your services or products. *Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations if needed).*

**B. Actively encourage sick employees to stay home:**

1. Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a 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). Employees should notify their supervisor and stay home if they are sick.
2. Contract or temporary employees also shall comply with A.1. requiring sick employees staying home provision of contract to ensure compensation will be case by case dependent upon duties performed and at the discretion of the Chairperson/Supervisor.
3. The Tribe will not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as we recognize healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.

**C. Separate sick employees:**

1. CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

**D. Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**

1. Supervisors and department heads shall communicate with employees and place posters that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to workplace and in other workplace areas where they are likely to be seen.
2. Provide tissues and no-touch disposal receptacles for use by employees.
3. Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
4. Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.

**E. Perform routine environmental cleaning:**

1. Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
2. No additional disinfection beyond routine cleaning is recommended at this time.
3. Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

**F. Advise employees before traveling to take certain steps:**

1. Travel has been halted and only in-state travel is allowed at this time.
2. Advise employees to check themselves for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick.
3. Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.

**G. Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:**

1. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
2. If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.

**2. ATTENDANCE AND PUNCTUALITY REQUIREMENTS**

It is the policy of the Tribe to require employees to report for work punctually and to work all scheduled hours and any required overtime. This policy has been modified to meet the needs of the tribe while ensuring the maximum protection of health and safety of our Employees. The following is an adjusted policy should the tribe be directly impacted by the COVID-19:

- A. Supervisors will notify employees of any adjusted schedules to ensure minimal exposure to employees however ensuring essential functions of the business/organization continue. Supervisors will record all absences, tardiness or early departures.
- B. Employees must notify their Supervisor, of possible exposure or if symptoms appear that would constitute a precautionary measure for employee to stay home to ensure illness is contained.
- C. Employees are required to notify their supervisor of their status by directly contacting the supervisor by cell phone or contact number.
- D. Leave Usage: Employees are to be compensated during authorized absences in accordance with leave provisions.
- E. Determination of alternative compensation: Tribe's who have determined Administrative pay may require employees to complete duties at home (See Telecommuting Policy).
- F. Supervisors will maintain contact with employees as to the current situation with the Tribe.

