



From the Desk of the
TRIBAL MANAGER

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MEMO

TO: All Governmental Staff
FROM: Rebecca L. Oien, Tribal Manager
CC: Tribal Council, Human Resources
DATE: November 4, 2020
RE: Implement MI Safe Start Plan Phase 4 for Region 6

Dear GTB Government employees, the Michigan Department of Health and Human Services (MDHHS) has released Order No. 374 - October 29, 2020 related to the Covid-19 pandemic. MDHHS Order No. 374 addresses restricting the amount of people for indoor gatherings to help reduce the spread of Covid-19. Region 6 has seen an increase in Covid-19 cases in our area based on MDHHS and GTB Covid-19 data. GTB is implementing MI Safe Start Plan Phase 4 to help reduce the quick spread of the virus.

MI Safe Start Plan Phase 4 has staff working from home when possible effective November 3, 2020. Department Managers will be responsible for scheduling staff and send schedule to TMO weekly. At this time, we will not be furloughing or laying staff off.

MI Safe Start Plan Phase 4 along with the MDHHS Order No. 374 changes gathering restrictions.

We will continue to provide all services to our tribal membership as best as we can during this pandemic.

- Staff must be available to answer phone calls from tribal members and vendors.
- Update emergency contact list.

We will continue to maintain our safe measure practices:

- Continue to wear a mask properly over the mouth and nose,
- Social distancing of 6 feet from others,
- Wash and hand sanitize hands regularly,
- Avoid large gatherings, and
- Continue to get tested.

Please read the following orders and procedures below:

1. GTB Covid-19 Response Plan

2. MI Safe Start Plan
3. MDHHS order No. 374 – October 29, 2020
4. GTB Covid-19 Procedures
5. MDHHS – Epidemic Order Fact Sheet
6. MDHHS – Epidemic order Infographic
7. MDHHS – Emergency Order Gatherings and Mask Order
8. MDHHS Order Extension to Contain Spread of Covid-19

Keeping a Healthy Workplace starts at home. Pre-screen at home:

1. All Employees should take their temperature and evaluate their health prior to going to work each day. Should you have a fever over 100.4, cough, shortness of breath, sore throat, vomiting or diarrhea (does not include all symptoms). You will need to call your supervisor immediately, stay home and use PTO/Vacation, or take an unpaid day, contact your care provider to schedule an appointment for evaluation. You will also need to have a negative COVID-19 test prior to returning to the workplace.

Note: A medical provider's clinical evaluation is required for symptomatic employees to return to work. Employees may return to work when you are no longer considered infectious.

2. All employees working on-site shall complete a daily work-place screening upon entry at the workplace. Please see current daily work-place screening form for instructions.
3. Some of the symptoms of flu, cold, and COVID-19 are similar, making it difficult to differentiate based on symptoms alone. Thus:
 - a. The employee working on-site should stay at home if symptoms develop and notify their direct supervisor.
 - b. If employees working on-site become ill during the workday, they should promptly separate themselves from others, notify their direct supervisor, and go home.
4. Employees who do work on-site but must stay home due to illness should contact their medical provider for an evaluation before returning to work. A medical provider's clearance and a negative COVID-19 test shall be required to return to work.
5. Employees working on-site without new symptoms should be evaluated by their medical provider as some symptoms can occur in conditions other than COVID-19. A medical provider's clearance shall be required to return to work.
6. GTB reserves the right to send employees working on-site home in order to protect the work environment, not allow employees to report to work, or assign employees to work in another format.
7. GTB shall allow employees to return to work on-site only after the employee is no longer considered to be infectious, supported by current guidelines, documentation from their medical provider, and a negative COVID-19 test result.

Phase 4 guidelines for offices: (MI SAFE START Plan phases and GTB Procedures)

- Employees are encouraged to work from home when possible and/or staggered shifts.
- Encourage virtual vs. in-person meetings wherever possible and feasible.
- Ensure appropriate social distancing, proper cleaning and disinfecting, and the protection of workers and visitors.
- Close common areas where personnel are likely to congregate and interact or enforce moderate social distancing protocols.

- Strongly consider special accommodations for personnel who are members of an at-risk population. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents.
- Restrict non-essential visitors and volunteers.
- Install physical barriers, such as sneeze guards and partitions, and change layout of workspaces to ensure all individuals remain at least six feet apart.
- Restrict the number of employees in shared spaces, including offices, to maintain at least a six- foot distance between people.

Please send all questions and concerns to your supervisors.