



Quinault Indian Nation

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QUINAULT BUSINESS COMMITTEE

SIGN OFF SHEET

FOR
RESOLUTION NO. 21-285-99

Guy C. Capoeman, President

John Bryson Jr., 3RD Councilman



Fawn R. Sharp, Vice President



Noreen Underwood, 4TH Councilwoman



Larry Raiston, Treasurer

Dawneen DeLaCruz, 5TH Councilwoman




Latasha L. Underwood, Secretary

Clarinda Underwood, 6TH Councilwoman



Gina V. James, 1ST Councilwoman



Kristeen Mowitch, 7TH Councilwoman



Jim Sellers, 2ND Councilman

12/15/2021

Date Approved

Date Ratified



Quinault Indian Nation

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QUINAULT BUSINESS COMMITTEE RESOLUTION NO. 21 - 205 - 99

A RESOLUTION ADOPTING AN EMPLOYEE COVID-19 POLICY

WHEREAS, the Quinault Business Committee is the recognized governing body of the Quinault Indian Nation under the authority of the Quinault Indian Nation's Constitution adopted by the Quinault General Council on March 22nd, 1975; and

WHEREAS, the Quinault Indian Nation has inherent sovereign governmental powers to protect and promote the health, safety and general welfare of the people of the Quinault Nation; and

WHEREAS, under Article I, Section 2 of the Quinault Constitution, the Business Committee is empowered to provide for the general safety and welfare of all persons acting by the right of membership in the Quinault Nation or acting or residing within the jurisdiction of the Quinault Nation ("Quinault Community"); and

WHEREAS, Article V, Section 1 of the Constitution of the Quinault Indian Nation authorizes the Quinault Business Committee to establish Quinault Indian Nation policies; and

WHEREAS, per Resolution # 20-55-98, as duly adopted by the Business Committee on March 13, 2020, the Nation has declared a Public Health Emergency for the Quinault Reservation in response to the global outbreak of the Coronavirus epidemic ("COVID-19"); and

WHEREAS, in recognition of the significant health risks, epidemiological risks of spread and containment, critical nature of the success of the medical response, and importance of social distancing strategies, the Business Committee has instituted temporary stay-at-home orders to the public, temporary closures of certain government offices to the general public, temporary reductions to certain non-essential staff hours in the form of placement on standby status, temporary furloughs, or reduced hours, and interim policies regarding acceptable levels of building occupancy, telecommuting requirements, and workplace safety and health standards including but not limited to door temperature check stations, questionnaires and logs, office sanitization procedures, policies regarding wearing masks, maintaining six feet distancing, and reducing individual office occupancy to one, pre-employment and periodic testing requirements, travel restrictions, drop boxes and plastic or glass barriers, etc.; all with the intent and purpose of maximizing the health and safety of Quinault members, residents of the Quinault reservation, and the Quinault workforce, and mitigating the risk of the spread of COVID-19; and

WHEREAS, the Nation has, over the several months of the pandemic, successfully implemented numerous health and safety protocols, including leading the county in the development and implementation of both mobile and stationary Coronavirus testing protocols, accomplishing full adoption of the aforementioned workplace health and safety standards throughout the entirety of the organization, additionally implementing trace and contact investigation protocols, isolation, quarantine, and food delivery protocols, and vaccination protocols; and

WHEREAS, since March 2021, the delta variant has become dominant and there has continued to be an increase in the number of positive COVID-19 cases, as well as the number of persons in quarantine and isolation, on the Quinault Reservation; and

WHEREAS, in late November, 2021, the omicron variant of COVID-19 was identified in the United States and which shows signs that it may be worse than the delta variant; and

WHEREAS, the Incident Command Team has developed the attached Employee COVID-19 Policy and recommends that the Nation adopt the policy for all QIN employees; and

WHEREAS, the Business Committee finds that it is in the best interests of the Quinault Indian Nation to do so.

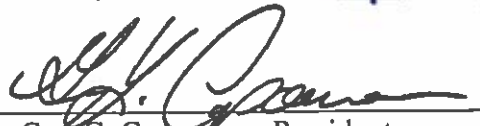
NOW, THEREFORE, BE IT RESOLVED that the Quinault Business Committee hereby adopts the attached QIN Employee COVID-19 Policy, and directs that the policy be implemented immediately.

BE IT FURTHER RESOLVED that, effective the date of this Resolution, all previous resolutions and/or policies that are inconsistent with the attached policy are superseded.

BE IT FURTHER RESOLVED that the Business Committee will continue to monitor the COVID-19 situation and will either rescind or modify this Resolution as needed.

CERTIFICATION

AS SECRETARY OF THE QUINAULT BUSINESS COMMITTEE, I HEREBY CERTIFY THAT THE FOREGOING RESOLUTION WAS DULY ENACTED BY THE QUINAULT BUSINESS COMMITTEE ON THE 15TH DAY OF DECEMBER 2021, BY A VOTE OF 7 FOR, 0 AGAINST, AND 0 ABSTAINING.


Guy C. Capogian, President
Quinault Indian Nation


Latosha Underwood, Secretary
Quinault Indian Nation

Employees & COVID

Policy Statement

The intent and goal of this policy is to prevent risks of the spread of COVID-19 and safeguard the Quinault Indian Nation (QIN) employees. This policy will help protect employees by preventing exposure to the people who have or may have COVID-19, which is and will remain highly contagious.

Authority

Under Article I, Section 2 of the Quinault Constitution, the Business Committee is empowered to provide for the general safety and welfare of all persons within its jurisdiction. Pursuant to that authority, the Business Committee declared a national public health emergency by Resolution #20-55-98, as duly adopted on March 13, 2020, through which the Incident Command Team was established and directed to coordinate a response to the COVID-19 pandemic.

Definitions

Antigen 'RAPID' Test	A rapid antigen test refers to a test used to track the COVID-19 virus. It directly detects the presence or absence of the COVID-19 antigen.
Close Contact	A close contact is a person who has been within about 6 feet of a person with confirmed novel coronavirus infection for fifteen minutes within a 24 hour period or has had direct contact with a person with confirmed novel coronavirus infection.
Community Guidance	The Community Guidance is a phased approach for the community to address gathering sizes, travel, and recreational activity based on the current phase adopted by the QIN Business Committee.
COVID-19	An infectious disease caused by a newly discovered coronavirus.
CP Leave	CP Leave or 'COVID Policy Leave' is a form of Paid Time off (PTO) that is awarded to eligible employees that is covered by the Quinault Indian Nation as an Employer.
Employees	Quinault Indian Nation Governmental employees.
Face Mask	CDC approved face covering that is used for the protection of self and others from the COVID-19 virus.
Government Approach	The Government Approach is a phased approach in regards to the reopening of governmental operations, modification of physical distancing measures, and training and travel allowances as it relates to QIN employees.
ICT	The Incident Command Team (ICT) are staff deemed responsible by the Quinault Business Committee to coordinate and implement the Nation's response to COVID-19.
Isolation	Isolation refers to the practice of keeping someone who tested positive for COVID-19 away from others.
Phased Approach	The reopening of governmental operations and modifying physical distancing measures as it relates to COVID-19. The Quinault Indian Nation has adopted two separate phased approaches: Government Approach and Community Guidance. Phased groups are recommended and adopted by QIN Business Committee based on current QIN COVID-19 situations and statistics.
QIN Community	Quinault tribal members, wherever they reside, and community residents of Taholah, Q-Village, Amanda Park, Queets, and all other areas within the Quinault Reservation.
Quarantine	Quarantine refers to the practice of separating individuals who have had close contact with someone with COVID-19 to determine whether they develop symptoms or test positive for the disease.
Surveillance Testing	As an extra precaution to help prevent the spread of COVID-19, the Quinault Business Committee has requested quarterly COVID-19 Surveillance Testing of all QIN Governmental Staff regardless of vaccinated status.

Symptomatic Person	Any person experiencing the novel COVID-19 symptoms described as fever and chills (fever is considered 100.4 degrees or higher), cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headaches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.
Test	For the purposes of this policy, test is defined as a polymerase chain reaction (PCR) test. PCR testing is a diagnostic testing method that determines if you are infected by analyzing a sample to see if it contains genetic material from the virus.
Travel	Travel is defined as any out of state travel.
Vaccination	FDA Approved COVID-19 Vaccinations: two-dose series and booster Pfizer-BioNTech or Moderna and single-dose and booster Johnson & Johnson's Janssen vaccines.

Policies

I. Phased Approach Guidance

QIN has developed a phased approach to help guide the Operations of QIN Employees and Community to reduce the spread and contraction of COVID-19 virus during the pandemic.

Government Operations

Activities	Phase 1	Phase 2	Phase 3	Phase 4
Public Building Access	By appointment only	Appointment's encouraged, follow building protocols for checking in	Follow building protocols	Buildings are fully open to public
Office Capacity	25% in-office capacity, rotate and stagger schedules where possible	50% in-office capacity, rotate and stagger schedules where possible	75% in-office capacity, rotate and stagger schedules where needed	100% in-office capacity
Shared work vehicles	Assigned teams for carpooling purposes	Assigned teams for carpooling purposes	Assigned teams are encouraged	No restrictions on carpooling
Health & Safety Protocols	Temp checks, masks, social distancing, hand washing are required	Temp checks, masks, social distancing, hand washing are required	Temp checks, masks, social distancing, hand washing are required	No restrictions
Events	Refer to the community guidance	Refer to the community guidance	Refer to the community guidance	Refer to the community guidance
Training & Travel	Limited to essential	Open, follow testing requirements upon return	Open, follow testing requirements upon return	Open

Community Guidance

Activities	Phase 1	Phase 2	Phase 3	Phase 4
Social and at home gatherings INDOOR	Maximum of 5 people from outside your household	Maximum of 10 people from outside your household	Maximum of 25 people from outside your household	No restrictions – if applicable follow guidelines of facility
Social and at home gatherings OUTDOOR	Maximum of 10 people	Maximum of 20 people	Maximum of 50 people	Resume no restrictions

Weddings and Funerals	No more than 10 people, immediate family only, outdoors or large area like gym, approve of further safety recommendations from ICT.	No more than 20 people, outdoors or large area like gym, approve of further safety recommendations from ICT.	No more than 50 people, approve of further safety recommendations from ICT.	No restrictions – follow guidelines of facility
Recreation INDOOR	Private activities for same household permitted.	25% capacity of the indoor space	50% capacity of the indoor space	No restrictions – follow guidelines of facility
Recreation OUTDOOR	Maximum of 10 people. Individual or same household low risk activities permitted -hunting, fishing, hiking, camping, biking, running, snow sports, etc. See policy for guided activities	Maximum of 20 people	Maximum of 50 people	No restrictions
Travel	Essential travel only.	Resume all travel.	Resume all travel.	Resume all travel.

I. Face masks

Masks

Wearing masks is required in public places on the Quinault Indian Reservation. The mask requirement applies to all citizens, employees and approved essential service providers and visitors while they are on the reservation. It is imperative that each employee wear a mask at all times when indoors or within 6 feet of others (unless in an office by yourself), this includes while traveling in a vehicle with others.

II. Vaccinations

Vaccination Verification

It is not a requirement to submit your vaccination card to HR, unless its required by resolution. If you would like to have your vaccine documented in your employee file please email a copy to vaccineinfo@quinault.org

Vaccination Requirements

Vaccinations in specific fields may be required as a directive of the Business Committee.

III. Testing

Unvaccinated Staff Requirements

Staff that do not have a vaccination record on file will be required to test on a weekly or bi-weekly basis. These tests must be a Polymerase Chain Reaction (PCR) testing method, not an Antigen test (RAPID).

Weekly PCR testing for unvaccinated employees include staff in the following fields:

- Early Learning, Education, Dental, Counselors, Health Care Providers, Child Welfare Workers, Chronic Disease Treatment Providers, COVID Response Team, Elder Program.
- All employees outside of these fields are required to test on a biweekly basis

The testing period for employee weekly or biweekly testing is the 7-day period of that week. Employees can utilize testing from QIN COVID Response Team (CRT) who works with Human Resources (HR) to submit testing verification. Other testing resources may be utilized but employee will need to provide test result verification to HR at rbryson@quinault.org with proof of that time period.

Unvaccinated staff are required to participate in quarterly surveillance testing.

Vaccinated Staff Requirements

Vaccinated staff are required to participate in quarterly surveillance testing.

Failure to Complete Testing Requirements

If an employee fails to complete their weekly, biweekly, or quarterly testing requirement(s), they will be asked to use annual or sick leave or take leave without pay until testing requirement is fulfilled.

After three failures to complete testing requirements, employee will be issued the first phase of employee disciplinary policy per HR Manuel. Further failure will result in subsequent disciplinary actions per HR Manuel.

Telecommuting

Employees who telecommute 100% of the time are exempt from the testing policy.

IV. Reporting Employee COVID Positive

Reporting Positive COVID Test

All QIN employees are required to report if they test positive for COVID. This includes at-home test, rapid antigen test and polymerase chain reaction (PCR) test. They must report this to their direct supervisor, Incident Command Team through the call center or Human Resources as soon as they receive the positive test result. This information will be kept confidential and provided to others only on a "need to know" basis. An employee reporting their own positive test result is not a HIPAA violation.

V. Symptomatic Employees

Sick Employees

Do not report to work if you are sick. If you come to work sick and/or get sick while at work, you will be asked to leave the jobsite and/or office. If you have the capacity to work from home you can work from home once approved by your supervisor.

Here are the COVID symptoms to be aware of:

- Fever and Chills (fever is considered 100.4 degrees or higher), Cough, Shortness of Breath or difficulty breathing, Fatigue, Muscle or body aches, Headaches, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, and Diarrhea

Leave Policy

Staff will be required to use sick/annual leave if they are sick unless approved to work from home by their Supervisor.

COVID Test to Return

Anyone showing symptoms is encouraged to test immediately. If an employee remains sick for 48 hours you need a negative PCR test to return to work. You will be required to utilize sick/annual leave during this time unless you test positive for COVID-19 in which case you will be provided COVID Pay Leave (CP) as described in this policy.

VI. Travel

Testing Requirements

Staff are required to complete a PCR test 3-5 days upon their return from travel. They are not required to quarantine during this time if they are asymptomatic.

Returning with symptoms

Approved: 12/15/2021

All staff who return with symptoms are required to complete a PCR test immediately and follow 'Symptomatic Employee' Section above. Must have a negative test to return to work in-office.

VII. COVID Policy (CP) Leave

Isolation & Quarantine Policy

Employee must follow all isolation and quarantine policies in order to be eligible for COVID Policy (CP) Leave. If isolation and quarantine policies are violated, all or partial CP will be forfeited, and the employee will be required to use their own sick or annual leave. If the employee does not have accrued leave, then the leave will be without pay.

Working Remotely

An employee may be directed to work from home, unless ill, by a Supervisor or ask for approval to work from home during official quarantine.

CP Qualifications

QIN will provide CP up to two times for employees who are identified for official quarantine.

- Employee must work with QIN ICT to verify official quarantine
- If employee has exhausted the limit of CP provided by QIN, the employee will be responsible to utilize their own accrued leave or take leave without pay

Additional CP

There are limited circumstances when an employee may receive CP more than twice, such as:

- Employee's official quarantine is a result of close contact within the QIN workplace
- Employee has children under the age of 18 who are identified for official quarantine and it is necessary to stay home with them for childcare purposes
- Employee is in isolation due to a positive test result.
- Employee has someone within the household who tested positive and is identified for household quarantine

Appendixes

1.1 Isolation & Quarantine Policy