



**AANJIBIMAADIZING**  
C H A N G I N G   L I V E S

# COVID-19 Preparedness Plan

Updated September 22, 2021

Staff or clients with questions regarding their health can contact  
the Nei Ia Shing clinic triage line at 320-630-0855

*This COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices and conditions to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to worker exposure to COVID-19. The plan should have the strong commitment of management and be developed and implemented with the participation of workers. The Minnesota Department of Labor and Industry, in consultation with MDH, has the authority to determine whether a plan is adequate.*

*Your COVID-19 Preparedness Plan must include and describe how your business will implement at a minimum the following:*

1. *infection prevention measures;*
2. *prompt identification and isolation of sick persons;*
3. *engineering and administrative controls for social distancing;*
4. *housekeeping, including cleaning, disinfecting and decontamination;*
5. *communications and training for managers and workers necessary to implement the plan; and*
6. *provision of management and supervision necessary to ensure effective ongoing implementation of the plan.*

*This document includes a sample COVID-19 Preparedness Plan that meets the criteria listed above. No business is required to use this model. If you choose to use this model, you must adapt it to fit the specific needs of your business.*

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*Miigwech for helping us keep our space safe for everyone!*

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# COVID-19 Preparedness Plan for Aanjibimaadizing

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Aanjibimaadizing is committed to providing a safe and healthy workplace for all our workers and clients. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. Aanjibimaadizing managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at Aanjibimaadizing. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by emailing our draft plan and asking for suggestions and comments. Aanjibimaadizing also worked with MLB Human Resources to review the plan. The management team reviewed all aspects of the plan. The plan is adaptable and may be changed at any time to increase worker safety. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and 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 workers; and management and supervision necessary to ensure effective implementation of the plan.

## Screening and policies for employees exhibiting signs and symptoms of COVID-19

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Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

1. Worker temperatures will be taken upon arrival at work.
2. Staff and clients will be required to answer the Mille Lacs Band of Ojibwe (MLBO) health screening questions.
3. Workers and clients will be requested to wash hands or use hand sanitizer upon entry to the building.
4. All staff and clients MUST wear a mask while in Mille Lacs Band facilities.
5. Staff and clients must sign into buildings.

Workers should contact their immediate supervisor if they, or a family member have a fever, cough, or other symptoms of illness while at home or at work. If workers have symptoms of illness they will be required to stay home or go home until symptoms resolve following clinic and MLBO Public Health guidance. Supervisors may be asked to complete the MLBO Supervisor Health Screening Form following guidelines from the MLBO Flow Chart for COVID. Workers able to work from home, may be offered that opportunity if feasible.

Aanjibimaadizing 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. All full-time staff earn sick leave and annual leave. They are able to use their sick leave to cover time off due to illness. If they are out of sick leave, then they may use annual leave to cover time off due to illness. Family Medical Leave Act (FMLA) is available to all clients who have worked for the Mille Lacs Band of Ojibwe for 1 year. Accommodations for workers

with underlying medical conditions or who have household members with underlying health conditions have been implemented. Accommodations to work from home may be made for workers with health conditions, if feasible.

Aanjibimaadizing has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Any workers that have been exposed to COVID-19 are asked to self-isolate at home for 14 days if unvaccinated and 10 days if vaccinated. If a person positive with COVID-19 has been in contact with employees, the employees will be notified with respect to privacy for the person who is infected. In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Names of infected employees are never released.

Employees should keep the following guidelines in mind.

- 1. If you do not feel well, then PLEASE STAY HOME.**
- 2. If someone in your immediate household is ill, please stay home.**
3. Any time you stay home you may be asked by your supervisor about symptoms. If you don't have COVID symptoms, then just answer no and it will be a sick day.
4. If you have any COVID symptoms, your supervisor may ask you to call the next day to see if you are improving or getting better. If you continue to have COVID like symptoms, then your supervisor must complete a form for HR and Public Health. This form is not required if you are improving quickly.
5. A public Health recommendation is for any person with COVID symptoms to stay out self-isolate until they are symptom free for three days without Tylenol or Ibuprofen to relieve the symptoms or they get a negative COVID $\odot$ . If they are COVID positive, the form for HR and Public Health must be completed and submitted.
6. If you have a COVID positive family member you must also isolate and test to return to work. This must be documented by the supervisor.
7. If you have an ill family member, please isolate until their illness is determined.
8. If you have secondary exposure to COVID you should isolate at home 5-7 days.
9. Also keep in mind if you have some symptoms that are usual for you, for example a stuffy nose with allergies.
- 10. Staff or clients with questions regarding their health can contact the Nei la Shing clinic triage line at 320-630-0855**

## Remote Work Expectations

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The work day starts at 8 am, unless otherwise approved by your supervisor. It is expected that you will be available for work every day at 8 am and work until the end of your shift. If you will be late, or are unable to work, then you must contact your supervisor prior to your start time daily.

It is also expected that you return your supervisor's phone call, text, or email within 2 hours.

Failure to contact your supervisor within 2 hours on any day will result in the supervisor considering you a no call no show and result in loss of pay for the day. These actions may result in disciplinary action up to and including termination.

Please refer to the MLBO Attendance and Punctuality policy.

Supervisors may set other established daily check in schedules, daily/weekly work-loads, and remote work expectations for individuals.

## Screening and policies for clients exhibiting signs and symptoms of COVID-19

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Clients will be informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess clients' health status prior to entering the workspaces.

- Client temperatures will be taken upon arrival at offices to use the spaces or interact with workers.
- Clients will be requested to wash hands or use hand sanitizer upon entry to the building.

- Clients may be required to wear masks while in the offices of Aanjibimaadizing.
- Clients will be asked to sign into buildings upon arrival.
- Clients may be required to have an appointment to receive in person services.
- Clients may be asked a brief health survey prior to meeting with staff.

Clients should contact any staff member if they have a fever, cough, or other symptoms of illness while at home or at Aanjibimaadizing offices. If clients have symptoms of illness they will be required to stay home or go home until symptoms resolve. If clients, or members of their households, have a fever and a cough they will be asked to self-isolate at home for 14 days.

Aanjibimaadizing has also implemented a policy for informing clients if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Any workers that have been exposed to COVID-19 are asked to follow public health guidance. If a person positive with COVID-19 has been in contact with employees, the employees will be notified with respect to privacy for the person who is infected. In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Names of infected employees or clients are never released.

## General Safety Policies

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### Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers 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 their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Bathroom facilities may be used to wash hands. If a sink is not available, the use of hand sanitizer will be required. Hands should be washed upon entry to facilities or vehicles, after sneezing or coughing, after using the restroom, after smoking, and at regular intervals throughout the day.

### Respiratory etiquette: Cover your cough or sneeze

Workers 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 or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors.

Aanjibimaadizing will display respiratory etiquette posters. Any client or staff person who sneezes or coughs will be asked to immediately use hand sanitizer or go wash their hands. Kleenex will be made available to all staff and in public areas. People who refuse will be asked to leave and go home.

### Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Staff and clients will be asked to maintain a 6-foot distance when working or meeting. Staff and clients must wear a mask if the distance will be less than 6 feet for any reason. Meetings in small offices or spaces will not be allowed unless there can be 6 feet of distance between participants. Staff who are able may be asked to work from home on certain work days to limit the people in the office. Work hours may also be adjusted to limit the number of people in the office. Staff may work up to a 10-hour day with supervisor approval. Staff may also limit lunch time to 30 minutes to limit the length of the work day. The Aanjibimaadizing office will work to have no more 10 people present in the office or in a youth group at any time. Digital or electronic meetings may also be held in place of in person meetings. Classrooms will be open by appointment only and only be

able to accommodate 1-3 clients at a time to maintain a social distance of 6 feet. Clients may not sit by other clients or next to staff. Cover your cough and handwashing signs will be prominently displayed in all public spaces.

## Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, 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, elevator panels, railings, copy machines, etc.

Disinfectant wipes will be used daily by staff to clean their own phone, desk, or work areas daily. Desk and work areas should be cleaned after every meeting with a client or staff person. Common tables or spaces will be wiped with disinfectant wipes on a daily basis after use by any staff or client. Carpets will be vacuumed every other day by the maintenance department. Garbage will be taken out daily by the maintenance department or staff members. Bathrooms should be cleaned daily. All door handles to offices and entrances must be disinfected daily.

If a staff person or client who uses office space is diagnosed with COVID-19, then the office will be closed to complete a deep cleaning following Indian Health Service disinfectant standards for hard surfaces. The office may remain closed for up to 14 days, or a time established by Public Health agencies. Gloves and masks should be worn during cleaning times.

## Transportation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work vehicles.

Disinfectant wipes will be used daily by staff to clean the steering wheel, shift levers, door handles and any other hard surface in the vehicle. Vehicles should be cleaned after every separate instance of driving with a client or staff person. Garbage will be taken out daily by the whomever uses the vehicle. If a staff person or client who uses vehicle is diagnosed with COVID-19, then the vehicle will be not used to complete a deep cleaning following Indian Health Service/CDC disinfectant standards. The vehicle may remain out of use for up to 7days. Gloves and masks should be worn during cleaning times. Vehicle steering wheels, keys, and commonly touched vehicle area must be disinfected daily. All clients staff 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.

## Vehicle Safety

**We do not provide transportation to people who have been exposed, including children.** Only 2 people may ride in a vehicle at one time and face masks must be worn. Additional people may ride in the vehicle if they sit one person per row of seats.

Family members may sit together in a row of seats. A plastic barrier will be installed in front of the reception desk.

Aanjibimaadizing will provide face masks, gloves, disinfectant, Kleenex, hand sanitizer, and other equipment deemed necessary for safe operations. Employees with safety concerns should address those concerns to their supervisor verbally or in writing immediately. The department will issue written guidance for to address those safety concerns within 48 hours. All staff must review this and any other safety requirements prior to returning to work. The vehicle will be cleaned after every by wiping touched surfaces.

Workers and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

## Communications and Training

This Preparedness Plan was communicated by email and follow up electronic meetings to all workers 6/30/20 and necessary training was provided on 6/25/20, and upon hire by MLBO Human Resources. Additional communication and training will be ongoing as needed, with a review of safety procedures every 30 days. It will also be provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by

visual observation. All staff who witness unsafe behavior by clients or by staff are asked to report such behavior immediately to their immediate supervisor or the Executive Director. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by Aanjibimaadizing management and was posted throughout the workplace 9/24/2021. It will be updated as necessary.

## **Backup Plan**

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Employees have been cross trained so that at least 2 others are able to carry on their day to day duties. Almost all positions are able to work remotely in cases of illness or self-isolation. Staff use cell phones and email to remain in contact with clients while working remotely. The client data system is web based and can be accessed from any location. Staff phone numbers are posted on doors. There are some positions where remote work is not possible who would need to take sick or annual leave.

Challenges will include printer and scanner access, and in some cases access to reliable internet services.

Certified by: Tammy Wickstrom 9/22/2021

Executive Director of Aanjibimaadizing

# Remote Work Emergency Plan

SEPTEMBER 22,2021

## Aanjibimaadizing

Effective immediately, due to the rapid rise of Delta Variant COVID-19 cases in the Mille Lacs Band of Ojibwe service area all services may be provided virtually until further notice. Access to all buildings will be restricted and must follow safety protocols. Prior to entry all staff and clients must wear a face mask. Upon entry all staff and clients will need answer health screening questions, take their temperature and use hand sanitizer. All staff contact information is listed below. Call the main line to leave a message 320-532-7407.

## Ge-Niigaanizijig Youth Services

All youth services will continue to be held over Zoom and with small size youth groups until further notice. We are still enrolling youth and actively providing services virtually. Contact the Director Carlos Merrill with questions at 320-674-4347 or [carlos.merrill2@millelacsband.com](mailto:carlos.merrill2@millelacsband.com).

## TANF

Please remain in contact with your Case Manager and submit all required documents on a monthly basis by the 8th. Continue to track work participation hours. Contact the Director of Case Management Candace Benjamin at 320-362-0014 or [candace.benjamin@millelacsband.com](mailto:candace.benjamin@millelacsband.com) with questions.

## WEX

If you are in WEX and your work site will still host you and provide a work training opportunity, then the program will continue to pay those hours. Worked hours would count towards the 720-hour bonus. WEX journals may be offered if clients are required to quarantine. WEX journals do not count towards the 720-hour bonus. Contact your Case Manager with questions.

## Community Service

Crew Leaders will be available to assist with elder yards. Work crews must wear a mask and will be limited to two people. Please have patience since this service will have limited staff. Contact the Director of Community Services Kristian Theisz 320-630-2687 or [kristian.theisz@millelacsband.com](mailto:kristian.theisz@millelacsband.com).

## CERA Housing Grant

This grant may assist you in paying for rent or utility bills that are past due related to COVID. A Case Manager or Facilitator may assist you in completing this application virtually. Contact Tammy Moreland at 320-292-1942 or [tammy.moreland@millelacsband.com](mailto:tammy.moreland@millelacsband.com).

## Child Care Assistance

Please contact Rose Wind at 320-362-1383 or [rose.wind@millelacsband.com](mailto:rose.wind@millelacsband.com) if you need help paying for childcare.

## Remote Work Schedule

Remote work must be approved by your supervisor. You must provide your supervisor a remote work schedule.

## Staff Contact List

D2	Amanda Boyd	Community Service Leader			amanda.boyd@millelacsband.com
D2	Amanda Peet	Youth Mentor			amanda.peet@millelacsband.com
D2	Autumn Ballinger	WEX Coordinator		320-674-0655	autumn.ballinger@millelacsband.com
D3	Beverly Knowlen	Youth Mentor			beverly.knowlen@millelacsband.com
U	Billie Berry	Admin Assistant	612-872-1424		billie.berry@millelacsband.com
D3	Brandi Schaefer	Youth Mentor		320-282-1480	Brandi.Schaefer@millelacsband.com
D1	Bugs Haskin	Youth Mentor		320-630-2412	Bugs.Haskin@millelacsband.com
D1	Candace Benjamin	Director of Case Management	320-532-7574	320-362-0014	Candace.Benjamin@millelacsband.com
D2 A	Carlos Merrill	Ge-Niigaanizijig Director		320-674-4347	Carlos.Merrill2@millelacsband.com
D3	Catherine Colsrud	Lead Instructor	320-384-6240	612-547-6560	Catherine.Colsrud@millelacsband.com
D2	Cheyanne Peet	Youth Coordinator	218-768-3311x5230	320-362-1608	Cheyanne.Peet2@millelacsband.com
D1	Coleen Lueck	Youth Mentor	320-532-7579	320-362-4605	Coleen.Lueck@millelacsband.com
D1	Crystal Sam	Data Specialist	320-532-4741		crystal.sam2@millelacsband.com
D1	Cyrilla Bauer	Community Resource Specialist		320-362-4599	cyrilla.bauer@millelacsband.com
D1	Dale Day	Community Service Leader		218-513-9615	Dale.Day@millelacsband.com
D2 A	Dallas Behnke	Youth Mentor			dallas.behnke@millelacsband.com
D1	Dan Pagnac	Operations and Compliance Manager			dan.pagnac@millelacsband.com
D1	Dan Smith	Community Service Leader		612-207-9605	
D1	Dan Wind	Cultural Apprentice		320-674-0588	dan.wind@millelacsband.com
D1	Danielle Churchill	Youth Mentor		320-630-7150	Danielle.Churchill2@millelacsband.com
U	Darlene Barbour	Receptionist	612-746-4800		darlene.barbour@millelacsband.com
D1	David Sam	Fleet Manager		320-674-4374	David.SamJr@millelacsband.com
U	Dawn Paro	Case Manager	612-746-4811	612-368-9417	dawn.paro@millelacsband.com
U	Deanna StandingCloud	Facilitator	612-746-4807	612-418-4677	deanna.standingcloud@millelacsband.com
D1	Deb Campbell	Lead Instructor	320-532-7811	320-630-2437	Deb.Campbell@millelacsband.com
D2	Donita Odden	Lead Instructor	218-768-5339	320-674-4123	donita.odden2@millelacsband.com
D1	Gladys Sam	Receptionist	320-532-7407	320-360-9374	Gladys.Sam2@millelacsband.com
D2 A	Jackson Pratt	Youth Mentor	320-676-1102	320-630-5461	Jackson.Pratt@millelacsband.com
D1	James Clark	Lead for Minnesota Fellow		218-251-3041	james.clark@millelacsband.com
D1	Jen Gabrio	Lead Instructor	320-532-7563	218-251-5726	Jennifer.Gabrio@millelacsband.com
D2 A	Jennifer Gahbow	Youth Coordinator	320-676-1102	320-674-4375	Jennifer.Gahbow@millelacsband.com
D1	Julie Peterson	Case Manager	320-532-7559	320 290 8729	julie.peterson@millelacsband.com
D1	Justin Eich	Youth Coordinator	320-532-7199	320-674-0246	Justin.Eich@millelacsband.com
D1	Kaari Weyaus	Case Manager	320-532-7544	218-316-2437	Kaari.Weyaus@millelacsband.com
D1	Karen Pagnac	Training Coordinator	320-532-4706	320-362-4139	Karen.Pagnac@millelacsband.com
D1	Katye Hill	Program Manager	320-532-7556	320-761-0420	Katye.Hill@millelacsband.com

D1	Kristian Theisz	Director of Community Services		320-630-2687	Kristian.Theisz@millelacsband.com
D2	LaDrake Powell	Youth Mentor		320-674-4092	LaDrake.Powell@millelacsband.com
D3	Lee Staples	Master Apprentice		320-279-0324	
U	Les DeCoteau	Maintenance Tech	612-746-4802		leslie.decoteau@millelacsband.com
D1	Lisa Ballinger	WEX Coordinator	320-532-7595	320-362-0990	lisa.ballinger@millelacsband.com
D1	Main Office		320-532-7407		
D2	Mary K Boyd	Facilitator		320-630-1307	maryk.boyd@millelacsband.com
D2	McGregor Office		218-768-5330		
U	Mike Loso	Tutor	612-872-1424		mike.loso@aanji.org
D3	Monica Benjamin	Youth Mentor		320-292-9344	Monica.Benjamin@millelacsband.com
D2	Nathan Peet	Youth Mentor	218-768-3311x5230	320-364-0189	Nathan.Peet@millelacsband.com
D1	Noel Kegg	Youth Mentor		218-820-6197	Noel.Kegg@millelacsband.com
D1	Rachel Boyd	Facilitator		320-630-3232	Rachel.Boyd@millelacsband.com
D3	Renee Allen	Case Manager	320-384-6240	320-591-0559	Renee.Allen@millelacsband.com
D1	Roger Klassen	Transporter	320-532-7503	320-674-4146	Roger.Klassen@millelacsband.com
D3	Ron Garbow	Community Service Leader	320-362-4082	320-630-4258	Ron.Garbow@millelacsband.com
D1	Rosa Sam	Case Manager	320-532-7995	320-364-3187	rosa.sam2@millelacsband.com
D1	Rose Wind	Intake Specialist	320-532-7554	320-982-0127	Rose.Wind@millelacsband.com
D2 A	Rylea Durbin	Youth Mentor	320-676-1102	320-292-2526	Rylea.Durbin@millelacsband.com
D2	Samantha Peet	Ojibwe Language Project Manager		218-392-0293	samantha.peet@millelacsband.com
D3	Stanley Nayquonabe	Youth Coordinator		320-364-3858	Stanley.Nayquonabe@millelacsband.com
D1	Tammy Moreland	Facilitator Coordinator/Coach	-	320-292-1942	Tammy.Moreland@millelacsband.com
D1	Tammy Wickstrom	Executive Director	-	320-364-9511	tammy.wickstrom@millelacsband.com
D3	Thomas Skinaway	Community Service Leader	320-362-4082	715-791-4905	Thomas.Skinaway@millelacsband.com
D3	Tim Taggart	Fitness Coordinator		320-339-6199	tim.taggart@millelacsband.com
D1	Tom Trail	Facility Coordinator		320-339-3201	tom.trail@millelacsband.com
U	Urban Office		612-872-1424		
U	Wahbon Spears	Site Director	612-872-4265	612-360-5486	wahbon.spears@millelacsband.com
D1	William Smith	Facilitator		320-630-1579	William.Smith@millelacsband.com
D2	Winona Crazy Thunder	Case Manager	218-768-5336	320-364-3049	Winona.Crazythunder@millelacsband.com
U	Winona Spaulding	Case Manager	612-746-4824	612-360-7219	winona.spaulding@millelacsband.com

## Contingency Plan

Department:	<b>Aanjibimaadizing</b>		
Team:	<b>Leadership</b>		
<b>Team Lead:</b>	Name	Title	Phone
	Tammy Wickstrom	Executive Director	320-364-9511
<b>Reports to:</b>	Peter Nayquonabe	Commissioner of Administration	320-630-3118
<b>Supervisor of:</b>	Name	Title	Phone
1 Candace Benjamin		Director of Case Management	320-362-0014
2 Carlos Merrill		Ge-Niigaanizijig Director	320-674-4347
3 David Sam		Fleet Manager	320-674-4374
4 Karen Pagnac		Training Coordinator	320-362-4139
5 Katye Hill		Program Manager	320-761-0420
6 Kristian Theisz		Director of Community Services	320-630-2687
7 Tom Trail		Facilities Coordinator	320-339-3201
8 Wahbon Spears		Urban Site Manager	612-360-5468
9 Samantha Peet		Ojibwe Coordinator	218-392-0293
10 Dan Pagnac		Operations and Compliance	218-851-9226
<b>Supervisor General Daily Duties:</b>		<b>Can be delegated to:</b>	
1 Supervise staff		Commissioner of Administration/Alternate Program Director	
2 Implement operational plan		Commissioner of Administration	
3 Collect and report data		Commissioner of Administration	
4 Provide information to and work with employers, labor organizations, community and civic organizations, etc. to identify and provide employment opportunities to Band members		Commissioner of Administration	
<b>Essential Job Duties:</b>		<b>Can be delegated to:</b>	
1 Collaborative relationships and partnerships		Commissioner of Administration	
2 Communication strategies for the programs		Commissioner of Administration	
3 Plans to recruit		Commissioner of Administration	
4 Maintain contact with federal, state and Band representatives		Commissioner of Administration	
5 Amend the PL 102-477 plan		Commissioner of Administration	
6 Participate in the planning and development of Employment & Training related programs		Commissioner of Administration	
7 Interpret Band Statutes and Regulations related to the PL 102-477 plan		Commissioner of Administration	
8 Collect program data and prepare reports		Commissioner of Administration	
9 Network with other local regional and national PL 102-477 work groups		Commissioner of Administration	

<b>10</b>	Provide information to and work with employers, labor organizations, community and civic organizations, etc. to identify and provide employment opportunities to Band members	Commissioner of Administration
<b>11</b>	Representation at various hearings regarding client benefit issues.	Commissioner of Administration
<b>12</b>	Coordinate check issuances and distribution	Commissioner of Administration
<b>13</b>	Conduct case audits	Commissioner of Administration
<b>14</b>	Attend community meetings in all districts	Commissioner of Administration

### Special Projects:

Can be delegated to:

<b>1</b>	Rosetta Stone/Books	Baabiiitaw Boyd-Chief's office
<b>2</b>	Construction and Remodel	Dan Pagnac, Tom Trail, Kristian T
<b>3</b>	SNAP Merit Certification	Candace
<b>4</b>	Pine Tech Partnership	Karen

### Team Job Duties:

#### 1 Job Title: Project Manager

Can be delegated to:

<b>a</b>	Program Manager	Gladys Sam	Candace Benjamin
<b>b</b>	Payroll	Gladys Sam	Candace Benjamin
<b>c</b>	Contracts	Karen Pagnac	Tammy Wickstrom
<b>d</b>	Check Requests	Karen Pagnac	Candace Benjamin

#### 2 Job Title: Director of Case Management

Can be delegated to:

<b>a</b>	Manages department cash assistance cases and support services. Works with case managers to ensure compliance with PL 102-477 Plan.	Tammy Wickstrom
<b>b</b>	Reviews and manages eligibility for income based programing	Tammy Wickstrom
<b>c</b>	Over sees TribeVue data	Tammy Wickstrom
<b>d</b>	Completes FTANF reporting	Tammy Wickstrom

#### 3 Job Title: Ojibwe Coordinator

Can be delegated to:

<b>a</b>	Supervise staff	Karen Pagnac	Other Culture Staff
<b>b</b>	Develop Ojibwe Lesson Plans	Karen Pagnac	Other Culture Staff
<b>c</b>	Develop Ojibwe Resources	Karen Pagnac	Other Culture Staff
<b>d</b>	Teach Ojibwe language	Karen Pagnac	Other Culture Staff

#### 4 Job Title: Director of Community Services

Can be delegated to:

<b>a</b>	Oversee facilitator and crew leader staff	Tammy Moreland	Tammy Wickstrom
<b>b</b>	Respond to community issues	Tammy Moreland	Rachel Boyd
<b>c</b>	Assist with facility issues	Tammy Wickstrom	Katye Hill
<b>d</b>	Assist with homeless grants	Tammy Moreland	Rachel Boyd

#### 5 Job Title: Ge-Niigaanizijig Director

Can be delegated to:

<b>a</b>	Keep communication open between schools and Ge-Niigaanizijig	Coordinators
<b>b</b>	Connect with Coordinators daily	Coordinators

	<b>c</b> Work with staff with problems that come up daily	Coordinators	
<b>6</b>	<b>Job Title: Training Coordinator</b>		<b>Can be delegated to:</b>
	<b>a</b> Supervise staff	Tammy Wickstrom	Deb Campbell
	<b>1</b> Collect timesheets	Katye Hill	Jen Gabrio
	<b>b</b> Answer emails and phone calls	Deb Campbell	Jen Gabrio
	<b>c</b> Maintain Aanji Facebook page	Cheyanne Peet	Deb Campbell
	<b>d</b> Assist with WEX and Youth training stipends	Katye Hill	Jen Gabrio
<b>7</b>	<b>Job Title: Urban Site Director</b>		<b>Can be delegated to:</b>
	<b>a</b> Oversee Urban site operations	Billie Berry	Tammy Wickstrom
	<b>b</b> Community outreach	Billie Berry	Tammy Wickstrom
	<b>c</b> Coordinates services for MLB elders in Urban area	Billie Berry	Tammy Wickstrom
	<b>d</b> Coordinates food distribution in the urban area	Billie Berry	Tammy Wickstrom
	<b>e</b> Represents the MLB at urban functions	Billie Berry	Tammy Wickstrom
	Assist band members with connecting with MLB		
	<b>f</b> departments	Billie Berry	Tammy Wickstrom
	<b>g</b> Assists MLB members with tribal IDs	Billie Berry	Tammy Wickstrom
<b>8</b>	<b>Job Title: Office Manager</b>		<b>Can be delegated to:</b>
	<b>a</b> Program Manager	Gladys Sam	Candace Benjamin
	<b>b</b> Payroll	Gladys Sam	Candace Benjamin
	<b>c</b> Contracts	Karen Pagnac	Tammy Wickstrom
	<b>d</b> Check Requests	Karen Pagnac	Candace Benjamin
<b>9</b>	<b>Job Title: Fleet Manager</b>		<b>Can be delegated to:</b>
	<b>a</b> Operate and manage mechanic training center	Roger Klassen	Karen Pagnac
	<b>b</b> Maintain department vehicles	Roger Klassen	Dale Day
	<b>c</b> Develop area partnerships	Karen Pagnac	Tammy Wickstrom
	<b>d</b> Maintain vehicle records	Roger Klassen	Karen Pagnac

<b>Department:</b>	<b>Aanjibimaadizing</b>
<b>Team:</b>	<b>Administrative/WEX</b>

	Name	Title	Phone
<b>Team Lead:</b>	Katye Hill	Program Manager	320-761-0420
<b>Reports to:</b>	Tammy Wickstrom	Executive Director	320-364-9511

	Name	Title	Phone
1	Roger Klassen	Transporter	320-674-4146
2	Crystal Sam	Data Specialist	320-674-4745
3	Gladys Sam	Receptionist	320-360-9374
4	Autumn Ballinger	WEX Coordinator	320-674-0655
5	Lisa Ballinger	WEX Coordinator	320-362-0990
6	Rose Wind	Intake Specialist	612-289-2645

<b>Supervisor General Daily Duties:</b>		<b>Can be delegated to:</b>
1	Program Manager	Gladys Sam
2	Payroll	Gladys Sam
3	Contracts	Karen Pagnac
4	Check Requests	Karen Pagnac

<b>Team Job Duties:</b>		<b>Can be delegated to:</b>
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<b>1 Job Title: Receptionist/Data Specialist</b>		<b>Can be delegated to:</b>
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a	Answer phones	Crystal Sam	Rose Wind
b	Make appointments	Crystal Sam	Rose Wind
c	Assist with filing and paperwork	Crystal Sam	Rose Wind

<b>2 Job Title: Intake Specialist</b>		<b>Can be delegated to:</b>
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a	Child Care	Katye Hill	Candace Benjamin
b	Client intake	Katye Hill	Candace Benjamin
c	Complete client applications	Katye Hill	Candace Benjamin
d	Support Services requests	Katye Hill	Candace Benjamin

<b>3 Job Title: WEX Coordinator</b>		<b>Can be delegated to:</b>
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a	Find Work sites	Katye Hill	Candace Benjamin
b	Coordinate with clients	Katye Hill	Candace Benjamin
c	Work site agreements	Katye Hill	Candace Benjamin

<b>Department:</b>	<b>Aanjibimaadizing</b>
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Team:

## Case Management

**Team Lead:**  
**Reports to:**

	Name	Title	Phone
<b>Team Lead:</b>	Candace Benjamin	Director of Case Management	320-362-0014
<b>Reports to:</b>	Tammy Wickstrom	Executive Director	320-364-9511

### Supervisor

of:

	Name	Title	Phone
1	Kaari Weyaus	Case Manager	218-316-2437
2	Winona Crazy Thunder	Case Manager	320-364-3049
3	Renee Allen	Case Manager	320-591-0559
4	Dawn Paro	Case Manager	612-368-9417
5	Rosa Sam	Case Manager	320-364-3187
6	Julie Peterson	Case Manager	320-290-8729
7	Winona Spaulding	Case Manager	612-360-7219

### Supervisor General Daily Duties:

Can be delegated to:

1	Manages department cash assistance cases and support services. Works with case managers to ensure compliance with PL 102-477 Plan.	Tammy Wickstrom
2	Reviews and manages eligibility for income based programming	Tammy Wickstrom
3	Over sees TribeVue data	Tammy Wickstrom
4	Completes FTANF reporting	Tammy Wickstrom

### Team Job Duties:

#### 1 Job Title: Case Manager

Can be delegated to:

a Client applications	Other case managers	Candace Benjamin
b Process support services	Other case managers	Candace Benjamin
c WEX placements and worksite agreements	Other case managers	Candace Benjamin
d Case management for client needs	Other case managers	Candace Benjamin
e TANF documentation and reporting	Other case managers	Candace Benjamin

**Department:** **Aanjibimaadizing**  
**Team:** **Culture**

	Name	Title	Phone
<b>Team Lead:</b>	Samantha Peet	Ojibwe Coordinator	218-392-0293
<b>Reports to:</b>	Tammy Wickstrom	Executive Director	320-364-9511

**Supervisor**

of:	Name	Title	Phone
1	Lee Staples	Master Apprentice	320-279-0324
2	Dan Wind	Cultural Apprentice	320-674-0588
3	James Clark	Lead for Minnesota Fellow	218-251-3041

**Supervisor General Daily Duties:**

**Can be delegated to:**

1	Supervise staff	Baabiitaw	Other Culture Staff
2	Develop Ojibwe Lesson Plans	Baabiitaw	Other Culture Staff
3	Develop Ojibwe Resources	Baabiitaw	Other Culture Staff
4	Teach Ojibwe language	Baabiitaw	Other Culture Staff

**Team Job Duties:**

**Job**

**1 Title: Master Apprentice**

**Can be delegated to:**

a	Cultural Ceremonies	Other Culture Staff
b	Develop Ojibwe Resources	Other Culture Staff
c	Teach Ojibwe language	Other Culture Staff

**Job**

**2 Title: Cultural Apprentice**

**Can be delegated to:**

a	Develop Ojibwe Lesson Plans	Other Culture Staff
b	Develop Ojibwe Resources	Other Culture Staff
c	Teach Ojibwe language	Other Culture Staff
d	Work directly with master apprentice	Other Culture Staff

**Job**

**3 Title: Lead for Minnesota Fellow**

**Can be delegated to:**

a	Assisting other staff with duties	Not delegated as he is not an employee
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Department:

**Aanjibimaadizing**

Team:

**Community Services**

Team Lead:

Kristian Theisz

Title  
Director of  
Community Services

Phone  
320-630-2687

Reports to:

Tammy Wickstrom

Title  
Executive Director

Phone  
320-364-9511

Supervisor of:

Name

Title

Phone

1	Tammy Moreland	Facilitator Coordinator/Coach	320-292-1942
2	William Smith	Facilitator	320-630-1579
3	Rachel Boyd-Vogt	Facilitator	320-630-3232
4	Cyrilla Bauer	Resource Specialist	320-362-4599
5	Deanna Standing Cloud	Facilitator	612-418-4677
6	Mary K Boyd	Facilitator	320-630-1307
7	Ron Garbow	Community Service Leader	320-630-4258
8	Thomas Skinaway	Community Service Leader	715-791-4905
9	Dan Smith	Community Service Leader	612-207-9605
10	Dale Day	Community Service Leader	320-630-4741
11	Amanda Boyd	Community Service Leader	218-565-1876

**Supervisor General Daily Duties:**

Can be delegated to:

1	Oversee facilitator and crew leader staff	Tammy Moreland	Tammy Wickstrom
2	Respond to community issues	Tammy Moreland	Rachel Boyd
3	Assist with facility issues	Tammy Wickstrom	Katye Hill
4	Assist with homeless grants	Tammy Moreland	Rachel Boyd

**Team Job Duties:**

**1 Job Title: Facilitator Coordinator**

Can be delegated to:

a	On going case facilitation	Kristian Theisz	Rachel Boyd
b	Assist clients with CHAP applications over the phone	Kristian Theisz	Rachel Boyd
c	Contact client at minimum of once a week and case note within 24 hours	Kristian Theisz	Rachel Boyd
d	Supervise staff, collect daily remote work emails/tasks	Kristian Theisz	Rachel Boyd
e	Weekly time sheet collection and processing	Kristian Theisz	Rachel Boyd
f	Staff meetings as required by supervisor/ or other weekly/regularly scheduled meetings	Kristian Theisz	Rachel Boyd
g	Assign new applications to Facilitators	Kristian Theisz	Rachel Boyd
h	Approving requests (Check Requests)	Kristian Theisz	Rachel Boyd

**2 Job Title: Facilitator**

Can be delegated to:

<b>a</b> Meet with clients to assist them in overcoming barriers	Other Facilitators	Kristian Theisz
<b>b</b> Work in partnership with Case Managers to meet client needs.	Other Facilitators	Kristian Theisz
<b>c</b> Assist with housing grants	Other Facilitators	Kristian Theisz

**3 Job Title: Crew Leader**

Can be delegated to:

<b>a</b> Mow and Rake Elder lawns	Other Crew Leaders	Kristian Theisz
<b>b</b> Elder snow removal	Other Crew Leaders	Kristian Theisz
<b>c</b> Supervise and train WEX clients	Other Crew Leaders	Kristian Theisz

<b>Department:</b>	<b>Aanjibimaadizing</b>
<b>Team:</b>	<b>Ge-Niigaanizijig</b>

	Name	Title	Phone
<b>Team Lead:</b>	Carlos Merrill	Ge-Niigaanizijig Director	320-674-4347
<b>Reports to:</b>	Tammy Wickstrom	Executive Director	

		Name	Title	Phone
1	Coleen Lueck		Youth Mentor	320-362-4605
2	Justin Eich		Youth Mentor	320-674-0246
3	Bugs Haskin		Youth Mentor	320-630-2412
4	Danielle Churchill		Youth Mentor	320-630-7150
5	Cheyanne Peet		Youth Coordinator	320-362-1608
6	LaDrake Powell		Youth Mentor	320-674-4092
7	Amanda Peet		Youth Mentor	218-392-0780-personal
8	Nathan Peet		Youth Mentor	320-364-0189
9	Jennifer Gahbow		Youth Coordinator	320-674-4375
10	Dallas Behnke		Youth Mentor	320-491-3043-personal
11	Rylea Durbin		Youth Mentor	320-292-2526
12	Jackson Pratt		Youth Mentor	320-250-7962
13	Stanley Nayquonabe		Youth Coordinator	320-364-3858
14	Monica Benjamin		Youth Mentor	320-292-9344
15	Kaden Stensrud		Youth Mentor	
16	Beverly Knowlen		Youth Mentor	320-982-0322
17	Brandi Schaefer		Youth Mentor	320-282-1480

#### **Supervisor General Daily Duties:**

**Can be delegated to:**

1	Supervise Coordinators/make contact	Tammy Wickstrom	Coordinators
a	Attend meetings	Tammy Wickstrom	Coordinators
b	Answer phone calls	Tammy Wickstrom	Coordinators
c	Answer emails	Tammy Wickstrom	Coordinators
2	Staff documentation		Coordinators
3	Collaborate with school staff/daily		Coordinators
4	Ensure Coordinator planning is complete	Tammy Wickstrom	Coordinators
5	Maintain Staff work calendars	Tammy Wickstrom	Coordinators
6	Maintain technology needs of staff		Coordinators
7	Maintain master list of members		Coordinators

<b>8</b>	Develop programming	Coordinators
a	with Ge-Niigaanizijig staff	Coordinators
b	with school staff	Coordinators

<b>Essential Job Duties:</b>		<b>Can be delegated to:</b>
<b>1</b>	Keep communication open between schools and Ge-Niigaanizijig	Coordinators
<b>2</b>	Connect with Coordinators daily	Coordinators
<b>3</b>	Work with staff with problems that come up daily	Coordinators

<b>Special Projects:</b>		<b>Can be delegated to:</b>
<b>1</b>	Check and Connect	Tammy Wickstrom
a		
b		
<b>2</b>	School Partnerships	Tammy Wickstrom
<b>3</b>	Tutor list of teachers	Coordinators

<b>Team Job Duties:</b>		<b>Can be delegated to:</b>
<b>1</b>	<b>Job Title: District 1 and 2a Coordinators</b>	
<b>a</b>	Supervise staff	Rylea Durbin
<b>b</b>	maintain staff calendars	Rylea Durbin
<b>c</b>	Answer emails and phone calls	Rylea Durbin
<b>d</b>	Weekly check-in with parents about applications	Rylea Durbin
<b>e</b>	Create zoom/club schedules	Rylea Durbin
<b>f</b>	Schedule youth programming	Rylea Durbin
<b>g</b>	Coordinate with school officials for youth programming.	Rylea Durbin
		Carlos Merrill
<b>2</b>	<b>Job Title: D2 Coordinator</b>	<b>Can be delegated to:</b>
<b>a</b>	Same as District Coordinator	Nathan Peet
<b>b</b>	Youth Assembly	Nathan Peet
		LaDrake Powell
		LaDrake Powell
<b>3</b>	<b>Job Title: D3 Coordinator</b>	<b>Can be delegated to:</b>
<b>a</b>	Same as District Coordinator	Monica Benjamin
<b>b</b>	Coordinate with Culture Camp staff	Director
		Carlos Merrill
		Carlos Merrill

**Department:** **Aanjibimaadizing**

**Team:** **Instructional**

	Name	Title	Phone
<b>Team Lead:</b>	Karen Pagnac	Training Coordinator	320-362-4139
<b>Reports to:</b>	Tammy Wickstrom	Executive Director	320-364-9511

**Supervisor  
of:**

	Name	Title	Phone
1	Deb Campbell	Lead Instructor	320-630-2437
2	Jen Gabrio	Lead Instructor	218-251-5726
3	Catherine Colsrud	Lead Instructor	612-547-6560
4	Donita Odden	Lead Instructor	320-674-4123
5	Mike Loso	Tutor	651-239-3196

**Supervisor General Daily Duties:**

**Can be delegated to:**

<b>1</b> Supervise staff	Tammy Wickstrom	Deb Campbell
<b>a</b> Collect timesheets	Katy Hill	Jen Gabrio
<b>2</b> Answer emails and phone calls	Deb Campbell	Jen Gabrio
<b>3</b> Attend meetings	Catherine Colsrud	Jen Gabrio
<b>4</b> Maintain documentation	All Instructors	
<b>5</b> Develop and maintain training calendar	Jen Gabrio	Donita Odden
<b>a</b> Oversee contracts and training funds	Katy Hill	Catherine Colsrud
<b>b</b> Arrange travel accommodations	Katy Hill	Jen Gabrio
<b>c</b> Help develop and host training programs	All Instructors	
<b>6</b> Maintain Aanji Facebook page	Kaari Weyaus	Deb Campbell
<b>7</b> Assist with WEX and Youth training stipends	Katy Hill	Jen Gabrio

**Essential Job Duties:**

**Can be delegated to:**

<b>1</b> Supervise staff	Tammy Wickstrom	Deb Campbell
<b>a</b> Collect timesheets	Jen Gabrio	Katy Hill
<b>2</b> Answer emails and phone calls	Deb Campbell	Jen Gabrio
<b>3</b> Maintain Aanji Facebook page	Kaari Weyaus	Deb Campbell
<b>5</b> Assist with WEX and Youth training stipends	Katy Hill	Jen Gabrio

**Team Job Duties:**

**1 Job Title: Lead Instructor**

**Can be delegated to:**

<b>a</b> Counsel clients	Instructors	Karen Pagnac
<b>b</b> Develop curriculum and conduct courses	Instructors	Karen Pagnac

<b>c</b>	Collect and record data	Instructors	Karen Pagnac
<b>d</b>	Provide guidance to other teams	Instructors	Karen Pagnac
<b>e</b>	Maintain classroom according to Covid guidelines	Instructors	Karen Pagnac

### Special Projects:

Can be delegated to:

<b>1</b>	<b>Deb</b>	Education and Career Skills*	Instructors	Karen Pagnac
<b>2</b>	<b>Jen</b>	Family and Child Courses*	Instructors	Karen Pagnac
<b>3</b>	<b>Catherine</b>	Cultural Trainings*	Instructors	Karen Pagnac
<b>4</b>	<b>Donita</b>	Wellness and Financial Management*	Instructors	Karen Pagnac

\* If there are questions, this notes each staff members specialty. Staff members frequently work with projects from other areas.

**Department:** **Aanjibimaadizing**

**Team:** **Urban**

	Name	Title	Phone
<b>Team Lead:</b>	Wahbon Spears	Site Director	612-360-5486
<b>Reports to:</b>	Tammy Wickstrom	Executive Director	320-364-9511

### Supervisor

of:

	Name	Title	Phone
<b>1</b>	Darlene Barbour	Receptionist	612-205-4960
<b>2</b>	Billie Berry	Admin Assistant	612-248-4734-personal

### Supervisor General Daily Duties:

Can be delegated to:

<b>1</b>	Oversee Urban site operations	Billie Berry	Tammy Wickstrom
	Community outreach	Billie Berry	Tammy Wickstrom
	Coordinates services for MLB elders in Urban area	Billie Berry	Tammy Wickstrom
	Coordinates food distribution in the urban area	Billie Berry	Tammy Wickstrom
<b>2</b>	Represents the MLB at urban functions	Billie Berry	Tammy Wickstrom
	Assist band members with connecting with MLB		
<b>3</b>	departments	Billie Berry	Tammy Wickstrom
<b>4</b>	Assists MLB members with tribal IDs	Billie Berry	Tammy Wickstrom

### Team Job Duties:

**Job**  
**1 Title:** **Receptionist**

Can be delegated to:

<b>a</b>	Answer phones	Billie Berry	Wahbon Spears
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<b>b</b> Make appointments	Billie Berry	Wahbon Spears
<b>c</b> Assist with filing and paperwork	Billie Berry	Wahbon Spears

## Job

### 2 Title: Admin Assistant

Can be delegated to:

<b>a</b> Answer phones	Wahbon Spears	Darlene Barbour
<b>b</b> Make appointments	Wahbon Spears	Darlene Barbour
<b>c</b> Assist with filing and paperwork	Wahbon Spears	Darlene Barbour
<b>d</b> Assists with check requests	Wahbon Spears	Tammy Wickstrom
<b>e</b> Does client intake	Wahbon Spears	Case Managers

## Summary of Employee Protocols Regarding COVID-19

You will be encouraged to self-monitor for signs and symptoms of COVID-19.

### Handwashing

- Staff will be asked to wash hands or use hand sanitizer upon entry to any building or vehicle.**

Workers 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. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

### Screening Process

- Employees are asked to complete a brief health survey as soon as they enter a facility/office/vehicle each day.**

This information will be recorded on the employee's individual log. This should be stored securely at the employees work space and turned into their supervisor when completed.

If there are any "YES" Answers = The individual will not be allowed into the facility/office/vehicle.

- Temperatures will be taken upon arrival (forehead scan thermometer).**

If an employee's temperature is 100 degrees or higher, the individual will not be allowed into the facility/office/vehicle.

### Social Distancing

- All people entering a MLBO facility and business must wear a mask.**

In addition, staff and clients will be asked to maintain a 6-foot distance when working or meeting.

Workers and visitors are prohibited from gathering in groups and confined areas.

Please refrain from using another person's personal protective equipment, phones, computer equipment, workstations, offices or other personal tools and equipment.

### Housekeeping

- Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.**
- Disinfectant wipes will be used daily by staff to clean their own phone, desk, or work areas. Gloves and masks should be worn during cleaning times.**
- Common tables or spaces will be wiped with disinfectant wipes on a daily basis after use by any staff or client.**

## Respiratory Etiquette

**Workers 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 or sanitize their hands immediately afterward. **Any client or staff person who sneezes or coughs will be asked to immediately use hand sanitizer or go wash their hands.** Kleenex will be made available to all staff and in public areas. People who refuse will be asked to leave and go home.

## COVID-19 Exposure

If a staff person or client who uses vehicle is diagnosed with COVID-19, then the vehicle will be not used to complete a deep

### Each employee's workspace should have:

- Hand Sanitizer
- Disinfectant Wipes
- Kleenex

cleaning following Indian Health Service/CDC disinfectant standards. The vehicle may remain out of use for up to 7 days.

If a staff person or client who uses office space is diagnosed with COVID-19, then the office will be closed to complete a deep cleaning following Indian Health Service disinfectant standards for hard surfaces. The office may remain closed for up to 5 days.

## Summary of Client and Visitor Protocols Regarding COVID-19

Clients will be encouraged to self-monitor for signs and symptoms of COVID-19. **Clients should contact a staff member if they have a fever, cough, or other symptoms of illness while at home, worksite, training, or at AanjiBimaadizing facilities.** If clients have symptoms of illness they will be required to stay home or go home until symptoms resolve. If clients, or members of their households, have a fever and a cough they will be asked to self-isolate at home for 14 days.

- All visitors must have an appointment. If staff are available, we may be able to schedule an immediate appointment.**
- Only one visitor is allowed into the office at a time with supervisor approval. They must be met at the door and escorted through all public areas. This includes while leaving as well.**

### Handwashing

- Clients will be asked to wash hands or use hand sanitizer upon entry to any building or vehicle.**

All visitors to our facilities will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

### Screening Process

- Clients and visitors will be asked a brief health survey before entry to any facility/office/vehicle each day.**

If there are any "YES" Answers = The individual will not be allowed into the facility/office/vehicle.

This information will be recorded on the questionnaire, which should be stored securely and turned into a supervisor.

- Temperatures will be taken upon arrival (forehead scan thermometer).**

If the client's temperature is 100 degrees or higher, the individual will not be allowed into the facility/office/vehicle.

### Social Distancing

- Clients will be required to wear masks while in the offices and vehicles. Masks will be provided if you do not have one.**
- Staff and clients will be asked to maintain a 6-foot distance when working or meeting.**

Please refrain from using another person's personal protective equipment, phones, computer equipment, workstations, offices or other personal tools and equipment.

### Housekeeping

- Common tables or spaces will be cleaned immediately after every meeting with a client or staff person by the person who invited them or arranged the meeting**

### Respiratory Etiquette

**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 or sanitize their hands immediately afterward. **Any client or staff person who sneezes or coughs will be asked to immediately use hand sanitizer or go wash their hands.** Kleenex will be made available to all staff and in public areas. People who refuse will to follow respiratory etiquette will be asked to leave and go home.

## COVID-19 Exposure

If a staff person or client who uses office space is diagnosed with COVID-19, then the office will be closed to complete a deep cleaning following Indian Health Service disinfectant standards for hard surfaces. The office may remain closed for up to 5 days.

## Summary of Vehicle Protocols Regarding COVID-19

Everyone will be encouraged to self-monitor for signs and symptoms of COVID-19. **Clients should contact a staff member if they have a fever, cough, or other symptoms of illness while at home, worksite, training, or at AanjiBimaadizing facilities.** If a staff member or employee has symptoms of illness they will be required to stay home or go home until symptoms resolve. If they, or members of their households, have a fever and a cough they will be asked to self-isolate at home for 14 days.

### Handwashing

**Clients will be asked to wash hands or use hand sanitizer upon entry to any building or vehicle.**

### Screening Process

**Employees and clients will be asked a brief health survey before entry into the vehicle each day.**

If there are any “YES” Answers = The individual will not be allowed into the facility/office/vehicle.

This information will be recorded on the questionnaire, which should be stored securely and turned into their supervisor.

**Temperatures will be taken upon arrival (forehead scan thermometer).**

If an employee or client’s temperature is 100 degrees or higher, the individual will not be allowed into the facility/office/vehicle.

### Social Distancing

**Clients and staff will be required to wear masks while in the vehicles. Masks will be provided if you do not have one.**

In vehicles, only 1 person may sit per row.

Please refrain from using another person’s personal protective equipment, phones, or other personal tools and equipment.

Staff and clients will be asked to maintain a 6-foot distance when working or meeting.

### Respiratory Etiquette

**Workers 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 or sanitize their hands immediately afterward. **Any client or staff person who sneezes or coughs will be asked to immediately use hand sanitizer or go wash their hands.** Kleenex will be made available to all staff and in public areas. People who refuse will be asked to follow respiratory etiquette will be asked to leave and go home.

### Housekeeping

Gloves and masks should be worn during cleaning times.

Vehicles should be cleaned after every separate instance of driving with a client or staff person and sprayed with disinfectant.

In addition, disinfectant wipes will be used daily by staff to clean the steering wheel, shirt levers, door handles and any other hard surface in the vehicle. Vehicle steering wheels, keys, and commonly touched vehicle areas must be disinfected daily.

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

Each vehicle should have a kit that contains:

- Hand Sanitizer
- Questionnaires
- Clipboard
- Pens
- Temperature scanner
- Masks
- Small baggies to store and dispose of used masks
- Gloves
- Disinfectant
- Kleenex
- Small garbage bags

#### COVID-19 Exposure

If a staff person or client who uses vehicle is diagnosed with COVID-19, then the vehicle will be not used to complete a deep cleaning following Indian Health Service/CDC disinfectant standards. The vehicle may remain out of use for up to 7 days.



## Boozhoo!

Your health and well-being are of the upmost importance to us. We are taking measures to keep the facility/office/vehicle a safe environment for everyone:

- You are encouraged to self-monitor for signs and symptoms of COVID-19.
- You will be required to wear masks while in the offices and vehicles. Masks will be provided if you do not have one.
- Visitors and staff will be asked to wash hands or use hand sanitizer upon entry to any building or vehicle. They will be asked a brief health survey and have their temperature taken.
- All visitors must have an appointment to enter. If staff are available, we may be able to arrange an immediate appointment for you.
- Visitors must be escorted through all public areas while entering and leaving.

**Miigwech for helping our community stay safe!**

For entry, appointments, or other assistance please call:

**enter name and phone number here**



### **COVID-19 GUIDELINES - OUR COMMITMENT TO HEALTH, SAFETY, AND SANITATION**

*The Mille Lacs Band of Ojibwe will continue to closely monitor government guidelines as it relates to COVID-19, including information provided by Centers for Disease Control (CDC), World Health Organization (WHO), U.S. Occupational Health and Safety Administration (OSHA), the Minnesota Department of Health, Indian Health Services, with support and acknowledgment from MLBO Health & Human Services. In this document, you will find guidelines created to ensure the health and safety of our Employees, our Clients, and our community, as well as sanitation procedures to be followed to prevent transmission of the virus.*

*Updated: September 23, 2021*

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# MILLE LACS BAND OF OJIBWE GUIDELINES

This document was designed to enhance the safety and minimize risk for our Employees, our Band Members, our Clients, and our Community. It ensures the health, safety, and sanitation practices of all our Government Buildings and Departments meet or exceed the regulatory government requirements and recommendations of the MLBO, IHS, CDC, and WHO.

These procedures and protocols are based on the most current information available on sanitation and cleanliness in the workplace. As we move forward, we will continue to assess the current situation and adjust our efforts as necessary or appropriate.

## EMPLOYEE & BAND MEMBER HEALTH

The wellbeing and safety of our Band Employees and our Band Members is our highest priority.

### I. TEMPERATURE CHECKS & HEALTH SCREENINGS

- a. An Employee (Screening Administrators or "Screener") using appropriate PPE (including a mask and gloves) and a thermometer will ask Health Screening Questions and take an individual's temperature at designated and marked Temperature Check Stations that will be placed within every Government Building. Any Client, Band Member, Visitor, or Employee exhibiting symptoms such as cough, shortness of breath, temperature of 100.4°F or higher, or other known symptoms will not be allowed to enter the building/Department/facility/vehicle. A secondary temperature check may be conducted if requested by the individual.
- b. If an Employee, Client, Band Member, or Visitor refuses to provide information or cooperate, they will be denied entry to the property/Department/building/vehicle, or Tribal Police Department (TPD) may be called.

### II. SOCIAL DISTANCING

- a. Band Members, Clients, and Employees will be advised to practice social distancing by standing at least six feet away from other groups of people not traveling with them while standing in lines, using elevators, or moving around the property. Employees will be reminded to practice social distancing by being at least six feet away from Band Members, Clients, and other Employees whenever possible. All Government Buildings will comply with MLBO, local, state, and federal mandated occupancy limits.

### III. HAND SANITIZER

- a. Hand sanitizer are available via dispensers, touchless whenever possible, at Band Member, Client, and Employee entrances, as well as high contact areas such as bathrooms, meeting spaces, breakrooms, offices timelocks, and key areas throughout Government Buildings.

### IV. SIGNAGE

- a. There will be signage placed throughout Government Buildings, Departments, facilities and property. The signage will include health and sanitation reminders, information about social distancing, and protocols in place on site.
- b. Signage will be posted throughout Government Buildings reminding Employees and Band Members how to properly wear, handle and dispose of masks, as well as use gloves (in positions deemed appropriate by medical experts), wash hands, sneeze, and to avoid touching their faces.

## **EMPLOYEE RESPONSIBILITES**

Mille Lacs Band of Ojibwe Employees are vital for an effective health, safety, and sanitation program. Employees will be instructed to stay home if they do not feel well.

### **I. EMPLOYEES CALL-INS**

- a. 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.
- b. Contact by phone, text, or email or the supervisor's/manager's preferred form of communication.
- c. Employees and Managers must have constant communication when an employee will be utilizing sick leave so we may monitor the health of our entire staff. For example, a Manager must remind an Employee on the 2<sup>nd</sup> 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.
- d. If employee states, they have COVID symptoms Please quarantine for 4-5 days then call the triage line 320-630-0855 rapid testing is a moment in time. Please quarantine for 14 days from the first date of symptoms.
- e. Supervisors can and should ask for proof of positive and/or being quarantined if they have not been quarantined by Mille Lacs Band Public Health.
- f. If utilizing outside testing agencies, employee must follow up with MLB Public Health, and notify them of any test results/quarantine period, contact information of the agency as well as communicating with their supervisor.
- g. Supervisors if someone calls in saying they are COVID positive it will be your responsibility to tell the individual you will need proof of positive by the testing facility. This document must have a letterhead for authenticity
- h. Follow Public Health recommendations for testing if needed & notify your supervisor, HR Safety Risk Specialist and the HR Benefits Administrator with your test results.
- i. Public Health will notify you of any required quarantine period.
- j. An employee can work remotely if approved by a Supervisor
- k. Employees may return to work when Mille Lacs Band of Ojibwe (MLBO) Public Health gives notice of health clearance to department, HR Safety Risk Specialist and Benefits Administrator

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

**The information above 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, and may be subject to progressive discipline up to and including termination per the MLBO Policies & Procedures Manual.**

### **II. PROCESS FOR EMPLOYEES WHO STATE THEY HAVE BEEN EXPOSED TO A CONFIRMED POSITIVE CASE OF COVID-19**

CDC Guidance for Close Contact Exposed means you have been in close contact (not practicing social distancing) with a positive case for more than 15 minutes without a mask on including 48 hours before an individual has tested positive. COVID Positive patients are considered infectious 48 hours before symptoms began or before the positive tests were collected

There are numerous variables to determine if exposure may have occurred, such as when to quarantine and when you don't have too.

- a. If you are **vaccinated** and have had exposure (close contact less than 6 feet indoors without a mask for more than 15 minutes) to a confirmed positive, please quarantine for 10 days if you become symptomatic please get tested.
- c. If you are **not vaccinated** and have had exposure (close contact) to a confirmed positive, please quarantine for 14 days if you become symptomatic please get tested.
- d. Individuals in direct contact with any primary exposure NO NEED to quarantine however, monitor your symptoms closely for 14 days and stay home if you become symptomatic
- e. Supervisors can and should ask for proof of positive if they have not been quarantined by Mille Lacs Band Public Health.
- f. If utilizing outside testing agencies, employee must follow up with MLB Public Health, and notify them of any test results/quarantine period, contact information of the agency as well as communicating with their supervisor.
- g. Other exposures may be determined on a case by case basis, please allow medical professionals to make these determinations.

### III. HAND WASHING

- a. Correct hygiene and frequent handwashing with soap is necessary to help combat the spread of virus. All Employees have been instructed to wash their hands, or use hand sanitizer when a sink is not available, after any of the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, entering and leaving the building/Department, going on break, and before or after starting a shift.

### IV. COVID-19 TRAINING

- a. All Employees will receive training on COVID-19 safety and sanitation protocols.

### V. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- a. Appropriate PPE (gloves and masks) will be worn by all Employees based on their role and responsibilities and in adherence to MLBO, federal, state, or local regulations and guidance.
- b. **Commissioner's Order 21-04 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 December 31, 2021, the date may be extended if necessary and will be communicated.**
- c. **Commissioner's Order 21-04 requires individuals to wear masks or cloth face coverings and to wear gloves when entering a Band Members home to provide services.**
- d. **Which includes all Band vehicles for the purpose of providing transportation services shall wear a cloth face covering or medical grade mask when there is more than one person in the vehicle.**  
**Commissioner's order is in effective and will expire on December 31, 2021, however please assume that this order will stay until official notification has been sent out to supervisors/managers that it has been not been renewed. Commissioner orders carry weight of band law.** Gloves will be provided to Employees whose responsibilities require them as determined by medical experts including facilities, HHS staff, TPD, Emergency Response, Employees in direct contact with Clients, or Employees required to wear gloves.

### VI. SAFE SCHEDULING, MEETINGS & TIMEKEEPING

- a. Employee meetings will be conducted virtually or in areas that allow for appropriate physical distancing between Employees, Band Members/Clients, and visitors. To ensure social distancing, Departments are encouraged to utilize Safe Scheduling practices by staggering Employee shifts, arrival times to minimize traffic volume at entrances, in corridors, and elevators. Hand sanitizer will be available at each time clock location and Employees will be required to sanitize their hands after clocking in. Our management team will ensure constant communication and proper PPE and sanitation procedures are followed and updated per the latest expert guidance.

## VII. EMPLOYEE TRAVEL

Since travel increases your chances of getting and spreading COVID-19, Employees and Departments are encouraged to limit travel as much as possible. Per MLBO policy, “all leave requests will be reviewed based on various factors, including business needs and staffing requirements” If the leave request is approved, Employees are encouraged to monitor all safety regulations and hot spots before and after travel. Normal cross state commuting (i.e. from WI to MN) is excluded from this requirement.

Employees when going on personal travel must:

### Unvaccinated Employees

- a. Submit a written request for leave to their immediate Supervisor/Manager before travel for approval indication when, where and for how long.
- b. Immediately notify your immediate supervisor before and after returning
- c. Employees who choose to travel and have not been vaccinated, or choose to not provide proof of vaccination will need to isolate for five days after their return from travel. May return after if not displaying symptoms.
- d. Employees will need to use annual or sick time for this 5-day isolation period, employee can work remote if approved by the Supervisor.
- e. Business travel must adhere to the policy changes as well

### Vaccinated Employees

- a. Submit a written request for leave to their immediate Supervisor/Manager before travel for approval indication when, where and for how long.
- b. Immediately notify your immediate supervisor before and after returning
- c. Employees who are fully vaccinated with proof of vaccination(s) do not need to isolate upon return from out of state travel and can return immediately after travel with no additional restrictions.

#### **In general, people are considered fully vaccinated:**

2 weeks after their second dose in a 2-dose  
2 weeks after a single-dose vaccine

If you don't meet these requirements, you are NOT fully vaccinated

- d. However, employee's must still monitor for symptoms of COVID-19 for 14 days following an exposure. If they experience symptoms, they should isolate themselves from others, be clinically evaluated for COVID-19 and inform their health care provider of their vaccination status at the time of care.
- e. Business travel must adhere to the policy changes as well

## CLEANING PROCEDURES

Department Employees and Facilities will be responsible for assisting in cleanliness and sanitation of areas throughout the day. If an employee, client, or visitor who uses an office space, building, or facility is diagnosed with a positive COVID-19, then the space will be closed to complete a deep cleaning and will follow the Public Health Service and/or CDC cleaning, sanitizing, and disinfection standards.

## **I. PUBLIC SPACES AND COMMUNAL AREAS**

- a. Cleaning & Sanitizing all of our spaces thoroughly before we begin our work and frequently throughout our day or more based on Client volume will be standard and an expectation of all employees. Emphasis on frequent contact surfaces including, but not limited to, front-desk counters, windows, entrances, elevators, meeting spaces, lobby/waiting areas, seating areas, public restrooms, etc.

## **II. OFFICES, CUBICAL SPACES, & BREAK ROOMS**

- a. The frequency of cleaning and sanitizing will also increase in all office spaces including, but not limited to, printers, workstations, door handles, breakrooms, surface areas, pop and snack machines, meeting spaces, equipment, light switches, door handles, time clocks, phones, temperature control panels, tables, chairs, counters, toilet handles and seats, light switches, door handles, desk, counters, copiers, and any shared technology or shared spaces. Electronics (remotes, tvs, laptops, phones, ipads, company vehicles) etc.

## **III. GOVERNMENT VEHICLES**

- a. Gloves and masks must be worn during cleaning times. Disinfectant wipes will be used daily by staff to clean the steering wheel, shift levers, door handles and any other hard surface in the vehicle.
- b. Vehicles must be cleaned after every separate instance of driving with a client or staff person, by staff member/members using vehicle.
- c. Garbage must be taken out daily by the staff who uses the vehicle.
- d. If a staff member or client who uses vehicle is diagnosed with COVID-19, has been potentially exposed to a person who tested positive, or exhibits any symptoms associated with the virus; then the vehicle will not be used until a deep cleaning following Indian Health Service/CDC disinfectant standards is complete. The vehicle may remain out of use for up to 7 days.
- e. Vehicle steering wheels, keys, and commonly touched vehicle area must be disinfected daily.
- f. All staff and clients must use hand sanitizer prior to entering the vehicle.
- g. Masks must be worn at all times when there is more than one person in the vehicle.
- h. All clients must have a completed COVID Screen form completed before entering any department or employee vehicles.
- i. In the event of concerns upon screening please contact your supervisor.

## **IV. SHARED EQUIPMENT**

- a. Shared tools and equipment will be sanitized before, during, and after each shift or anytime equipment is transferred to a new Employee or Client or individual. This includes keys, radios, computers, workstations, cleaning equipment, and other direct contact items.

## **PHYSICAL DISTANCING**

We will meet MLBO, federal, state, and local health authority guidelines for proper social distancing.

### **I. GATHERING, PUBLIC SPACES, AND COMMUNAL AREAS**

- a. Any area where Band Members, Clients or Employees gather will be clearly marked for appropriate social distancing with stanchions, floor indicators, and signage. Employees will encourage Clients to practice safe social distancing.

### **II. OFFICES, CUBICAL SPACES, & BREAK ROOMS**

- a. Tables will have a limited number of chairs to allow for social distancing, additional chairs will be removed.

- b. Employee gathering areas such as time clocks, dining rooms, breakrooms, training rooms, meeting spaces, lobby or seating areas will be clearly marked and rearranged for appropriate social distancing with social distancing floor indicators and signage.
- c. Employee must have approval from their supervisors/manager to work from home.

### **III. GOVERNMENT VEHICLES**

- a. Masks must be worn at all times when there is more than one person in the vehicle.
- b. All individuals being transported must sit in the backseat.
- c. All individuals being transported must be from the same household.

# MILLE LACS BAND OF OJIBWE PROTOCOLS

The following protocols shall be used if department specific protocols have not been established for Supervisor reference.

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- I. SANITATION & CLEANING
  - a. Employees to sanitize high traffic and touchpoints at the beginning and end of a shift, every hour, as needed, when leaving the department/building, timeclocks,
  - b. Workstations and equipment to be sanitized after a different individual's use.
  - c. Employees to sanitize break areas at least once every hour.
- II. PHYSICAL DISTANCING
  - a. Masks to be worn at all times.
  - b. Maintain at least 6 feet apart as much as possible.
  - a. Social Distancing Floor Indicators will be placed at counters and entrances to encourage safe social distancing.
  - c. Safe scheduling.
- III. CONSIDERATIONS
  - a. Plexiglas installed at front desk workstations, windows, counters, etc.
  - b. Signage to be placed during high volume periods that directs Clients to check back at a later time.

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## DEPARTMENTS WITH FRONT DESK WINDOWS

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- II. SANITATION & CLEANING
  - a. Employees will sanitize between transactions or services for Band Members, Clients, and the public.
  - b. Workstations and kiosks will be thoroughly cleaned and sanitized once per hour.
  - c. Additional high traffic areas to be sanitized each hour.
  - d. Doors and handles to be sanitized every hour.
  - e. Phones, bells, and additional equipment to be sanitized after each use.
- III. SOCIAL DISTANCING
  - a. Transactions should be quick and contact should be limited.
  - b. Social Distancing Floor Indicators will be placed at counters and entrances to encourage safe social distancing.
  - c. Separation of available workstations and rearranging of furniture will be implemented for appropriate social distancing.
- IV. CONSIDERATIONS
  - a. Installation of Plexiglas at workstations.

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## FACILITIES

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- I. SANITATION & CLEANING
  - a. Increased cleaning and sanitizing efforts – to include high traffic areas and high touch points.
  - b. Proper cleaning of equipment and supplies to be used.
  - c. PPE to be used. Gloves to be changed in accordance with our cleaning protocols.

- d. Restrooms to be checked and sanitized every hour, as well as deep cleaned daily.
- e. Staff to be available for any additional needs.

II. SOCIAL DISTANCING

- a. Limit Client and Employee interaction.

III. CONSIDERATIONS

- a. Employees available to assist with Client and Employee needs or concerns.
- b. Employees will share any concerns for cleaning and sanitizing throughout the Government Building.

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**OFFICES, MEETING SPACES, & LOBBY AREAS**

I. SANITATION & CLEANING

- a. Doors, buttons, railings, and handles to be sanitized regularly.
- b. Hand sanitizer available near the front entrance.
- c. Front Desks and shared workstations to be sanitized often, after each hands-on transaction, and individual change.
- d. Lobby areas to be cleaned and sanitized based on traffic.
- e. Meeting spaces and conference rooms sanitized after each use.

II. SOCIAL DISTANCING

- a. Social Distancing Floor Indicators to be placed by Front Desks and Entrance to encourage appropriate social distance.
- b. Doors to meeting spaces and the Department will be propped open to avoid unnecessary contact.

III. CONSIDERATIONS

- a. Installation of Plexiglas at Front Desk and counters in the HR Office.

# DEPARTMENT SPECIFIC CONTINGENCY PLANNING

In the event of increased #'s of COVID cases, it is vital that we as an organization learn how to transition (back and forth) from working and operating Regularly and Remotely, whenever possible. So that it is a fluid a transition any time it is necessary. If your Department has not yet created a contingency plan please utilize the information below to generate and submit.

Contingency Plans for Your Department must include, but are not limited to the following:

- **Each Employee**
  - o Name & Title of Each Employee that includes who they report to and employees they supervise (if any)
  - o Employee's General Daily Duties
  - o Essential Job Duties (specific to the individual, where they may be the only employee conducting this job duty or handling a special project)
  - o Delegation of Duties – Identify two (2) employees that may handle job duties in the event of an employee being out of the Office/Department for quarantine or an extended amount of time.
- (DIRECTION: Repeat this for all positions within your Department. You may consolidate if you have a job position with multiple employees with the same title/job duty.)
- **Department Duties**
  - o **IF** tasks from your Department are delegated to another department within your division (HHS, DNR, etc.) or another Department, PLEASE ensure that the Department that is listed as well as your Supervisor and Commissioner and other Supervisor(s) and Commissioner (any that need to be aware) are aware of this and come to a shared agreement that their Department will be able to take on the duties in the event of your Department's possible closure, so that support can be offered as needed in your Department's absence.
  - o Contact Information of the Department – Names of Employees, Phone Numbers, and Email Addresses
- **Additional Items Specific to Your Department** – that may be vital for Administration and your Commissioner to be aware of to ensure continued Department operations.
- \*This is a working document and is subject to changes as circumstances change and may be subject to change. Please be sure to communicate changes to your staff and your Supervisor/Commissioner.

In order for your Contingency Plan to be operational, please:

- **Cross-Train Employees** - Ensure that if duties are delegated to employees in your Contingency Plan that you are providing **cross-training** for that employee or that there are documented/written procedures for the duties so that an employee may easily be able to perform that job duty.
- **Document/Written Procedures for Each Position (job duties)** – Delegate this to your staff, if it hasn't already or ever been done. Have employees save those procedures in an accessible location available to everyone in the Department. Give your staff a deadline date to complete this.

# Approved Payroll Codes

<b>Regular</b>	-	all hours actually worked. On timesheet designate if working remotely for insurance reasons
<b>Vaca P</b>	-	all hours of vacation time
<b>Sick</b>	-	all hours of sick time
<b>Holiday</b>	-	all approved holiday time
<b>Holiday +</b>	-	all approved holiday time actually worked
<b>Overtime</b>	-	all approved overtime for hourly staff only
<b>TWC</b>	-	Time with child, per policy for school or cultural sponsored event. Must be working full time for this benefit. No more than 3 hours per month per employee.
<b>Ed Leave</b>	-	Paid time off not to exceed 4 hours per week. For full time employees only per policy book.
<b>CS</b>	-	This includes Jury Duty and other time off for Community Service affairs. Not to exceed 40 hours per year with prior approval.
<b>Ber</b>	-	one to three days of paid funeral leave for regular full time employees to attend "family" funerals
<b>Anishinaabe Leave</b>	-	Regular full time employees to attend Midewiwin, Ceremonial Drum and aid/attend other Tribal Ceremonies

## And all rate differential codes

The COVID-Sick payroll code was discontinued at the expiration of the Mille Lacs Band State of Emergency.

# Commissioner's Order 2021-04



## MILLE LACS BAND OF OJIBWE *Executive Branch of Tribal Government*

### NON-REMOVABLE MILLE LACS BANDS OF CHIPPEWA INDIANS DEPARTMENT OF HEALTH & HUMAN SERVICES

#### COMMISSIONER'S ORDER 2021-04

#### A COMMISSIONER'S ORDER REQUIRING INDIVIDUALS TO WEAR A MASK OR CLOTH FACE COVERING IN GOVERNMENT FACILITIES AND BAND-OWNED BUSINESSES

##### Section 1. Policy

The Commissioner of Human Services finds the following:

- (1) the Centers for Disease Control and Prevention ("CDC") has determined that genetic variants of SARS-CoV-2, including the B.1.617.2 ("Delta") variant, have emerged and are now circulating around the world;
- (2) the CDC classifies the Delta variant as a "Variant of Concern", meaning that there is evidence of increased transmissibility, more severe disease, significant reduction in neutralization by antibodies generated during previous infection or vaccination, reduced effectiveness of treatments or vaccines, or diagnostic detection failures;
- (3) the CDC recommends wearing a mask in public indoor settings in areas of substantial or high risk of transmission;
- (4) the CDC has designated Aitkin County, Crow Wing County, Mille Lacs County, Pine County, and many others as areas of substantial risk of transmission;
- (5) a substantial number of Mille Lacs Band members, Band government employees, and employees of Band-owned businesses travel to and from the above named counties; and
- (6) it is necessary to take preemptive measures in order to protect the health and safety of Mille Lacs Band members and other individuals from transmission of the Delta variant.

##### Section 2. Requirements

- (a) Any individual who is over the age of two and able to medically tolerate a face covering shall be required to cover their nose and mouth with a cloth face covering or medical-grade mask when in Band government facilities and Band-owned businesses within the Band's territorial jurisdiction.
- (b) All government personnel entering government facilities and employees of Band-owned businesses within the Band's territorial jurisdiction shall wear a cloth face covering or medical-grade mask when engaged in face-to-face contact with the public.

##### DISTRICT I

58 Oodena Drive Onamia, MN 56359  
(320) 532-4181 Fax (320) 532-4209

##### DISTRICT II

36666 State Highway 65 McGregor, MN 55760  
(218) 768-3311 Fax (218) 768-3903

##### DISTRICT II A

2605 Chiminising Drive Isle, MN 56342  
(320) 676-1102 Fax (320) 676-3432

##### DISTRICT III

45749 Grace Lake Road Sandstone, MN 55072  
(320) 384-6240 Fax (320) 384-6190

##### URBAN OFFICE

1404 East Franklin Avenue Minneapolis, MN 55404  
(612) 872-1424 Fax (612) 872-1257



## MILLE LACS BAND OF OJIBWE

*Executive Branch of Tribal Government*

(c) All government personnel who enter Band member residences for the purpose of providing any public services shall wear a cloth face covering or medical-grade mask.

### Section 3. Definitions

The following meanings apply to this Commissioner's Order:

- (1) "cloth face-covering" means a covering that fully covers a person's nose and mouth, but is not a medical-grade mask;
- (2) "medical-grade mask" means an N95, KN95, surgical, or other mask that would be appropriate for a healthcare setting or a setting in which direct patient care is provided.

### Section 4. Effectiveness and Expiration

- (a) This Commissioner's Order will become effective on Wednesday, September 1, 2021.
- (b) This Commissioner's Order will expire on December 31, 2021.

Executed on September 1, 2021.

A handwritten signature in blue ink, appearing to read "Nicole Anderson".

Commissioner of Human Services, Nicole Anderson



Official Seal of the Band

#### DISTRICT I

43408 Odena Drive Onamia, MN 56359  
(320) 532-4181 Fax (320) 532-4209

#### DISTRICT II

35666 State Highway 65 McGregor, MN 55760  
(218) 768-3311 Fax (218) 768-3903

#### DISTRICT IIIA

2605 Chiminising Drive Isle, MN 56342  
(320) 676-1102 Fax (320) 676-3432

#### DISTRICT III

45749 Grace Lake Road Sandstone, MN 55072  
(320) 384-6240 Fax (320) 384-6190

#### URBAN OFFICE

1404 East Franklin Avenue Minneapolis, MN 55404  
(612)872-1424 Fax (612) 872-1257

## Health Screening and Safety

### Employee COVID-19 Acknowledgement Form

# **Employee COVID-19 Acknowledgement Form**

The MLBO COVID-19 video describes important protocols for employees to follow and ways to protect yourself and others.

Guidelines are constantly changing and updating as we go along and receive new information from medical experts. This is the current guidelines of the Mille Lacs Band and our expectations of employees to maintain a healthy and safe working environment.

Since the information, practices described herein are necessarily subject to change, I acknowledge that revisions to the video may occur. I understand that revisions may supersede, modify or eliminate existing practices.

I understand Medical records and information is Confidential and gossip or starting false rumors about someone's health or medical history is a violation of Confidentiality (pg. 32), Business Ethics & Conduct (pg. 15), and the Harassment & Discrimination Policy (pg. 69), Professional Conduct (pg. 34). Additional policies may apply and may be subject to progressive discipline up to and including termination per the MLBO Policies & Procedures Manual.

I understand if I fail to cooperate during the COVID-19 verification process at any time or failure to follow safety procedures, I may be subject to progressive discipline up to and including termination per the MLBO Policies & Procedures Manual.

Furthermore, I acknowledge that this form will become a permanent part of my official personnel file. My signature on this acknowledgment form acknowledges that I understand and will abide by rules set forth as described in the video and may be subject to change without notice.

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Employee's Printed Name

Department

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Employee's Signature

Date

# MLBO COVID-19 Health Screening Questionnaire



## COVID-19 HEALTH SCREENING QUESTIONNAIRE

*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 upmost 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 100.4F or higher = The individual will not be allowed into the facility/office/vehicle or to come to work on property

Any "YES" Answers + Temperature 100.4F or higher = The individual will not be allowed into the facility/office/vehicle or to come to work on property



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

EMPLOYEE NAME:

NUMBER:

DATE:

1. Supervisors if someone calls in saying they are COVID positive it will be your responsibility to tell the individual you will need proof of positivity by the testing facility. This document must have a letterhead for authenticity.
2. Supervisors if someone calls in saying they have had 1<sup>st</sup> hand exposure to a positive person follow the steps below.
3. Have you been vaccinated      Has it been at least two weeks since your last dose of the vaccine
4. For infection control reasons can you tell us what your symptoms are?

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5. 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 or the name and number of the person you were exposed to.

NAME: \_\_\_\_\_ NUMBER: \_\_\_\_\_

- *If the employee is unable to provide this information, this will be a none COVID-19 sick day and may return without documentation unless it exceeds three days per policy or if status changes with MLB Public Health.*
- *If the employee is able to provide the information, please finish the questionnaire.*

6. When were you notified?
7. How long were you with the positive case?
8. How close were you to the positive case?
9. Were you indoors or outdoors?
10. Were you wearing a mask?
11. Were you practicing social distancing?

- ***COVID symptoms please quarantine for 4-5 days then call the triage line 320-630-0855 rapid testing is a moment in time. Please quarantine for 14 days from the first date of symptoms.***
- ***Vaccinated and are positive or have had exposure to a confirmed positive, please quarantine for 10 days. If you become symptomatic, please get tested.***
- ***Not vaccinated and are positive or have had exposure to a confirmed positive, please quarantine for 14 days.***
- ***HOUSEHOLD FAMILY MEMBERS to quarantine at home if someone in the home is positive for 14 days the positive individual must do their best to isolate and use a separate bathroom. Please use masks.***

Please forward this form to [Nicole.sawyer@millelacsband.com](mailto:Nicole.sawyer@millelacsband.com) , [Mary.kegg@millelacsband.com](mailto:Mary.kegg@millelacsband.com) HR & Public Health [lisa.blahosky-olivarez@hhs.millelacsband-nsn.gov](mailto:lisa.blahosky-olivarez@hhs.millelacsband-nsn.gov) and [david.hormillosa@hhs.millelacsband-nsn.gov](mailto:david.hormillosa@hhs.millelacsband-nsn.gov) will notify Supervisor/Manager of next steps.

## Health Screening Questionnaire for Employee Call-Ins

When Employees call-in sick to their Supervisor/Manager to report they will not be in for their shift due to illness; treat them like a normal sick day, do not need to complete a form.

Fully vaccinated people with no COVID-like symptoms do not need to quarantine, be restricted from work, or be tested following an exposure to someone with suspected or confirmed COVID-19, as their risk of infection is low. However, they should still monitor for symptoms of COVID-19 for 14 days following an exposure. If they experience symptoms, they should isolate themselves from others, be clinically evaluated for COVID-19, if indicated, and inform their health care provider of their vaccination status.

If employee has not been vaccinated and had an exposure to someone with suspected or confirmed COVID-19 employee should call supervisor. Supervisor must fill out the Health Screening Questionnaire and send to the HR Safety Risk Manager, HR Benefits Administrator and MLB Public Health.

Wait at least an hour and call the Ne la Shing Nurse Line (320-630-0855). This will allow for the Health Screening Questionnaire to reach Public Health. This allows for Public Health Officials to accurately advise of next steps.

Follow Public Health recommendations for testing if needed & notify your supervisor, HR Safety Risk Manager and the HR Benefits Administrator with your test results.

Public Health will notify you of any required quarantine period. An employee can work remotely if approved by a Supervisor

Employees may return to work when Mille Lacs Band of Ojibwe (MLBO) Public Health gives notice of health clearance to department, HR Safety Risk Manager and Benefits Administrator

Reminder of symptoms of COVID-19

Cough

Sore throat

Fever

Muscle pain

Chills

Shortness of breath or difficulty breathing

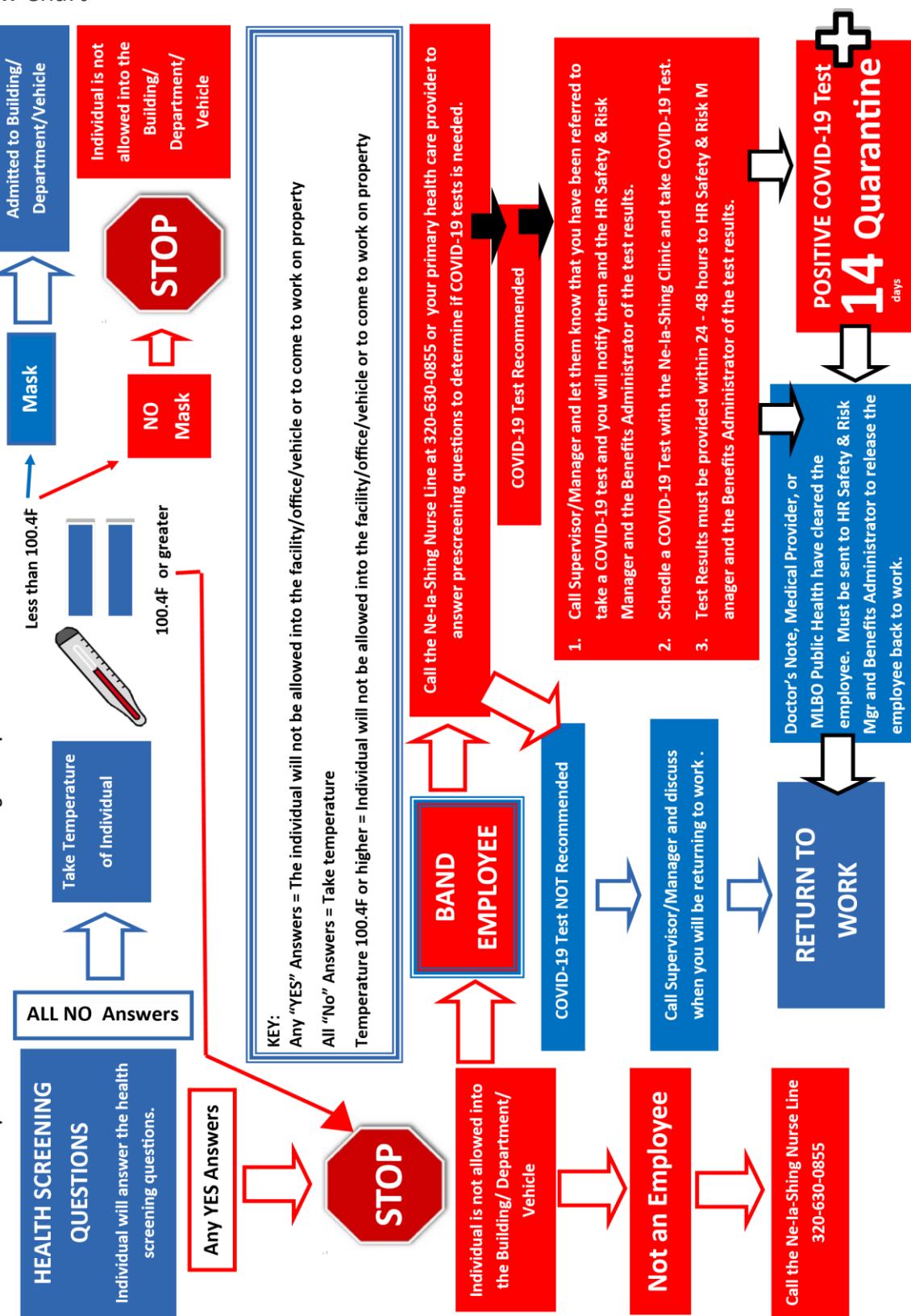
Loss of taste or smell

From: Nicole Sawyer, Safety Risk - Mille Lacs Band of Ojibwe 7/28/21

## MLBO COVID 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.



## MLBO 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 should be cleaned and disinfected regularly.

#### 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 first, for at least 20 seconds.
- **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.
  - Before and after providing routine care for another person who needs assistance (e.g., a child).

## 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 your 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.

## Additional Information

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## Primary vs Secondary vs Tertiary Exposure Triage Chart

PRIMARY	PRIMARY EXPOSURE	SECONDARY EXPOSURE	TERTIALY EXPOSURE
This is the person that is diagnosed with COVID-19 or is considered a presumptive case (symptoms).	Person has direct contact with someone who has tested positive for COVID-19 or is considered a presumptive case.	Person is in direct contact with a Primary Exposure person.	Person is in direct contact with a Secondary Exposure.
<b>ISOLATE FROM OTHERS</b> <ul style="list-style-type: none"> <li>Follow health professional recommendations.</li> <li>ISOLATE UNTIL 10 days from onset of symptoms (or when tested positive) AND no fever for 24 hours and symptoms improving.</li> </ul>	<b>QUARANTINE</b> <ul style="list-style-type: none"> <li>Begin quarantine immediately for 14 days.</li> <li>Self-monitor for symptoms or fever.</li> <li>Contact your physician regarding getting tested.</li> <li>If you test positive, then follow <u>PRIMARY</u> Protocol.</li> </ul>	<b>NO QUARANTINE</b> <ul style="list-style-type: none"> <li>Self-monitor for fever or symptoms.</li> <li>If PRIMARY CONTACT tests positive or diagnosed as presumptive case, follow <u>PRIMARY EXPOSURE</u> Protocol.</li> </ul>	<b>NO ACTION</b> <ul style="list-style-type: none"> <li>No action needed unless you move to <u>SECONDARY EXPOSURE</u> Protocol.</li> </ul>
<b>IDENTIFY/NOTIFY</b> Notify all persons you have been in contact with for 48 hours prior to onset of symptoms or positive test.	<b>IDENTIFY/NOTIFY</b> No need to notify others unless you develop symptoms, in which case follow instructions in left most " <u>PRIMARY</u> " column.	<b>IDENTIFY/NOTIFY</b> Keep communication open, practice social distancing, wear a mask and use frequent and thorough hand hygiene.	<b>IDENTIFY/NOTIFY</b> Keep communication open, practice social distancing, wear a mask and use frequent and thorough hand hygiene.

### Direct Contact:

1. Within 6 feet of someone who has tested positive for COVID-19 for a cumulative of 15 minutes over a 24-hour period or longer, from 2 days prior to onset of symptoms until the end of home isolation.
2. You provided care at home to someone who tested positive for COVID-19.
3. You had direct physical contact with someone who is COVID-19 positive or suspected positive.
4. You shared eating or drinking utensils.
5. They sneezed, coughed, or somehow got respiratory droplets on you.

From: [www.bluefishmd.com](http://www.bluefishmd.com)

## Safety Flyers from Minnesota Department of Health

### How to Safely Wear Your Mask



Step 1: Wash or sanitize your hands.



Step 2: Make sure the top of the mask is over your nose and the bottom is under your chin.



Step 3: Place the mask over your nose and mouth before you use the ear straps or tie it behind your head.



Step 4: Move the mask around so it covers nose, mouth, and chin completely.



Step 5: The tops of some masks can bend. Press your fingers on the top of the mask to make them fit tight around your nose.



Step 6: Do not touch the mask while wearing it. Use the mask ear straps or ties if you need to make it fit better.



Step 7: Use the mask ear straps or ties to take it off. Do not touch the front.



Step 8: Throw away if mask is disposable.



Step 9: Wash your mask by machine or by hand before you use it again.



Step 10: Wash or sanitize your hands again.

**MINNESOTA** | **STAY SAFE MN**

Minnesota Department of Health | health.mn.gov | 651-201-5000 | Contact health.communication@state.mn.us to request an alternate format. | 07/15/2020

### Wash Your Hands



WET YOUR HANDS



APPLY SOAP



WASH YOUR HANDS FOR 20 SECONDS



RINSE WELL



DRY YOUR HANDS



TURN OFF WATER WITH PAPER TOWEL

Remember to scrub between your fingers, under your nails, and the top of your hands.

**MINNESOTA** | **STAY SAFE MN**

health.mn.gov

Minnesota Department of Health | health.mn.gov | 651-201-5000 | Contact health.communication@state.mn.us to request an alternate format. | 8/27/2020

If you have any of these symptoms,

**STOP!**



Fever



Difficulty breathing



Loss of taste or smell



Muscle pain



Nausea, diarrhea, or vomiting



Chills



Cough



Runny nose or congestion



Sore throat



Headache



Fatigue

If you are experiencing these symptoms, please call the Ne Ia Shing Nurse Line at 320-630-0855.

**MINNESOTA** | **STAY SAFE MN**

health.mn.gov

Minnesota Department of Health | health.mn.gov | 651-201-5000 | Contact health.communication@state.mn.us to request an alternate format. | 8/26/2020

These, and more, can be found here: <https://www.health.state.mn.us/diseases/coronavirus/materials/index.html>

## Guidance for developing a COVID-19 Preparedness Plan

### General

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

[www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

[www.osha.gov](http://www.osha.gov)

[www.dli.mn.gov](http://www.dli.mn.gov)

### Handwashing

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

<https://youtu.be/d914EnpU4Fo>

### Respiratory etiquette: Cover your cough or sneeze

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### Social distancing

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

### Housekeeping

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

### Employees exhibiting signs and symptoms of COVID-19

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

### Training

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)