


<b>PURPOSE</b>	The purpose of this plan is to ensure the safety of our Personnel, contractors, and volunteers, and the health and well- being of tribal members, and the continued operation of essential infrastructure and services on Saint Paul Island and satellite offices.
<b>SCOPE</b>	<p>This plan applies to all Tribal Government (TG) of St. Paul Island personnel, contractors, and volunteers.</p> <p>The TG considers the following personnel, contractors, and volunteers essential:</p> <p><u>Administration</u> – Tribal Council, HR Manager, Executive Assistant, and CEO</p> <p><u>Finance</u> – Finance Director, Accounting Controller, Accounting Manager, and Accounting Clerk III</p> <p><u>DBED</u> – Directors, Administrative Assistant, Facilities Maintenance, Equipment Operator, Mechanic, Construction Manager, Electrician, Plumbers, and Information Technology personnel, Maintenance personnel</p> <p><u>Aleut Community Store</u> – Store Manager and Store Personnel</p> <p><u>Department of Community Safety and Peace</u> – Director, Deputy Director, Family Services Specialist, Victim Advocate, Intern, Community Educational and Outreach Coordinator, Emergency Services Manager, and Volunteer Fire/EMS/SAR Personnel</p> <p><u>Department of Healing and Wellness</u> – Director, Administrative Assistant, Behavioral Health Aide, Intern, Food Bank Coordinator, Elder Services Specialist</p> <p><u>St. Paul Island Court</u> – Court Judge, Administrator, Court Clerk</p>
<b>EFFECTIVE DATE</b>	June 1, 2020
<b>CONTACT INFORMATION</b>	<p>Aleut Community of St. Paul Island, Tribal Government, Alaska                  2050 Venia Minor Road, PO Box 86                  Saint Paul Island, Alaska 99660</p> <p>Anchorage Support Office                  4720 Business Park Blvd, Suite G-42                  Anchorage, AK 99503</p> <p><u>Point of Contact</u>                  Charlene J. Naulty, DCSP Director, 907-257-2639, <a href="mailto:cjnaulty@aleut.com">cjnaulty@aleut.com</a>                  Amos Philemonoff, President, 907-717-8310, <a href="mailto:president@aleut.com">president@aleut.com</a></p>
<b>LOCATION</b>	This plan applies to all Tribal Government personnel, contractors, and volunteers on Saint Paul Island, Anchorage, Satellite Offices, and to personnel that are permitted to travel for work or to fulfill critical personal needs.
<b>SCREENING OF PERSONNEL</b>	<p>Personnel, contractors, and volunteers will notify Tribal Government administration if they exhibit any symptoms including fever, shortness of breath, cough, chills, sore throat, muscle pain, headache, or any new loss of smell or taste.</p> <p>Personnel, contractors, and volunteers will self asses on a continuous basis, notify Tribal Government administration, and the Saint Paul Health Center or nearby medical center by phone if any symptoms are exhibited.</p>
<b>ON ISLAND</b>	Personnel, contractors, and volunteers shall maintain physical distancing of 6’

<p><b>TRAVEL PLANS AND PROCEDURES</b></p>	<p>or more with non-household members at all times, except in an emergency situation.</p> <p>Personnel, contractors, and volunteers shall maintain standard personal hygiene and wash hands frequently.</p>
<p><b>OFF ISLAND TRAVEL PLANS AND PROCEDURES</b></p>	<p>Personnel, contractors, and volunteers shall maintain social distancing 6-foot guidelines, and as much as practical on airplanes and vehicles during transit.</p> <p>Personnel, contractors, and volunteers shall wear a mask or face covering when in enclosed spaces, including buildings, planes, and vehicles, or other times when social distancing 6-foot guidelines cannot be met.</p> <p>Personnel, contractors, and volunteers shall maintain standard personal hygiene and wash hands frequently.</p> <p>Personnel will quarantine at any destination, including layovers, that it is required by the local city ordinances.</p> <p>Personnel, contractors, and volunteers should avoid activities that are Medium-High, High, and Very High risk on the attached activity risk charts in all cities in which they are traveling in.</p> <p>A “City of Saint Paul Alaska COVID-19 Travel Form” will be completed by each person expected to travel. This form will be submitted to the City of Saint Paul for approval.</p> <p>Personnel, contractors, and volunteers will obtain a negative COVID-19 test result within 48 to 72 hours of return/travel to the Saint Paul Island. The City does not require a test prior to leaving Saint Paul Island.</p>
<p><b>SELF-QUARANTINE</b></p>	<p>Upon travel to/from off island, personnel, contractors, and volunteers will stay in their own house or the tribal Government may provide housing that meets self-quarantine requirements and is fully stocked to allow for cooking and sleeping on-site, on a space available basis.</p> <p>Personnel, contractors, and volunteers shall maintain standard personal hygiene, wash hands frequently, and endeavor to practice respiratory etiquette including covering coughs and sneezes.</p> <p>Personnel, contractors, and volunteers will not enter private homes, or public/private facilities during their 14-day quarantine period. The exception to this is for essential Tribal Government Personnel, contractors, and volunteers, contractors, and volunteers whose employment is dependent upon entering a private home or facility. If this is the case then those personnel, contractors, and volunteers shall follow the Workforce Protective Measures for their designated workplace.</p> <p>Upon travel to/from off island, personnel, contractors, and volunteers shall record daily their temperatures on the CDC temperature log and shall self-assess symptoms for 14 days. Personnel, contractors, and volunteers shall notify Tribal Government administration and the Saint Paul Health Center by phone if any symptoms are exhibited.</p> <p>Groceries, if required, during 14-day quarantine period shall be ordered from the Aleut Community of Saint Paul Store by phone at 907-546-2209 for delivery to provided housing.</p> <p>Gas, if required, for community supplied vehicle will be obtained by calling Saint Paul Gas Station to arrange for a scheduled time to have the vehicle filled by staff with personnel, contractors, and volunteers remaining in the vehicle.</p>

<p><b>PROTECTING THE PUBLIC</b></p>	<p>Personnel, contractors, and volunteers authorized to work shall work in a limited capacity.</p> <p>Personnel, contractors, and volunteers shall stay home unless essential personnel, contractors, and volunteers are called for an emergency. If called for emergency purposes, essential personnel, contractors, and volunteers shall follow the Workplace Protective Measures below and for their designated work area.</p> <p>Personnel, contractors, and volunteers will not interact with the public and not go inside public spaces (i.e. Store, Post Office, City Hall, School, Gas Station).</p> <p>Personnel, contractors, and volunteers shall contact the store to obtain food and essential supplies as needed. Groceries, if required, during 14-day quarantine period shall be ordered from the Aleut Community of Saint Paul Store by phone at 907-546-2209 for delivery.</p>
<p><b>WORKPLACE PROTECTIVE MEASURES</b></p>	<p>Upon travel to/from off island personnel, contractors, and volunteers will self-quarantine for 14 days.</p> <p>Personnel, contractors, and volunteers will not be allowed into the workplace during the 14-day quarantine period, unless they are deemed essential personnel, contractors, and volunteers identified above.</p> <p>Essential personnel, contractors, and volunteers required to work during the 14-day quarantine period must wear the appropriate level of personal protective equipment (PPE).</p> <p>Essential personnel, contractors, and volunteers that are issued Tribal Government laptops shall not be allowed to work in Tribal Government offices during their 14-day quarantine period but may work from home or quarantine location.</p> <p>Personnel, contractors, and volunteers shall follow the Tribe’s Telecommuting Policy and complete a Designated Work Area and Telecommuting Agreement.</p> <p>Tribal Government leased/issued vehicles shall be wiped down each day prior to use with a clean warm soapy rag prior to use, including any interior or exterior surfaces that are normally touched.</p> <p>Work tools and equipment shall be cleaned at the end of each day.</p>
<p><b>PROCEDURES FOR PERSONNEL WHO BECOME ILL</b></p>	<p>If personnel, contractors, and volunteers determine they have one or more symptoms of COVID-19, they shall stay, or return to provided quarantine housing, and notify Tribal Government administration and the Saint Paul Health Center. Personnel, contractors, and volunteers shall obtain a COVID-19 test in accordance with the Saint Paul Health Center protocols and self-isolate until they receive their test results.</p> <p>Tribal Government administration shall immediately notify City Manager of personnel, contractors, and volunteers’ status.</p> <p>Treatment shall be in accordance with the on-call Saint Paul Health Center health professional.</p> <p>Personnel, contractors, and volunteers shall be moved to an appropriate treatment location, if necessary, as determined by the on-call health professional at the Saint Paul Health Center.</p> <p>Personnel, contractors, and volunteers shall be medevac’d, if required by on-call health professional to Anchorage for treatment.</p> <p>If an Personnel, contractors, and volunteers tests positive the Saint Paul Island Unified Command will be notified, to enact protocols for community safety.</p> <p>Personnel, contractors, and volunteers will stay isolated for 14 days and retested before</p>

	returning to work.
<b>NOTIFICATION PROTOCL FOR ILL WORKERS</b>	Personnel, contractors, and volunteers shall promptly notify the Tribal Government Administration, who will in turn notify healthcare professionals, State authorities, Saint Paul Island Unified Command, the remainder of the workforce and other potential stakeholders, customers to include compliance with OSHA reporting requirements.

<b>CONTINUED MAINTENANCE/OPERATION CRITICAL INFRASTRUCTURE AND SERVICES</b>	<p>The Tribe is committed to continue to maintain and operate critical community infrastructure and services (e.g. store, court, administration, child welfare, behavioral health, and maintenance) during the COVID-19 pandemic.</p> <p>The Tribe is engaged in proactive efforts to identify and document succession plans for all critical Personnel, contractors, and volunteers in the event of Personnel, contractors, and volunteer’s illness.</p>
<b>SUBMITAL TO</b>	<a href="mailto:AKCOVIDPLANS@akprepared.com">AKCOVIDPLANS@akprepared.com</a> . <a href="mailto:Snpccovid19@stpaulak.com">Snpccovid19@stpaulak.com</a>
<b>APPROVAL</b>	<p>Charlene Naulty, DCSP Director</p> 
<b>DATE</b>	September 30, 2020