



Little River Band of Ottawa Indians

TRIBAL COUNCIL
WORK SESSION REQUEST

A. Work Session Topic/Topic Authorization to Conduct In-person Tribal Council Meetings

Requested by: Grace Hendler Tribal #4121

Who should Attend?

(Apart from Council) Tribal Council, Tribal Ogema, ULD

When would you like the meet? Tuesday February 2, 2021 Alternative: _____

How much time is needed? As much for discussion

**attach any materials pertaining to this request and forward them to the office of the Tribal Council Recorder via the Executive Assistant*

B. Reason for the Work Session (be as specific as possible): This portion must be completed.

1. Discussion for authorization to return to In-Person Meetings in the Lodge
2. Discussion regarding the difficulties of transcribing ZOOM Meetings
3. Discussion regarding the chaos and disorderly conduct happening in Tribal Council Meetings

C. Recommendation/Proposal and Justification: (Must have at least one, will not be accepted if this is blank – attach additional documentation if necessary.)

1. Approve the Resolution brought forward by Tribal member
2. Reinforce approved regulations already in place
3. Put meetings back in the Lodge

Department Director _____

Tribal Ogema Signature

Date

*required if request is being made by executive employee

Gay Piazza
Council Recorder Signature

01-28-2021
Date

Kathy Brown
Council Executive Assistant Signature

1/28/21
Date

Disclaimer: If you fail to appear at the scheduled work session it will be cancelled.

D. Date & time meeting scheduled: 2/2/21 @ 9:00am.

Note: It is the responsibility of the individual requesting the Work Session to notify and work out any potential scheduling conflicts with any participants, apart from Council, being requested to attend.

If not attached, all supporting documents and materials are due
to Tribal Council 48 hours prior to the Work Session. Due on:

V B.



RECEIVED
TRIBAL COUNCIL

2021 JAN 28 PM 12:56 Little River Band of Ottawa Indians

TRIBAL COUNCIL

AGENDA REQUEST FORM

For Meeting on 2/3/2021

1. Agenda Topic/Title: Authorization to Conduct In-Person Tribal Council Meetings in the Lodge beginning upon execution
2. Submitted by: ☐ Tribal Council _____ ☐ Tribal Ogema
X Tribal Member Grace Hendler Tribal #4121
3. Placement on Agenda:
____ Old Business: Please indicate if ____ Update/Status ____ Final Report/Information
X New Business
____ Closed Session: Please indicate if ____ Minutes ____ Litigation ____ Personnel ____ Bids/Contracts
4. Action Requested:
☐ Approval by Motion ☒ Resolution Approval
☐ Approval of Ordinance ☐ For Information Only
☐ Approval of Regulation Other, Please Specify _____
5. Rationale/Explanation:
Transcription of the Tribal Council Meetings have become difficult with Tribal members speaking out of turn, foul language being used, and a total disrespect for everyone. Please return to in person meetings in the Lodge to restore order to Tribal Council Meetings. The Lodge has adequate space for social distancing for Tribal Council, Tribal Ogema, Tribal members and for Representatives of Agenda Items.
6. If approved, what follow-up actions will be needed to implement this decision?
7. Assigned to:
To be completed by (date): February 8, 2021

Signature

Date

NOTICE:

1. Agenda items not presented the Tuesday prior to the meeting may not be placed on the Agenda.
2. If you, or your representative, are not present, the Tribal Council may delete your item without any further action.
3. Any item placed in Closed Session may be moved to Open Session at the Tribal Council's discretion.

Approved 3/17/04



Little River Band of Ottawa Indians

2608 Government Center Drive

Manistee, MI 49660

(231) 723-8288

Resolution #21-0203-__

Authorization to Conduct In-Person Tribal Council Meetings in the Lodge beginning upon execution

WHEREAS, the status of the *Gaá Čhing Ziibi Daáwaa Aníshinaábek* (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

WHEREAS, the Tribe adopted a new Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribe adopted amendments to the Constitution on July 11, 2016 which became effective upon approval by the Assistant Secretary-Indian Affairs on August 24, 2016; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members; and

WHEREAS, the Tribal Ogema of Little River Band of Ottawa Indians closed the government offices due to COVID-19 on March 17th; and

WHEREAS, the Tribal Ogema issued Executive Order 20-0320-01 and Tribal Council by Resolution #20-0320-096 Declaring a State of Emergency for the Little River Band of Ottawa Indians; and

WHEREAS, the Governor of the State of Michigan is opening businesses and restaurants February 1, 2021 to the general public; and

WHEREAS, the Tribal Council Meetings conducted by ZOOM have become difficult with Tribal members speaking out of turn, foul language being used, and a total disrespect for everyone along an unwillingness to adhere to the Interactive Participation Resolution #20-0304-083; and

WHEREAS, the Tribal Council Lodge has adequate room for social distancing to participate in the meeting for Tribal Council, Tribal Ogema, Tribal members and Representatives of agenda items; and

WHEREAS, Tribal members who want to participate in person will be required to call 231 398-6847 or e-mail tcopensesession@lrboi-nsn.gov ahead by 8:00 a.m. Wednesday morning to report their attendance, then they need to be here by 9:00 a.m. the day of the meeting, they will be screened by one of the Administrative Assistants at the front door, with 30 Participants in attendance and they shall be informed that the Tribal Ogema's COVID-19 Regulations will be followed requiring a mask to be worn throughout the building, sanitizing of hands and to remain six feet apart at all times; and

WHEREAS, the Tribal Council believes that it is necessary to begin regular sessions of Tribal Council meetings once a month to carry out the duties of the Tribal Council according to Article IV, Section 6(a) of the Constitution of the Little River Band of Ottawa Indians in an orderly and respectful fashion; and

WHEREAS, the Tribal Council believes it is important for Tribal members to be able to see their Tribal Council Representatives during in person meetings in the Lodge; and

NOW THEREFORE IT IS FINALLY RESOLVED THAT the Tribal Council of the Little River Band of Ottawa Indians hereby authorizes Tribal Council to return to regular session meetings in The Lodge beginning upon execution of this resolution.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with __ FOR, __ AGAINST, __ ABSTAINING, and __ ABSENT, at a Regular Session of the Little River Band of Ottawa Indians Tribal Council held on February 3, 2021, via Zoom, with a quorum being present for such vote.

Gary Di Piazza, Tribal Council Recorder

Ronald Pete, Tribal Council Speaker

Attest:

Distribution: Council Records Tribal Ogema Tribal Court



**Little River Band of Ottawa Indians
Tribal Council
2608 Government Center Drive
Manistee, MI 49660
(231) 723-8288**

Resolution #20-0304-083

Adoption of Tribal Council Procedure for Interactive Participation in Tribal Council Open Session Meetings

WHEREAS, the status of the *Gaá Čhíng Ziibi Daáwaa Aníshinaábek* (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

WHEREAS, the Tribe adopted a new Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribe adopted amendments to the Constitution on July 11, 2016 which became effective upon approval by the Assistant Secretary-Indian Affairs on August 24, 2016; and

WHEREAS, the legislative powers of the Tribe are vested in the Tribal Council according to Article IV, Section 1 of the Constitution; and

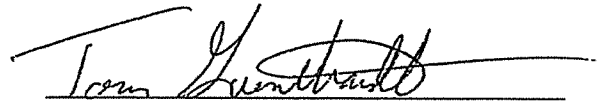
WHEREAS, the Tribal Council is authorized by Article IV, Section 6(e) to determine its own rules of procedure for meetings of the Tribal Council and those procedures shall provide for an opportunity for the General Membership to be heard on any question under consideration by the Tribal Council; and

WHEREAS, the Tribal Council wishes to adopt this procedure to clarify the process by which Tribal Members may participate in Open Session Meetings when they cannot physically attend the meeting in Manistee; and

NOW THEREFORE IT IS RESOLVED, that the Tribal Council adopts this procedure for interactive participation in Tribal Council Open Session Meetings.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 6 FOR, 0 AGAINST, 0 ABSTAINING, and 3 ABSENT, at a Regular Session of the Little River Band of Ottawa Indians Tribal Council held on March 4, 2020, at the Little River Band's Government Center in Manistee, Michigan, with a quorum being present for such vote.



Tom Guenthardt, Tribal Council Recorder



Ronald Pete, Tribal Council Speaker

Attest:

Distribution: Council Records
Tribal Ogema
Legal Department

TRIBAL COUNCIL PROCEDURE

Interactive Participation in Tribal Council Open Session Meetings

Authority: In accordance with Article IV, Section 6(e) of the Constitution, the Tribal Council hereby adopts by resolution this procedure for Interactive Participation in Tribal Council Open Session Meetings.

Purpose: The purpose of this procedure is to set forth clear rules for the use of live streaming and interactive participation during Tribal Council Open Session Meetings.

Operation: Tribal Council Open Session Meetings will henceforth be available for viewing as a live stream on the Tribal Government Website. Tribal Members wishing to participate in meetings remotely by asking questions or making comments to the Tribal Council, shall be required to pre-register for those meetings every week. In the event of an emergency meeting or technical difficulties there may be an interruption of live streaming or insufficient time to enact interactive participation. Every effort will be made to avoid disruption.

Registration: Registration for those Tribal Members that would like the opportunity to comment or ask questions will begin at 3:00 p.m. on Friday, after the publication of the next week's agenda and be open until 9:00 a.m. the day of the meeting. Sometime after 9:00 a.m. but prior to the start of the meeting, a link will be sent to all registrants, allowing them to sign into the meeting via a web application. Registrants for interactive participation shall be reviewed and validated as Tribal Citizens. No registration is required to view the meeting on the Tribal Government Website.

Rules:

1. Tribal Members shall address their comments or questions to the Speaker and wait to be recognized. No side-bar conversations are allowed.
2. Tribal Members shall identify themselves by name and enrollment number and state why they are giving testimony.
3. All communication in the interactive meeting shall be conducted in a respectful manner, without shouting or engaging in personal attacks or profanity.
4. Comments or questions shall be limited to the agenda item on the floor.
5. The Tribal Council Speaker shall refer unrelated comments/questions to the public comment portion of the agenda.
6. Tribal Members shall limit their comments/questions to five minutes.
7. No Tribal Member may delegate their time to another Tribal Member.
8. Failure to follow the rules shall result in the following actions:
 - a. A warning shall be issued to the Tribal Member that their conduct is "out of order".
 - b. If disruptive behavior continues, the Tribal Member shall be disconnected from the Interactive Participation Meeting.
 - c. Repeated incidents requiring disconnection shall result in a "cooling off" period in order to protect the integrity of the meeting and encourage respectful communication for all participants.



Little River Band of Ottawa Indians

2608 Government Center Drive
Manistee, MI 49660
(231) 723-8288

Resolution #20-0806-217

Resolution Adopting COVID-19 Safety Protocols for the Little River Band of Ottawa Indians Government Center, Little River Band of Ottawa Indians Muskegon Office, Little River Casino Resort and all other Little River Band of Ottawa Indians Properties

WHEREAS, the status of the *Gaá Čhíng Ziibi Daáwaa Aníshinaábek* (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

WHEREAS, the Tribe adopted a new Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribe adopted amendments to the Constitution on July 11, 2016 which became effective upon approval by the Assistant Secretary-Indian Affairs on August 24, 2016; and

WHEREAS, the Legislative powers of the Tribe are vested in the Tribal Council according to Article IV, Section I of the Constitution; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a)(1) and (2) to exercise the inherent powers of the Tribe by establishing laws through the enactment of ordinances and adoption of resolutions to govern the conduct of Tribal Members and others within the Tribe's jurisdiction and to promote, protect and provide for the public health, peace, morals, education and general welfare of the Tribe and its members; and

WHEREAS, the Executive powers of the Tribe are vested in the Tribal Ogema according to Article V, Section I of the Constitution; and

WHEREAS, the Ogema is authorized by Article V, Section 5(a)(1) to enforce and execute the Laws, Ordinances and Resolutions of the Tribal Constitution; and

WHEREAS, the Ogema has presented the attached COVID-19 Safety Protocols for adoption by Tribal Council Resolution; and

NOW THEREFORE IT IS RESOLVED, that the Tribal Council hereby adopts the attached COVID-19 Safety Protocols for the health and safety of the citizens of the Little River Band of Ottawa Indians, the elected and appointed Little River Band of Ottawa Indians Officials, the employees of the Tribal Council, the employees of the Little River Band of Ottawa Indians Government and the members of the public having business on Little River Band of Ottawa Indians properties.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 4 FOR, 3 AGAINST, 1 ABSTAINING, and 1 ABSENT, at a Emergency Session of the Little River Band of Ottawa Indians Tribal Council held on August 6, 2020, at the Little River Band's Government Center in Manistee, Michigan, with a quorum being present for such vote.

Gary Di Piazza, Tribal Council Recorder

Ronald Pete, Tribal Council Speaker

Attest:

Distribution: Council Records
 Tribal Ogema
 Legal Departments
 Tribal Court

COVID-19 Visitor Procedures

1. Visitors must have an appointment to enter the building. Just those with business should enter the building.
2. The visitor should call the person they are meeting with when they arrive.
3. The employee should meet them at the door to let them in.
4. The employee should go through the prescreening procedure with the visitor and check off the boxes to limit the spread through touching. This includes temperature check and a set of health questions. Anyone with a temperature over 100.4 degrees, who has been exposed to someone with COVID-19 or has COVID-19 symptoms will be denied entry.
5. The employee should fill out the visitor log for all visitors for contact tracing purposes. The person visiting, the employee visited, date and time will be recorded.
6. Properly worn face masks must be worn. The Tribe will provide masks if they do not have one.
7. Hand sanitizer will be made available to visitors to use upon entry.
8. Social distancing must be followed. If your office is not big enough to keep 6 ft distance, please use larger spaces to allow distance. If you must meet in a confined space, please take extra safety precautions to limit the exposure.
9. Disinfecting of the meeting space must be done after every visitor.
10. Visitors are not allowed to utilize the lunchroom. Bathrooms are available to visitors.
11. This procedure is in effect until visitor restrictions are lifted.



**Little River Band of Ottawa Indians
Human Resources Department
2608 Government Center Drive
Manistee, Michigan 49660
(231) 398-6859
Toll Free 1-888-723-8288
Fax: (231) 398-9101**

To: LRBOI
From: J. Simpkins
Subject: COVID-19 Isolation SOP
Date: 5/26 /20

1. Scope:

- A.** This temporary SOP applies to all eligible LRBOI employees.

2. SOP:

A. Introduction

The purpose of this SOP is to describe the protocol used when an employee becomes ill while working at an LRBOI facility to protect both the employee and other staff.

B. Process If You Begin Feeling Ill While Working On-Property

1. Contact an Isolation Coordinator via phone, email or text. Let them know you are not feeling well, and are proceeding to the Isolation Room.
2. Gather all personal items needed to leave work. Proceed directly to the isolation room. Do not engage in contact with other employees.

C. Isolation Coordinator Process

1. Ensure you are wearing both a mask and protective gloves prior to contact with the employee.
2. Once the employee arrives at the Isolation Room, immediately provide them with a mask and gloves (if they do not already have them), and ask that they put the equipment on. Explain that this is to help protect other employees and prevent the virus from spreading.
3. Complete a Suspected COVID-19 Case Form. Identify any people who may have had prolonged close contact inside social distancing space with the employee.
4. Ask the employee if they wish to be evaluated by the Health Clinic. If the employee agrees, call the Health Clinic at _____. Alert them that an employee working on-property has reported becoming ill, and is now in the isolation room awaiting testing. If the employee does not wish to be evaluated, proceed to Step 5.
5. Review the COVID-19 Absence and Return to Work SOP with the employee. Provide a copy to them as well.
6. Instruct the employee to immediately leave the property. Ask the employee if they are comfortable driving themselves or if they need assistance. If assistance is required, offer to call a ride of their choice.
7. Notify Department Director, Lead and HR that the employee has left the property.
8. Notify Maintenance of the work station requiring disinfection procedures.

D. HR

1. Initiate tracking in the COVID-19 Absence Tracking Log.
2. Contact the employee via phone, email or text and determine absence requirements.

3. Create a PAF with absence information. Forward to Payroll for further processing.

3. **SOP: Sunset Provision**

1. This SOP ends when rescinded, but no later than 12/31/20.



Little River Band of Ottawa Indians
Human Resources Department
2608 Government Center Drive
Manistee, Michigan 49660
(231) 398-6859
Toll Free 1-888-723-8288
Fax: (231) 398-9101

To: LRBOI
From: J. Simpkins
Subject: COVID-19 Absence and Return to Work SOP
Date: 4/28 /20

1. Scope:

1. This temporary SOP applies to all LRBOI employees.

2. SOP: Those Tested Positive with or Showing Symptoms of COVID-19

1. **Source Material:** CDC Discontinuation of Isolation for Persons with COVID-19 Not In Healthcare Settings
2. **Standard:** We ask that you remain off-property from the date of symptom onset or positive test until meeting one of the following criteria:
 - a. **Time-Based Method for Those with Symptoms:**
 - (1) At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications; **AND**
 - (2) Improvement in respiratory symptoms; **AND**
 - (3) At least 7 days have passed since symptoms first appeared.
 - b. **Testing-Based Method for Those with Symptoms:**
 - (1) Resolution of fever without the use of fever-reducing medications; **AND**
 - (2) Improvement in respiratory symptoms; **AND**
 - (3) Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥ 24 hours apart.
 - c. **Those without Symptoms:**
 - (1) May discontinue isolation when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness provided they remain asymptomatic.
 - (2) For 3 days following discontinuation of isolation, these persons should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other persons are present.

3. SOP: Those Who May Have Been Exposed to COVID-19

1. **Source Material:** CDC General Business Frequently Asked Questions
2. **Definition:** Employees may have been exposed if they are a "close contact" of someone who is infected, which is defined as being within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time.

3. **Standard:** Potentially exposed employees who **do not have** symptoms must remain off-property for 14 days.
 4. **Exception:** Critical infrastructure employees as identified in Item 4 below.
4. **SOP: Critical Infrastructure Employee Exception**
1. **Source Material:** Implementing Safe Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.
 2. **Standard:**
 - a. Critical infrastructure employees may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.
 - b. Critical infrastructure employees that are either positive for or exhibit symptoms of COVID-19 are treated as in Item 2 above.
5. **SOP: Health Care Employees**
1. LRBOI healthcare employees follow clinic/pharmacy specific requirements.
6. **SOP: All Other Employees**
1. All other employees should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and stay off-property. If the symptoms develop at work, they should notify their supervisor and go home immediately.
7. **SOP: Reporting and Communication:**
1. Affected employees should communicate health status information in conjunction with a COVID-19 absence directly to Human Resources.
 2. Employees should also communicate directly with their supervisor according to department and LRBOI SOP and practice for day to day work assignments, coordination and information sharing. This includes status and anticipated absence and return to work dates.
8. **SOP: COVID-19 Compensation**
1. If the job permits, employees may continue to work remotely if they are absent due to COVID-19. All remote work decisions are solely at the department Director's discretion. Employees working remotely are compensated according to normal SOP and practice. NOTE: those who continue to work remotely during a COVID-19 absence are not eligible for the unemployment benefits described in Item 3 below.
 2. Employees may use PTO during any absence period where they are unable to work due to being COVID-19 positive or potentially exposed to COVID-19 in accordance with standard LRBOI GOPM SOP.
 3. In the event an employee does not have sufficient PTO available to cover the COVID-19 absence, a leave of absence is available without penalty as indicated by previous Executive Order. Employees taking unpaid COVID-19 time off may be eligible and should apply for Michigan unemployment benefits.



Little River Band of Ottawa Indians
Human Resources Department
2608 Government Center Drive
Manistee, Michigan 49660
(231) 398-6859
Toll Free 1-888-723-8288
Fax: (231) 398-9101

To: LRBOI
From: J. Simpkins
Subject: COVID-19 Remote Work SOP
Date: 5/19 /20

1. Scope:

- A. This temporary SOP applies to all eligible LRBOI employees.**

2. SOP:

A. Introduction

Remote work, also referred to as teleworking, or telecommuting, is the concept of staff working from home or another location and in a way that can provide a mutually beneficial option for both LRBOI and its team members. LRBOI's work from home policy is to establish the guidelines and requirements to ensure remote work benefits our staff, mission, and constituents.

B. Policy Guidelines

The ability to work remotely is not a formal, universal staff benefit. It is an alternative method of meeting the needs of LRBOI. Remote work is not an entitlement, it is not a companywide benefit, and is not designed to replace appropriate childcare or to accommodate other personal needs. All remote relationships are granted at the discretion of the Department Director, may be terminated at any time for any or no reason, with or without notice and in no way changes the terms and conditions of employment with LRBOI.

C. Eligible Jobs

Each position has different job-specific requirements, customer or stakeholder needs, collaboration and team-based activities. These differences are key considerations when making decisions about whether a given staff member is eligible for remote work.

In evaluating whether a particular position is suitable for remote work, LRBOI will consider many factors including, but not limited to:

1. Whether the nature of the work to be performed remotely is operationally feasible.
2. Whether the position has tasks that are portable and can be performed from a remote location.
3. Whether the overall quantity and quality of work performed can be sustained at the remote location.
4. If it is a leadership position, whether an employee in the position has the tools and resources to effectively supervise direct reports remotely.
5. Whether collaboration required by the position is easily accomplished through teleconference or other remote technologies.

D. General Remote Work Arrangement Information

Remote work arrangements can be unscheduled or scheduled. While employees and supervisors have the freedom to develop arrangements tailored to employee and departmental needs, the following basic requirements must be met. Employees:

1. Must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when working on LRBOI property. Employees must also

demonstrate a level of performance and development that justifies continued remote work approval. This assessment of performance and development is at the sole discretion of LRBOI.

2. Are expected to be available to their supervisors, managers, and co-workers during agreed-upon work hours and make their availability clear from their instant messaging work status. Employees will need to ensure that they can be reached through telephone (office, home, mobile), instant messaging (such as Microsoft O365 Teams), or other communication tools that are being used within the employee's department. LRBOI expects the same level of professionalism and responsiveness from its remote employees as it would from employees working at the office.
3. Must be available to attend scheduled meetings and participate in other required office activities at the local office as needed.

E. Unscheduled Remote Work

Unscheduled remote work arrangements for short periods (e.g., partial days or no more than 2 consecutive days based on unscheduled non-work events or specific internal work requirements) allow employees to work at home or at some other off-site location for all or some of their regularly scheduled work hours in circumstances such as:

1. Unexpected or emergency personal or family obligations such as caring for a sick family member, attending a school events, or
2. Short-Term travel emergencies including weather or other recognized emergency situations that make it dangerous or greatly prolong travel time to and from work.
3. Focus days when a staff member requests time to work remotely to be able to better focus on and dedicate time to a specific project or piece of work.
4. Eligibility Criteria
5. Candidates for unscheduled remote work arrangements must meet the following criteria:
 - i. The job category is eligible for remote work.
 - ii. The employee possesses good time-management and organizational skills and is self-motivated, self-reliant, and disciplined.
 - iii. Job responsibilities can continue to be completed seamlessly in the remote environment.
6. Request and Approvals Process
 - i. Written approval (via email or Teams) by the Department Director is required with as much advance notice as possible.

F. Scheduled Remote Work

Scheduled remote work is defined as a set remote work schedule (1 week, 1 month, 2 days per week, etc.) lasting up to a maximum of three months. Temporary remote work can be requested and approved for a variety of reasons, including for a short-term project, medical reasons, while on the road traveling for work, or as an approved, set schedule of working a few days per week away from the office. Temporary remote work arrangements can also be the result of LRBOI enacting a contingency work plan for a given office during an emergency or other unusual event.

1. Eligibility Criteria
Candidates for scheduled remote work arrangements must meet the following criteria:*
- i. The position is eligible for remote work.
- ii. The employee must have a minimum of six months service, unless remote work is part of an employment offer.
- iii. The staff member must be an employee in good standing. The employee has received positive performance evaluations, have no documented performance issues on file, and no pending performance issues.
- iv. The employee possesses good time-management and organizational skills and is self-motivated, self-reliant, and disciplined.

* In extraordinary or extreme circumstances, such as natural disasters or pandemics, the above requirements may be waived.

2. Request and Approvals Process

- i. Staff members who would like Scheduled Remote Work, should submit a request, in writing, to their supervisor. The decision is at the discretion of the supervisor and Department Director.
- ii. Supervisors will periodically review this decision to ensure the remote work results are adequate for the staff member, the team, and the organization. At any point, LRBOI can withdraw remote work permissions for any or no reason and require the staff member to return to the property.
- iii. Supervisors and employees must complete and sign a Remote Work Agreement prior to the start of any scheduled remote work period.

G. Productivity

LRBOI expects at least the same level of performance and development from employees who work remotely as from those who do not. As part of the Remote Work Agreement between LRBOI and the employee, the employee's supervisor will establish productivity expectations and standards.

H. Government Operations Personnel Manual

As a reminder, all Government Operations Personnel Manual (GPM) requirements apply during remote work. The following are highlighted as specific reminders.

1. Non-Exempt Employees

Supervisors will establish the number of hours non-exempt employees are expected to work each day. Non-exempt employees must punch follow all timekeeping and payroll requirements, including punching in and out, in the same manner as if they worked on property.

2. Exempt Employees

Since exempt employees are compensated for work performed instead of time worked, it is critical that supervisors establish specific written performance and development expectations for the remote work period for each exempt employee as part of the Remote Work Agreement. This must also include expected availability on a daily basis, meeting schedules, or other coordination items necessary for execution of a position's duties. No Remote Work Agreement may be approved without these written components.

3. Leave

Employees and supervisors must follow the leave benefit processes as outlines in the GPM. As a reminder, an employee scheduled for a remote work day must either work the agreed-upon daily schedule in full or take either PTO or other approved leave to cover the time not worked.

I. Technology

Employees and supervisors must comply with appropriate IT policy in the setup and execution of remote work.

1. IT 9010 Remote Access to the Tribal Government Network

Supervisors must complete and forward to IT Form 9011, Request for Remote Access prior to the start of any remote work period.

2. Reliable High Speed Internet Access

Employees must have reliable high-speed internet access to be eligible for remote work. This is critical for connectivity and to ensure proper function of software and applications. If you do not have this service at home, you are not eligible for remote work.

3. Personal Technology (Home Desktop or Laptop)

If an employee is using personal technology, Tribal security software must be loaded by IT prior to any period of remote work.

3. SOP: Sunset Provision

1. This SOP ends when rescinded, but no later than 12/31/20.

Personal Protective Equipment (PPE)

In order to combat the spreading of COVID-19, employees are required at a minimum to wear a face mask while in the common areas of any of Little River Band of Ottawa Indian Government buildings. Medical Personnel may have additional requirements of glasses/face shields, gloves and gowns dependent on the medical procedure being performed.

Face Masks –

- Should cover nose and mouth
- Should fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Allow for breathing without restriction
- If using a cloth face covering, they should be washed routinely

Gloves –

- Gloves will be provided but not required, except for medical personnel and cleaning personnel when performing duties requiring gloves
- Hand washing is the number one defense against COVID-19
- If soap and water are not available, hand sanitizer will also kill COVID-19

Hand Washing

Hand washing can prevent the spread of germs from touching your face and contaminated surfaces. You should wash your hands before preparing food and after blowing your nose, coughing or sneezing into your hands, using the restroom and touching common surfaces.

1. Wet your hands and apply soap
2. Lather your hands, rubbing them together with soap making sure to get the backs of your hands, between your fingers and under your nails
3. Scrub your hands for at least 20 seconds
4. Rinse your hands
5. Dry your hands with paper towel

Hand Sanitizer

Washing your hands is the most effective way to get rid of germs. When soap and water are not available, an alcohol-based hand sanitizer containing at least 60% alcohol can be used.

1. Apply the sanitizer to the palm of one hand
2. Rub your hands together over all surfaces of your hands and fingers until your hands are dry.

Social Distancing

Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. Keeping space between you and others is one of the best tools to avoid being exposed to the virus. Meetings of more than 10 people should be avoided.

- Stay at least 6 feet from other people
- Eliminate contact with others such as handshaking
- Avoid touching surfaces touched by others
- Avoid anyone who appears to be sick or is coughing or sneezing
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings
- Physical barriers will be implemented in shared spaces
- Sharing of equipment should be limited
- Common areas such as lunch rooms, waiting areas and gym will remain closed
- Non-Essential Business travel is restricted
- Visitor access to government buildings is restricted
- Remote work if granted by your Department Director – Refer to COVID-19 Remote Work SOP

Pre-Screening

To help prevent the spread of COVID-19 and reduce the risk of exposure to employees and visitors, temperature and health screenings will be implemented at all government buildings each morning before starting work. You will be asked to answer six questions. Infrared thermometers will be available in all buildings. If your temperature is 100.4 degrees or higher or you have visible symptoms of illness consistent with COVID-19, employees will be asked to isolate. Please refer to COVID-19 Absence and Return to Work SOP. Employees should also continue to self-monitor for symptoms while at work.

Deliveries

The World Health Organization advises it is safe to receive packages from areas where COVID-19 has been reported, advising that, "The likelihood of an infected person contaminating commercial goods is low, and the risk of catching the virus that causes COVID-19 from a package that has been removed, traveled, and exposed to different conditions and temperature is also low."

If you are concerned about possible surface contamination, consider the following steps

- Wash your hands frequently with soap and water
- Use hand sanitizer when soap and water is not available
- Avoid touching your face, eyes, nose or mouth
- Use of PPE such as nitrile gloves and face masks

Disinfection Measures

Routine and frequent cleaning of workstations and equipment, restrooms, lunch room, waiting areas, copy rooms along with commonly touched surfaces are critical reducing the spread of infection and protecting employees. In addition to regular cleaning protocols, employees will have disinfectant sprays and wipes in their work areas to allow them to clean their work space, desks, shared office equipment along with common work surfaces as defined below. On a weekly basis, EVS will use an electrostatic disinfectant machine in all common areas in addition to their regular cleaning measures.

- Common work surfaces such as door handles, light switches, faucets, sinks, railings, copy machines, kiosks and vending machines should be cleaned multiple times daily
- Offices and conference room desks, chairs and tables should be cleaned daily

Deep-Cleaning and Disinfection Protocol

Deep cleaning should be done when an active employee has been tested and identified as being COVID-19 positive by testing. All employees will leave the premises until a deep cleaning is done or 72 hours has passed. Notification will be done by Nixel and email to all employees about in infected building and the reopening of the building. Remote work will be allowed during building closure period. The deep cleaning should be done soon after positive testing. Sites may in lieu of performing deep cleaning shut down for a period of at least 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

1. Identify an approved external company to carry out deep cleaning. They must have the minimum requirements of:
 - Trained personnel to clean, disinfect and dispose of hazardous waste
 - Proper equipment and PPE
 - Necessary procedures and local authorizations or permits to perform disinfection services and manage any waste generated
 - Use of approved COVID-19 disinfectant chemicals
2. The use of Personal Protective Equipment is based on the chemicals used to conduct the disinfecting process including proper wearing, storage, cleaning, decontamination and disposal of PPE as biohazard waste
3. Disposal of all PPE and cleaning materials at the end of the cleaning process must follow local regulations

Coronavirus Disease (COVID-19) Workplace Health Screening

Company Name: _____ Date: _____

Date: _____

[illegible]

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

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 cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

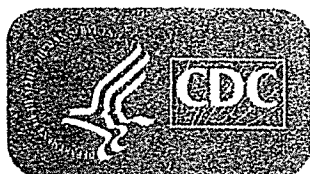
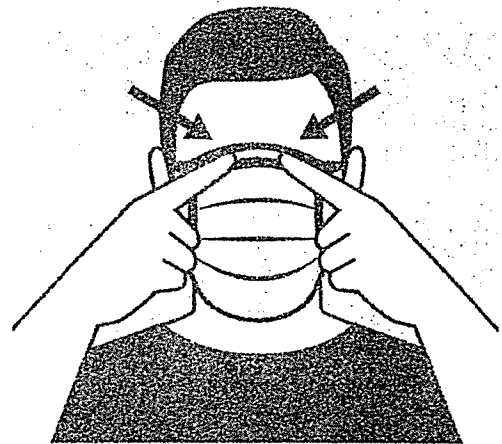
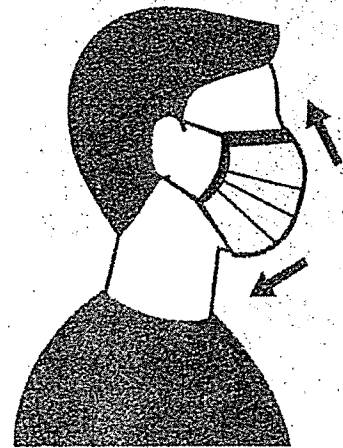
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



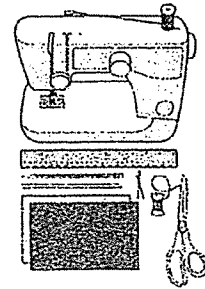
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[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Sewn Cloth Face Covering

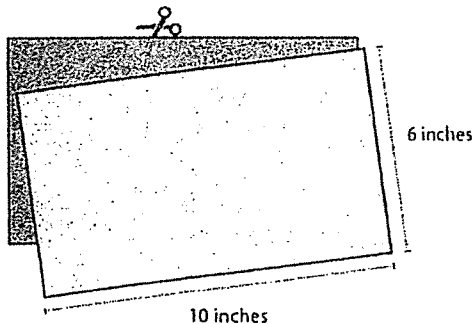
Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

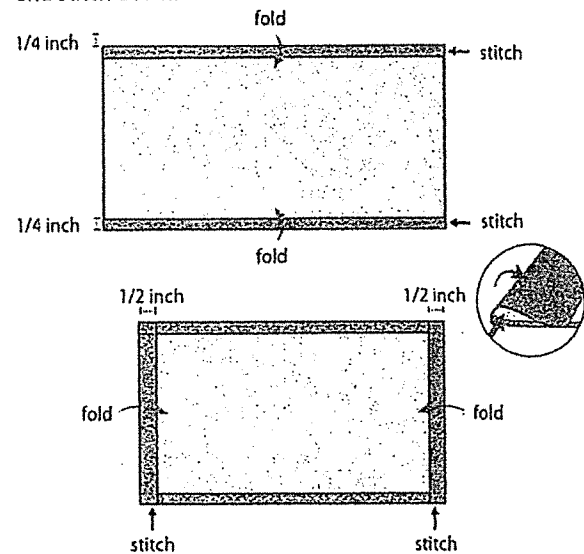


Tutorial

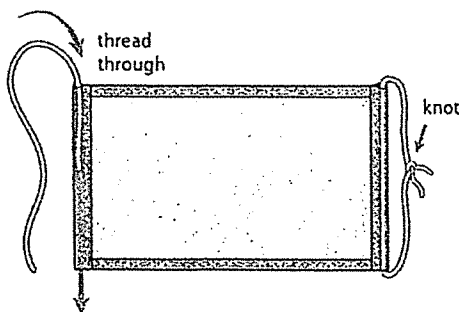
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



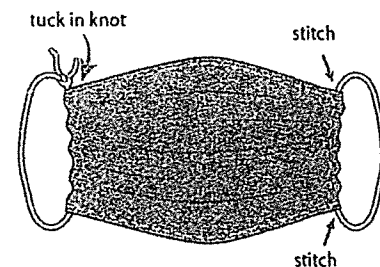
2. Fold over the long sides $\frac{1}{4}$ inch and hem. Then fold the double layer of fabric over $\frac{1}{2}$ inch along the short sides and stitch down.



3. Run a 6-inch length of $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the cloth face covering fits your face. Then securely stitch the elastic in place to keep it from slipping.

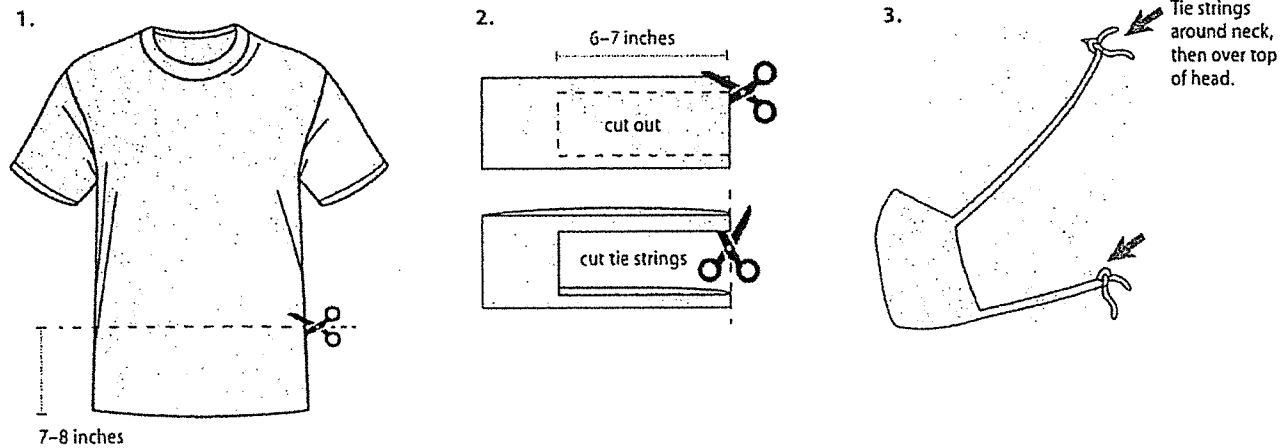


Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials

- T-shirt
- Scissors

Tutorial

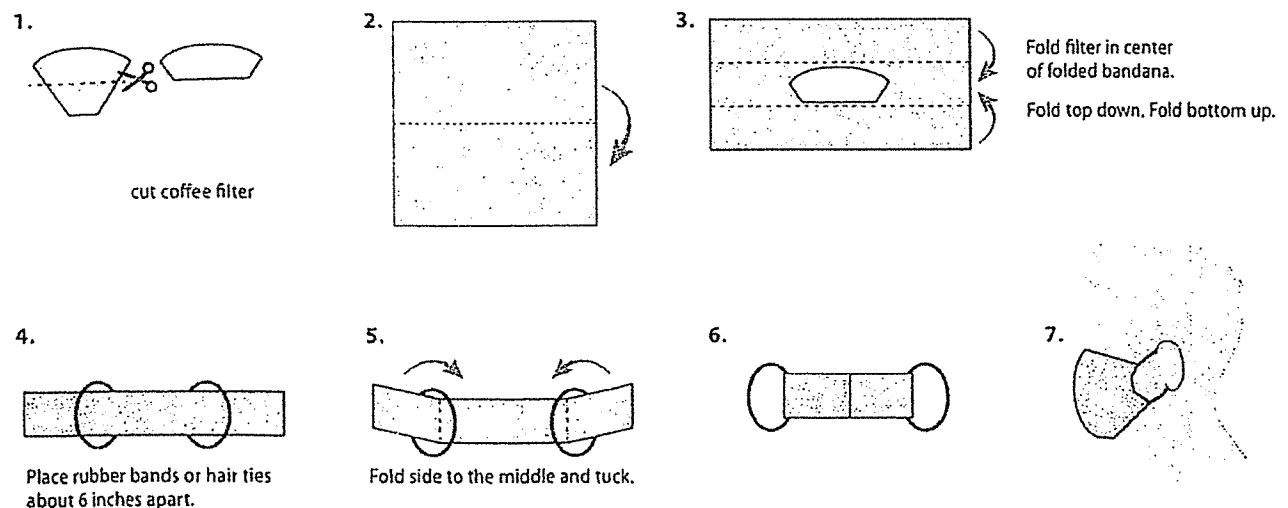


Bandana Cloth Face Covering (no sew method)

Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Coffee filter
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial



I think I have been exposed to COVID-19, what should I do?



Close Contacts

I live with or am caring for someone with COVID-19

Someone that has COVID-19 coughed or sneezed on me

I think my coworker has COVID-19

I think someone I know has COVID-19

You should self quarantine and monitor yourself for symptoms. The local health department may ask you to do so.*

You do not need to self quarantine, but it is a good idea to be vigilant and monitor yourself for symptoms.

Have you developed symptoms of respiratory illness such as **fever, cough, or shortness of breath**?

YES

NO

Are you having **severe symptoms** like difficulty breathing, persistent pain or pressure in the chest, new confusion or inability to arouse or bluish lips or face?

YES

NO

Seek immediate medical attention.

Contact your health care provider to discuss your symptoms.

Continue to monitor yourself for symptoms.

HOW DO I MONITOR MYSELF?

Pay attention for COVID-19 symptoms:

- **Fever**
- **Cough**
- **Shortness of Breath**

If you are concerned about your health, contact your health care provider.

If your doctor decides you should be tested for COVID-19,

your health care provider can order testing for you.

Health care provider takes a sample

Sample is sent to a laboratory for testing

Laboratory sends result to health care provider

Health care provider informs patient of result. The state health department will not provide results.

*COVID-19 is a contagious illness. If you have been exposed to someone with COVID-19, you should self-quarantine and monitor yourself for symptoms. The local health department may ask you to do so.

9. SOP: Sunset Provision

1. This SOP ends when rescinded, but no later than 12/31/20.