



Mille Lacs Early Education
COVID-19 Preparedness Plan
Phase I August 1 -December 31, 2020

A supplement to the 2020-2021 MLEE Employee and Parent Handbooks

Mille Lacs Early Education [MLEE] is committed to providing a safe and healthy workplace for all staff and safe and healthy learning spaces for all students. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Management and staff are responsible for implementing these procedures and policies. Our goal is to mitigate the potential for transmission of COVID-19 in our schools, and that requires full cooperation among staff, management and the families we serve. Only through this cooperative effort, can we establish and maintain the safety and health of everyone involved with MLEE.

Management and staff are responsible for implementing and complying with all aspects of these Preparedness Plan. **It is important to note that during the COVID-19 pandemic, information in this COVID-19 Preparedness Plan overrides existing policies and procedures that are in place (if discussed in this plan). All other policy statements are still valid and must be followed.**

We are serious about health and safety, and keeping our staff working at Mille Lacs Early Education. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process through conversations with the Commissioner of Education, Human Resources, Director, District Coordinators, Education Specialists, Family Support Specialists and other staff. Our Procedures and Policies follow the Centers for Disease Control and Prevention (CDC), the Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and addresses:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Housekeeping – cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to managers and staff; and
- Management and supervision necessary to ensure effective implementation of the plan.

MILLE LACS BAND OF OJIBWE HUMAN RESOURCES COVID-19 TRAINING FOR STAFF “OUR COMMITMENT TO HEALTH, SAFETY AND SANITATION: RETURNING EMPLOYEES TO WORK”

Current MLEE Staff and returning to work staff are required to complete the Human Resources Department training. Attendance is tracked through the MLEE Professional Development Coordinator and MLB HR. See Appendix A for the training information.

THE BEST WAY TO PROTECT YOURSELF AGAINST COVID-19

Staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19 through the Mille Lacs Band of Ojibwe Human Resources and MLEE trainings. The best way to protect yourself from COVID-19 is to:

- Wash your hands frequently with warm soapy water for at least 20 seconds;
- Stay home when you are sick;
- Cover your cough;
- Avoid close contact (social distancing) – stay at least 6 feet from other people, do not gather in groups;
- Cover your mouth and nose with a cloth face cover when around others; and,
- Clean and disinfect frequently touched objects and surfaces.

PRECAUTIONARY MEASURES

Volunteers and visitors will be limited at all MLEE Facilities.

All adult visitors will be required to sanitize hands, wear gloves, wear masks, get their temperature checked and answer screening questions before entering the building.

Staff must wear masks. Masks are available at the MLEE facility entrances for staff and visitors. Children ages 2 and older are required to wear masks.

A clean mask must be worn each day.

Staff will be encouraged to wear their hair up and off their face and neck. Children will be encouraged to have their hair up as well.

Staff can bring personal belongings into the centers, but we ask that staff keep it to a minimum and separate from other employee items.

RESPIRATORY ETIQUETTE: COVER YOUR COUGH OR SNEEZE

Staff and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash/sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff, students and visitors.

SOCIAL DISTANCING

Social distancing is being implemented in the MLEE facilities through the following engineering and administrative controls:

- When at all possible, staff should try to maintain six feet of distance.
- Staff will be provided with appropriate protective equipment supplies, which include masks, gloves, and disinfectant.
- Visitors will be limited to those providing essential services.
- Staff are prohibited from gathering in groups and confined areas (break rooms, etc.).
- Meetings and events that require close contact will most likely be suspended or held virtually whenever possible.
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IF CHILDREN ARE SICK

If children are sick, they should stay home, except to get medical care.

- Separate yourself from other people.
- Monitor your symptoms.
- Call ahead before visiting the doctor.
- Wear a cloth covering over your nose and mouth.
- Cover your coughs and sneezes.
- Clean your hands often.

- Avoid sharing personal household items.
- Clean all “high-touch” surfaces every day.
- If it has been confirmed that a staff member has laboratory-confirmed COVID-19, staff must contact HR to discuss next steps.

If a child becomes sick during the day, the child should be kept in a space away from other children and staff while under the watch of one staff person that is 6 feet away, while waiting for parents/guardians to pick the child up.

Any child sent home should be encouraged to contact their health care provider for further guidance and follow the Mille Lacs Band of Ojibwe COVID-19 Protocols.

If a child is diagnosed with COVID-19, District Coordinators must notify the MLEE Director and HR. MLEE Staff will follow the Mille Lacs Band of Ojibwe COVID-19 Protocols.

SCREENER PROCEDURES

Mille Lacs Early Education has designated the District Coordinators, School Nurse and one assigned teaching staff from each classroom to be the screeners.

The screeners will be the first at the center each day.

The screeners will screen each other, then screen staff, children and visitors as they enter the building (if they have not been screened before loading the bus).

Upon arrival, wash/sanitize hands and put on a facemask, and a single pair of disposable gloves, gather needed forms, binder's/ clip boards, pens. Have hand sanitizer, masks and trashcan nearby.

Screener 1 (District Coordinators and/or School Nurse) will ask the employee or visitor the screening questions and observe the child. Screener 1 will document the information on the appropriate screening forms. If the screening is a failed screening, meaning that the temperature is 100.4 or above or they answer yes to any of the questions, that person will be asked to return home. Follow the COVID Notification Flow Chart (Attachment B), which outlines what to do if there is a failed screening, a refusal to screen, or if an employee has or is in close contact with COVID.

Screener 2 (assigned teaching staff from each classroom) will stand to the side as far from the person being screened as possible. The screener will not be face to face with the person being screened. The screener will stand with their right shoulder to the persons left shoulder an arms distance between. The person's temperature will be taken using non-contact thermometers. Clean thermometer with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each person. You can reuse the same wipe as long as it remains wet and does not become contaminated if the thermometer happens to touch the person being tested. Relay temperature reading to screener one to document.

Screener 2 will remove gloves and wash hands along with the child at the wash station before delivering the child to their classroom.

Prepare for the next person.

Health staff will retain all forms, as the forms are considered confidential, and are a medical file. Access is on a need to know basis. Forms will be kept locked in the health office.

SCREENING PRIOR TO LOADING THE BUS

The following policies and procedures are being implemented prior to loading the bus to assess staff and children's' health status prior to entering the center:

- Bus Monitors will be the screeners for children entering the bus.
- Prior to picking up children at the first pick-up point, Bus Monitors will screen each other, as well as the Bus Driver. All items used to complete the COVID-19 screening process will need to be secured while the bus is in motion. Bus Monitors will wash their hands using hand sanitizer.

- All Bus Drivers, Bus Monitors, and Second Checkers will be required to wear a face mask and use gloves. Bus Drivers will be required to wear a long-sleeve, button-down, loose fitting shirt as well as a facemask. Bus Monitors and Second Checkers will be required to wear a clean smock each day. All items (smocks/jackets) will need to be removed, prior to working in another position, with a different group of children, at the center.
- A clean covering should be worn each day. At the end of the day, staff can wear the same covering they used during the AM route if they are working on the same bus/with the same group of children. All coverings need to be laundered after use each day.
- Children and families must maintain a social distance of six feet when waiting to be screened.
- Child Screenings include:
 - A temperature check – temperature should be below 100.4°. If non-contact thermometers are used, they must be cleaned with an alcohol wipe between each person. Screeners may re-use the same wipe as long as it remains wet.
 - A visual assessment of the child for signs of illness which could include:
 - Flushed cheeks;
 - Rapid breathing or difficulty breathing (without recent physical activity);
 - Fatigue; and/or
 - Extreme Fussiness.
 - A parent interview:
 - In the past 10 days, including today, have you had symptoms of acute respiratory illness (e.g., acute cough, shortness of breath, sore throat)?
 - Including today, have you had a fever > 100° F or symptoms of a fever such as chills, muscle aches, and/or weakness?
 - Have you been in close contact (household or intimate) with an individual with undiagnosed fever and/or acute respiratory symptoms (cough, shortness of breath) in the past 14 days?
 - Have you had close contact with an individual diagnosed (lab or clinical) with COVID-19 in the past 14 days?
 - Have you or anyone close to you had a headache, sore throat, or new loss of taste or smell?
 - If the temperature is below 100.4° AND the assessment shows no signs of illness, the child can enter the bus after they have sanitized their hands.
 - If the assessment shows signs of illness OR the temperature is above 100.4°, the child WILL NOT BE ALLOWED to enter the bus and will be returned to the parent/guardian.
- If there is a failed screening, that person (employee or child) will not be allowed to enter the bus. If the person who failed the screening is the Bus Driver or the Bus Monitor, you must immediately call the District Coordinators or Director to inform him/her so that next steps can be determined.
- Screener will remove gloves once they have completed screening everyone that lives in the same household. The screener will use hand sanitizer between screening groups of children who live in separate households.
- All completed screening forms should be given to the Health Staff upon arriving at the center.
- Children that ride the bus will wash their hands upon arrival at the center.
- **Bus Passenger Attendance List**
 - The Bus Driver or Bus Monitor will be required to complete the Bus Passenger Attendance List. In an effort to prevent cross-contamination with writing utensils, instead of parents initialing when they drop-off and pick-up their child, the Bus Driver/Monitor will be completing that step.
- **Social Distancing on the Bus**
 - You will need to inform parents to stay six feet away from other people not within their household at the pick-up/drop-off points.
 - When assigning seats on the bus, the children should be seated by classroom whenever possible. In all situations where it is possible, allow ample spacing (about six feet or two bus seat lengths) between classrooms on the bus.
 - When loading children at pick-up points, load the children by classroom, being intentional to avoid direct contact with other children (from different classrooms) who are already seated on the bus.

- When unloading children at the center, unload by classroom, starting with the classroom that is at the front of the bus and work towards the back.
- When loading children onto the bus at the center, load classrooms that are seated at the back of the bus first and work towards the front.
- When unloading children at drop-off points, unload children by classroom, being intentional to avoid direct contact with other children (from different classrooms) who are seated on the bus.

SCREENING AT THE CENTER

The following policies and procedures are being implemented at the center to assess staff, children, and visitors' health status prior to entering the center:

- District Coordinators can determine staggered arrival times for other center staff, ensuring that staff arrive and are screened, while maintaining social distancing, before children arrive.
- Management Staff may be asked to assist in any aspect of COVID-19 Screenings.
- All staff, children, and visitors may be assigned to different building entrances. Screening must occur at the assigned building entrance. Staff, children, and visitors must maintain a social distance of six feet when waiting to be screened.
- Screeners must wear gloves.
- If families are dropping off their children at a different time than the established start time, they must call the office before arriving so that screening can take place.
- Child Screenings include:
 - A temperature check – temperature should be below 100.4°. If non-contact thermometers are used, they must be cleaned with an alcohol wipe between each person. Screeners may re-use the same wipe as long as it remains wet.
 - A visual assessment of the child for signs of illness which could include:
 - Flushed cheeks;
 - Rapid breathing or difficulty breathing (without recent physical activity);
 - Fatigue; and/or
 - Extreme Fussiness.
 - If the temperature is below 100.4° AND the assessment shows no signs of illness, the child can enter the program space. The child must proceed to wash their hands before having any contact with other children or staff. Younger children may need additional support from staff to use good handwashing techniques. If soap, water and sink are not available in the immediate location, hand sanitizer may be used then followed by immediate handwashing.
 - If the assessment shows signs of illness OR the temperature is above 100.4°, the child WILL NOT BE ALLOWED to enter the program space.
- Adult Screenings include:
 - A temperature check – temperature should be below 100.4°. If non-contact thermometers are used, they must be cleaned with an alcohol wipe between each person. Screeners may re-use the same wipe as long as it remains wet.
 - An interview asking the following questions:
 - In the past 10 days, including today, have you had symptoms of acute respiratory illness (e.g., acute cough, shortness of breath, sore throat)?
 - Including today, have you had a fever > 100° F or symptoms of a fever such as chills, muscle aches, and/or weakness?
 - Have you been in close contact (household or intimate) with an individual with undiagnosed fever and/or acute respiratory symptoms (cough, shortness of breath) in the past 14 days?
 - Have you had close contact with an individual diagnosed (lab or clinical) with COVID-19 in the past 14 days?
 - Have you or anyone close to you had a headache, sore throat, or new loss of taste or smell?

- If the temperature is below 100.4° AND the answer to all questions is “No”, the staff/visitor can enter the program space. The staff/visitor must proceed to wash their hands before having any contact with children or other staff.
- If the answer to any of the questions are “Yes” OR the temperature is above 100.4°, the staff/visitor WILL NOT BE ALLOWED to enter the program space and will be asked to return home.
- If any symptoms are noted during the screening, the staff, child or visitor is excluded in accordance with the MDH COVID-19 guidelines for 10 days or 3 days with no fever.
- Screenings must be documented on the COVID-19 Temp Logs for staff, children and visitors, being as confidential as possible.
- Staff will be screened one time per day.

FAMILY SCREENING AND HOME VISITS

During Phase I, no home visits will be conducted in the home. Options include phone, virtual, packets sent home, or face-to-face contact - can be done at the centers, outside the home (e.g. back yard), or outside in a community space.

Socializations will take place virtually during the pandemic if possible.

All other required home visits and/or conferences for center-based families will be conducted virtually or by phone.

EMPLOYEES EXHIBITING SIGNS AND SYMPTOMS OF COVID-19

Supervisors must involve HR for any employee absence from work due to any COVID-19 related situation (i.e. employee experiencing COVID-19 symptoms, member of employee’s household experiencing symptoms, or employee not able to come to work due to no child care/school for their children).

MLEE has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. MLEE will follow the COVID-19 Protocols as implemented by the MLB HR Department, found in Appendix A.

Accommodations for workers with underlying medical conditions, or who have household members with underlying health conditions will be directed to contact the MLB HR Department for details.

If a staff member becomes sick during the day, the staff member should be sent home immediately. HR must be contacted if someone is sent home and the protocols set forth by the MLB HR Department will be followed.

If a staff member is diagnosed with COVID-19, the Director must notify HR and follow the guidance provided in Appendix A.

Staff should not return to work until the criteria to discontinue home isolation have been met, in consultation with your healthcare provider, local public health officials and/or MLB HR.

MLEE will follow CDC, MDH, and public health guidance to inform staff if they have been exposed to a person with COVID-19 at their workplace and will issue corresponding appropriate guidance on the required amount of time to be isolated or quarantined.

HANDWASHING

Basic infection prevention measures are being implemented at our workplaces at all times. Staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash/sanitize their hands prior to or immediately upon entering any MLEE facility.

Transportation staff will use hand sanitizer to wash their hands.

TOOTHBRUSHING

Until further notice, there will be no toothbrushing at the MLEE Facilities by staff and children. Parents should be encouraged to brush their children's teeth before coming to the center and before they go to bed in the evening.

NAPS & REST

During naptime, cots will be distanced as space allows. Whenever possible, cots will be placed 6 feet apart, on all sides, with children laying head to toe. If classroom space does not allow cots to be placed 6 feet apart on all sides, staff will distance cots as much as possible, with children laying head to toe. Bedding will be washed daily. Children will not be required to wear face masks during naps and rest time.

FAMILY STYLE EATING

We will not be implementing family style dining. Staff will dish up each component of the meal using gloved hands. Children will not be able to touch serving utensils. If possible, children should be spaced further apart from each other at tables.

REENROLLMENT

Family Support Specialists will assess with each family what will work best for them. Options include phone, virtual, or face-to-face contact - can be done outside the MLEE Facilities), or outside in a community space.

REGISTRATION

The registration process will be modified to support the health and safety of families and staff. Families must be scheduled for registration by appointment only.

For Education:

- Education staff will put together packets for centers to send home prior to the family coming to the center.
- When the family comes to the center, education staff will obtain any signatures needed on permission forms and collect ASQ:SE screening forms.

For Family Services:

- The following will be completed over the phone prior to the family coming to the center:
 - Family Services Information
 - Court Orders
 - Families as Learners
 - Family Strengths
 - Parent Interest Survey
 - Special Skills
 - Appropriate information on the CACFP Form
- When the family comes to the center, the Family Support Specialists will:
 - Go over the Data Privacy Form.
 - Discuss and give out the Parent Handbook, bus schedule, nutrition packet, Policy Council brochure, important numbers, etc.
 - Finish the completion of the CACFP Form and obtain parent signature
 - Collect any signatures needed.

For Health:

- Health staff will put together packets for centers to send home prior to the family coming to the center.
- When the family comes to the center, health staff will complete signatures and go over the remaining health information.

For Nutrition:

- The nutrition forms with nutrition information regarding the Child and Adult Care Food Program/Summer Food Service Program will be given to parents by FSP's.
- When the family comes to the center, the Child Enrollment Form will be completed and the child's height and weight will be obtained.

PRESCHOOL (AND INFANT/TODDLER WHERE APPROPRIATE) CLASSROOM GUIDANCE

Each classroom will not exceed 10 students and 3 teaching staff.

- **Arrival/Departure:** Staff will limit wait time for handwashing and bathrooms. Staff will take small groups of children to bathrooms and keep children distanced at cubbies, tables, or other areas that are utilized while waiting for all children to arrive and/or depart.
- **Choice Time:** All interest areas will only allow a limited number of children in the area at one time. Interest areas will be labeled with the number of children allowed, and children will use nametags to identify the area in which they are choosing to play. Staff will monitor children's movement between the areas, and between each side of the classroom.
- **Water/Sand Tables and Outdoor Sandboxes** will not be used.
- **Playdough/Kinetic Sand:** If these materials are used, each child will have their own container, labeled with their name, and used only in small group lesson so staff can ensure children are using only their designated materials.
- **Art Materials:** All art materials will be stored in individual containers for each child, labeled with their name, and put away immediately after use.
- **Dramatic Play:** Only washable items will be made available on a limited basis. No dress up clothing will be available during Phase 1.
- **Large Groups/Circle Time and Group Read Aloud:** Activities and lessons previously occurring during large group time will instead occur in small groups or individually during Choice Time and/or a scheduled Small Group Time. Staff will keep children distanced as much as possible during small group activities.

CLEANING & DISINFECTING

Regular cleaning and disinfecting practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, buses, playgrounds, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc. Staff who perform cleaning will be trained. District Coordinators will identify which staff will perform different cleaning functions.

If an ill person is in our facility a stronger bleach solution will be used. A mixture of 5 tablespoons (1/3 cup) of bleach per gallon of water OR 4 teaspoons of bleach per quart of water may be used. Staff will make only enough diluted bleach solution that can be used within a 24-hour period. After that, the solution may not be effective. Alcohol solutions with at least 70% alcohol can also be used for cleaning.

CLEANING & DISINFECTING OUTDOOR PLAY EQUIPMENT

Outdoor play equipment that is touched must be cleaned and disinfected between groups of children. Outdoor play equipment that cannot properly be cleaned and disinfected will not be utilized.

- **Cleaning:** When surfaces are dirty, they will be cleaned, using a soap or detergent and water solution, prior to disinfection. Outdoor play equipment should be sprayed with soapy water and then wiped down.
- **Disinfecting:** After cleaning, spray outdoor play equipment with Bleach Solution #1, ensuring a contact time of at least 2 minutes. Staff must wear goggles while spraying the equipment. Ensure the outdoor play equipment is dry before allowing it to be utilized.

Outdoor play ground use will be limited to allow for equipment cleaning. The classroom that has use of the playground for the assigned day will be required to clean and disinfect the equipment used using the proper bleach solution.

PROCEDURES FOR CLEANING BUSES

The bus must be cleaned and disinfected each day that it is used. Ventilation of the bus while cleaning and disinfecting is essential; open the doors and some windows.

- **Cleaning:** Exposed, high-touch surfaces (bus seats, railing, windows, steering wheel, etc.) on the bus should be sprayed with soapy water and then wiped down. Remove all trash from the bus. Sweep and wet-mop the bus floor.
- **Disinfecting:** After cleaning, spray exposed, high-touch surfaces (bus seats, railing, windows, steering wheel, etc.) on the bus with Bleach Solution #1, ensuring a contact time of at least 2 minutes. Ensure that all areas are dry before ever loading children onto the bus. Staff must wear goggles while spraying the bleach solution.

COMMUNICATIONS AND TRAINING

Training for all MLEE staff will be provided as soon as employees are called back to work. Training will include COVID-19 Mandatory Training by the MLB HR Department as well as the MLEE COVID-19 Preparedness Plan and other safety precautions. Additional communication and training will be ongoing as the need arises.

This Preparedness Plan has been certified by Mille Lacs Early Education management and will be posted in each MLEE Facility. The plan will be updated as necessary.

Parent Communication

Messages will be posted via Mille Lacs Early Education Facebook Page. A Welcome Back to School Packet including handouts of the information will be provided to parents via email/US mail service or in person to ensure all receive the same information.

This Preparedness Plan is certified by:

Amy M. Wyant

Mille Lacs Early Education Director

Consultation and Research for this Plan was conducted by the following employees:

Berd Przybilla, Kathy Robertson, Knute Peterson, Tricia Thomas, Vicky Houle

MLEE School Planning Committee



Mille Lacs Early Education



APPENDIX A

COVID How to Protect Yourself & Others

Our Commitment to Health, Safety, & Sanitation

Topics we will cover:

COVID-19

How to Fill Out Timesheets

Screenings: Temperature & Wellness Checks for Employees & Clients

MLBO What to do if you are sick?

MLBO Cleaning & Sanitizing Practices

MLBO Department Specific Cleaning, Sanitizing, & Safety Practices

Transportation or Band Owned Vehicles

Personal Protective Equipment (PPE)

Employee Assistance Program (EAP)



MLBO Cleaning & Sanitizing Practices

Everyday Steps

How to Clean and Disinfect



Clean surfaces using soap and water, then use disinfectant.

- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs and viruses** on surfaces.
- Practice routine cleaning and disinfection of frequently touched surfaces.
- More frequent cleaning and disinfection may be required based on use.
- Surfaces and objects in public places.

High Touch Surfaces Include:

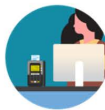
Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

How to Disinfect

- Recommended use of EPA-registered household disinfectant. Follow the instructions on the label to ensure safe and effective use of the product and proper ventilation.
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.



How to Clean and Disinfect Electronics



For electronics, such as keyboards, a (comp) mouse, computers, tablets, touch screens, remote controls, and time clocks.

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting, as well.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Wash your hands often with soap and water for 20 seconds.

- Always wash immediately after cleaning and sanitizing.
- **Hand Sanitizer:** If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- **Additional key times to wash hands** include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.





Wash your hands often with soap and water for at least **20 seconds**.



Avoid close contact with people who are sick.



Clean and disinfect frequently touched objects and surfaces.

MLBO How to Protect Yourself & Others

Everyday Steps

Know How It Spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Wash Your Hands Often

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains greater than 60% ethanol or 70% isopropanol. Cover all surfaces of your hands and rub the together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Gloves

- **Commissioner's Order 20-01 requires government personnel to wear gloves when entering Band Member residences to provide public service. The order goes into effect immediately and expires on August 31, 2020.**

Avoid Close Contact & Practice Social Distancing

- Avoid close contact and put distance between yourself and other people.
- Remember that some people without symptoms may be able to spread virus.
- Keeping your distance from others is especially important for people who are at a higher risk of getting sick.
- Stay home if you are sick.

Cover Your Mouth and Nose with a Cloth Face Cover When Around Others

- **Commissioner's Order 20-01 requires individuals to wear masks or cloth face coverings in MLBO government facilities, and Band-owned businesses. The order goes into effect immediately and expires on August 31, 2020.**
- You could spread COVID-19 to others if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. **The cloth face cover is not a substitute for social distancing.**

Cover Coughs and Sneezes

- If you are in a private setting and do not have your cloth face covering, remember to always cover you mouth and nose with a tissue when you cough and sneeze or use the inside of your elbow.
- Throw away used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer that contains at least 60% alcohol. If unable to wash hands, use hand sanitizer.

Clean and Disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
 - **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- Then, use household disinfectant. Most common EPA-registered household disinfectants will work.



Cover your mouth and nose with a tissue when coughing or sneezing.



Avoid touching your eyes, nose, and mouth.



Stay home when you are sick.



SAFE SCHEDULING

Social Distancing

Telework

Flexible Department Hours/Staggered Shifts/Access to Buildings

Building Rush Hour Times?



Band Owned Vehicles



Daily cleaning of steering wheel, keys, shift levers, door handles, any other hard surfaces, and any commonly touched vehicle areas.

Cleaned after every separate instance of driving with a client or staff person.


Garbage will be taken out daily by whomever uses the vehicle.

Gloves & Masks should be worn while cleaning the vehicle.

All must use hand sanitizer prior to entering the vehicle. Masks must be worn at all times when there is more than one person in the vehicle.



CDC Guidance for Exposure

Person	Exposure to	Recommended Precautions for the Public
<ul style="list-style-type: none"> Individual who has had close contact (< 6 feet)** for ≥15 minutes*** 	<ul style="list-style-type: none"> Person with COVID-19 who has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation; can be laboratory-confirmed or a clinically compatible illness) Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation). <p>Note: This is irrespective of whether the person with COVID-19 or the contact was wearing a cloth face covering or whether the contact was wearing respiratory personal protective equipment (PPE)</p>	<ul style="list-style-type: none"> Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times Self-monitor for symptoms <ul style="list-style-type: none"> Check temperature twice a day Watch for fever*, cough, or shortness of breath, or other symptoms of COVID-19 Avoid contact with people at higher risk for severe illness from COVID-19 Follow CDC guidance if symptoms develop



CDC Guidance for Exposure

6-15-48 Rule



With the patient
while they were
infectious.



Within 6 feet
of the patient.



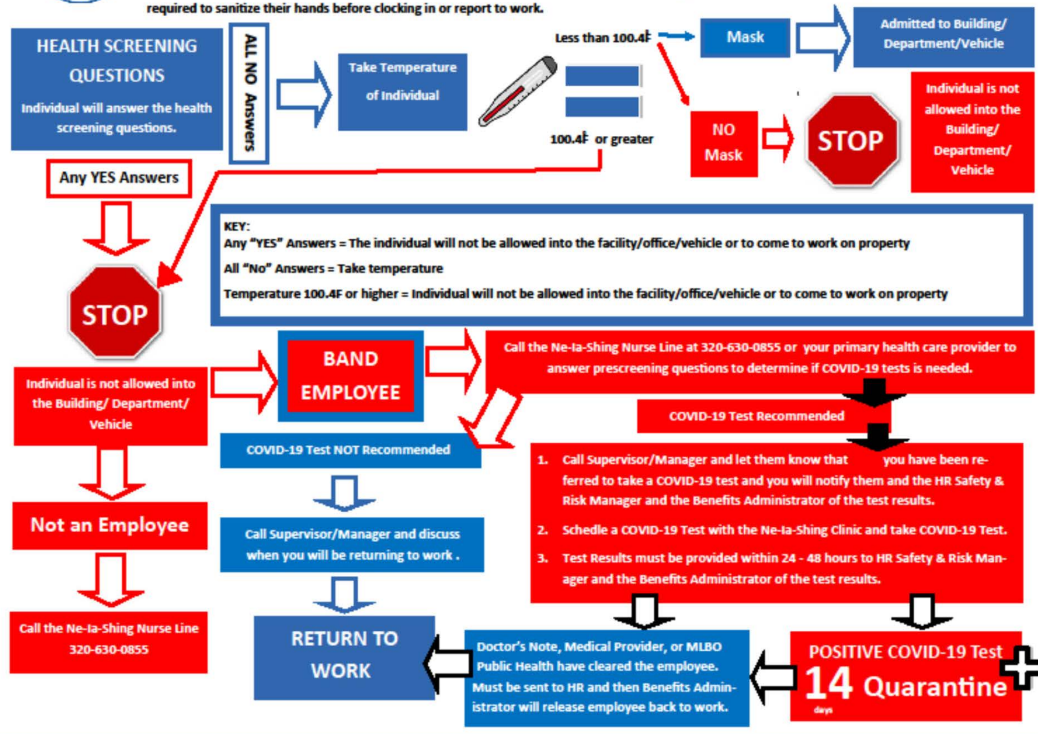
For more than
15 minutes.





COVID-19 Flow Chart

Upon arrival, each Employee, Band Member, Client, and Visitor will answer Health Screening Questions and have their Temperature Checked and are required to sanitize their hands before clocking in or report to work.



Employee Call-ins

- **Employees must contact their immediate supervisor prior to coming to the facility** if they have a fever, cough, or other signs and symptoms of illness while at home and/or notify the supervisor if an onset of symptoms arise while at work.
 - Contact by phone, text, or email or the supervisor's/manager's preferred form of communication.
- If any of those symptoms are COVID-19 related, the Supervisor/Manager will ask the Health Screening Questions, additional questions if necessary, and obtain the Employee's contact information.
- When Employees are utilizing non-COVID related Sick Leave, Employees and Mgrs must have constant communication. For example, a Mgr. must remind an Employee on the 2nd consecutive day of sick leave, that if the Employee is out sick for 3 consecutive days, per MLBO Sick Leave Policy a signed doctor's note is needed to return to work.




Sick Leave Policy Reminder

3 Days - doctors note return (must be signed)

5 Days - workability report (must be signed)

Employee Call-ins

This information will only be shared with your supervisor, the HR Safety & Risk Manager and/or the HR Benefits Administrator, and MLBO Public Health.

 **COVID-19 HEALTH SCREENING QUESTIONNAIRE FOR EMPLOYEES**


This will be updated as the Centers for Disease Control (CDC), MN Department of Health (MDH), Indian Health Services (IHS), and MLBO Health & Human Services information on COVID-19 continues to change.

Your health and well-being are of the utmost importance and we are taking measures to keep the facility/office/vehicle a safe environment for employees as well as the individuals under our charge and the public. Therefore, anyone coming into the facility/office/vehicle will be screened and part of our screening process will include taking their temperature and asking the following questions.

1. Within the last 14-days, have you been in close contact* within an individual who has tested positive for or been diagnosed with COVID-19, or exposed to their cough or sneeze, or have you tested positive for or been diagnosed with COVID-19? * (Note: Close Contact is defined as within 6 feet for more than 10 consecutive minutes.)
☐ YES
☐ NO
2. Within the last 14-days, have you had the following symptoms: a temperature at or above 100.4°F, fever, chills, repeated shaking with chills, muscle pain, cough, headache sore throat, gastrointestinal symptoms, new loss of taste or smell?
☐ YES
☐ NO
3. Within the last 14 days, have you been in any of the locations that are considered hot spots?
☐ YES
☐ NO

Any "YES" Answers = The individual will not be allowed into the facility/office/vehicle or to come to work on property
All "No" Answers = Take temperature
Temperature 100.4°F or higher = The individual will not be allowed into the facility/office/vehicle or to come to work on property

Mille Lacs Band of Ojibwe 1 June 2020

 **COVID-19 HEALTH SCREENING QUESTIONNAIRE FOR SUPERVISORS/MANAGERS**

EMPLOYEE NAME: _____ PHONE NUMBER: _____ DATE: _____
SUPERVISOR: _____ EXTENSION: _____

1. For infection control reasons can you tell me what your symptoms are?
 - If employee states, they do not have COVID symptoms or do not claim contact with a COVID positive this is a normal sick day. STOP (You don't need to complete this form.)
 - If employee states, they have COVID symptoms. Instruct them to call the Ne-Ja-Shing Nurse hotline at 320-630-0855 or call their primary care provider.
 - If employee states, they have had contact with a COVID positive list symptoms below and go to #2.
2. Can you please share with me the name and number of the person that called to let you know you were in contact with a positive individual? (Please select one below.)
NAME: _____ PHONE NUMBER: _____
 - ☐ Positive Individual
 - ☐ Public Health: (county) _____ or ☐ MLBO Public Health
 - ☐ Hospital:
 - ☐ Minnesota Department of Health
 - ☐ Clinic: _____
3. When were you notified?
4. How long were you with the positive case?
5. How close were you to the positive case?
6. Were you indoors or outdoors?
7. Were you wearing a mask?
8. Did you wash your hands?
9. Were you practicing social distancing?

Please forward this form to the HR Safety & Risk Manager at nicole.sawyer@millelacsband.com, the HR Benefits Administrator at mara.lopez@millelacsband.com and to Public Health at isa.nichols@mn.gov. isa.nichols@mn.gov will notify the Supervisor/Manager of next steps.

Mille Lacs Band of Ojibwe 1 June 2020

Employees with Signs & Symptoms of COVID

Employees must call the Ne-la-Shing Nurse Line at 320-630-0855 or their healthcare provider to answer prescreening questions and to determine if an employee is referred to take a COVID-19 Test.

If an Employee is referred to seek a COVID-19 Test:

Employees will not be allowed to return to work until they provide a doctor's note or have been cleared by medical professionals or MLBO Public Health to return to work, complete a necessary quarantine period (14 days) if directed by medical professionals, or symptoms subside within the CDC Guidelines.

Employees and their Supervisors must immediately notify the HR Safety & Risk Manager and the HR Benefits Administrator at (320) 532-7709, sharing that they were tested and the results of the test as well as a doctor's note or have been cleared by medical professionals or MLBO Public Health will be required for the Employee to return to work.



How can an employee be returned to work?

The HR Safety & Risk Manager and the HR Benefits Administrator will return an employee to work when:

1. Upon notification that an employee was not referred to seek a COVID-19 test.
2. Doctor's note or clearance of an employee by medical professionals or MLBO Public Health. **(All must be signed.)**

The HR Safety & Risk Manager and the HR Benefits Administrator in collaboration with MLBO Public Health will communicate with the Manager/Supervisor when an employee can return to work.

****If an Employee contacts you directly asking if they can return to work, please refer them back to the HR Safety & Risk Manager and HR Benefits Administrator to Officially Release the Employee and Return Them to Work.***

Leave for Employees

- All full-time employees earn Sick Leave and Annual Leave.
 - Use Sick Leave to cover time off due to illness.
 - When Employees are utilizing non-COVID related Sick Leave, Employees and Mgrs must have constant communication. For example, a Mgr. must remind an Employee on the 2nd consecutive day of sick leave, that if the Employee is out sick for 3 consecutive days, per MLBO Sick Leave Policy a signed doctor's note is needed to return to work.
 - If you are out of Sick Leave, then you may use Annual Leave to cover time off due to illness.
 - If you do not have any Sick or Annual Leave available, contact the HR Benefits Administrator and your supervisor.
 - Medical Leave is available to employees who have worked for the Mille Lacs Band of Ojibwe for 1 year.

Sick Leave Policy Reminder

3 Days - doctors note return (must be signed)

5 Days - workability report (must be signed)

*Employee can donate sick hours to another employee, subject to the MLBO Policies & Procedures Manual.



When do I fill out the Near Miss/Incident Investigation Report?

1. **ONLY** when there is a confirmed positive COVID-19.
2. Positive COVID-19 test cases will be submitted on the Near Miss/Incident Investigation Report submitted to the HR Safety & Risk Manager and to be shared additionally as necessary with the HR Benefits Administrator.
3. The Near Miss/Incident Investigation Report must always be filled out in its entirety.
4. Include:
 1. COVID-19 Positive Employee (noted in the Description of Injury Section)
 2. Date and Time
 3. Employee/Client/Band Member/Visitor Name
 4. Identification and Contact Information
 5. Answers to Health Questionnaire(s) and Temperature (if noted)
 1. Attach to Near Miss if it was not already sent to HR Safety & Risk Mgr, HR Benefits Administrator, and MLBO Public Health.
5. The HR Safety & Risk Manager and the HR Benefits Administrator will work with HHS Public Health and Departments to identify when positive COVID-19 cases arise.



Employee's Personal Travel

Employees going on personal travel must:

- Notify their immediate Supervisor/Manager before and after personal travel regarding when, where, and for how long.

Out of State Travel

Before Employees can return to work, Employees will have to:

1. Be symptom free for at **least 5 days** after their return from a trip.
 - a. Employees after returning from out of state Personal Travel **will be required to quarantine for 5 consecutive days** before they can return to work; Employees may use Annual Time or work from home if it is approved by their immediate Supervisor/Manager.
 - b. Prior to end of the 5 day consecutive quarantine, Supervisors will ask the Health Screening Questions:

Employee has no symptoms = Return to Work (after the 5 consecutive days of quarantine)

Employee has Developed Symptoms = Refer Employee to Call Ne-la-Shing Nurses Line or Their Primary Healthcare Provider
2. The Band may require a doctor's note before the employee can return to work.
3. Normal cross state commuting (i.e. from WI to MN) is excluded from this requirement.



Employee's Personal Travel

Employees going on personal travel must:

- Notify their immediate Supervisor/Manager before and after personal travel regarding when, where, and for how long.

Out of Country Travel

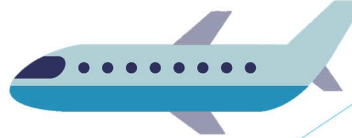
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 - a. Employees after returning from out of state Personal Travel **will be required to quarantine for 14 consecutive days** before they can return to work; Employees may use Annual Time or work from home if it is approved by their immediate Supervisor/Manager.
 - b. Prior to end of the 14 day consecutive quarantine, Supervisors will ask the Health Screening Questions:

Employee has no symptoms = Return to Work (after the 5 consecutive days of quarantine)

Employee has Developed Symptoms = Refer Employee to Call Ne-la-Shing Nurses Line or Their Primary Healthcare Provider

2. The Band may require a doctor's note before the employee can return to work.



MEDICAL INFO IS CONFIDENTIAL

Medical records and information is Confidential and gossip or starting false rumors about someone's health or medical history is a violation of Confidentiality, Business Ethics & Conduct, and the Harassment & Discrimination Policy (additional policies may apply) and may be subject to progressive discipline up to and including termination per the MLBO Policies & Procedures Manual.



Employee Cooperation During COVID-19

If an Employee fails to cooperate during the COVID-19 verification process at any time or failure to follow safety procedures, an employee may be subject to progressive discipline up to and including termination per the MLBO Policies & Procedures Manual.



How do Employees Fill Out Timesheets?

The following will be the Payroll Codes used for today and going forward, until notified otherwise:

- ▶ **Important Note:** *If an employee who is working chooses to take a day off for personal reasons - they need to use their own sick and or vacation accruals for this time.*
- ▶ **COVID Reg** - to be used for working at your normal “pre-COVID-19” place of work, other than home. Examples include: in the office, driving your route, mowing the grass, etc.
- ▶ **COVID Remote** - to be used for working offsite (home) when you used to work in the office prior to COVID-19. Examples include: at home, the cabin, auntie’s house, etc. If you previously worked from home/remote, then use this code as well.
- ▶ **COVID OT** - to be used for overtime hours actually worked, whether it is Reg or Remote.
- ▶ **Holiday** - for Band approved holidays not worked (furloughed employees and furloughed employees working limited hours do not receive Holiday pay)*.
- ▶ **Holiday +** - for Band approved holidays worked (furloughed employees and furloughed employees working limited hours do not receive Holiday+)*.
- ▶ **Regular** - to be used for employees who are furloughed but working limited hours.
- ▶ **Sick** - to be used for employees taking a personal sick day.
- ▶ **Vaca P** - to be used for employees taking a personal day.
- ▶ **COVID Sick** - This code should **NOT** be used, for the vast majority. It is used ONLY for grant paid positions where the grantor has specifically communicated they will pay an employee’s wages for staying home and not working. Early Education, is the only department that we are aware of that has a grantor who has communicated such.
- ▶ (*) Furloughed employees and Furloughed employees working limited hours do not get Holiday or Holiday+. Best efforts should be made to not have a furloughed employee work on a holiday.
- ▶ *These codes are being used so that we can track data. Please use correct codes when submitting your timesheets. Work with your Department’s Timekeeper and Supervisor to ensure accuracy.

Performance Evaluations

Performance Evaluations with an effective date of 10/1/2019 are on hold and status changes will be communicated, this includes all grant related positions.

Performance Evaluations for the 2020 FYE will still occur.

Supervisors and employees are strongly encouraged to discuss job performance and goals regularly on an informal basis.

