**COVID-19 Team Report to Tribal Council January 25, 2021**

* Recommend to stay with a 50% workforce, to be reviewed weekly.
* Every tribal building is different and some can provide more protection than others. To keep the workforce safe from the virus and to maintain services the following factors need to be considered. When we say 50%, it does not come down to numbers it is better defined as follows:   
    
  If a worker has a private office, and they receive clients or visitors they need to be able to maintain a 6 feet distance. If their office does not have sufficient space to maintain 6 feet distance then plexiglass are a form of a barrier is recommended for safety of worker and or client/visitor. They should report to work if their workspace is safe.   
    
  If a worker is in an open work space environment and cannot maintain 6 feet distance even with plexiglass then a flexible schedule or a reduction of 50% workforce within the workspace environment follows under this 50% rule. ECE has their own protocols.

If a person has received the vaccine and the booster, they need to report to work.

* Essential services is defined in the Warm Springs personal policy manual however due to COVID-19, General Managers, Directors, other Managers and Supervisors within each Department will be defined as essential services. The Health and Human Services Branch is an essential branch. Services for the community need to be offered on a continued basis. Phones need to be answered and returned calls within one business day.

Others who need to report to work is to be determine by GM’s and Directors. Flexible scheduling is recommended to reduce number of those in buildings and it is managers and supervisor roles to provide a protective work environment. Those who use tribal vehicles as part of their job and have passengers need to wear masks at all time.

* All entering any tribal building needs to have their temperature taken, a daily log of all who has entered the building needs to be kept daily. The log needs to be kept on file in case there is an exposure in your building so contact tracers can access the logs.
* If any Tribal employee is planning to travel out of state they need to notify their supervisor, supervisor than needs to inform their General Manager/Director.   
    
  If they have no symptoms when they return, they can report to work but will be required to take a COVID-19 test within 4 days upon their return with documentation that they are negative. This includes those already vaccinated.