

## Guidance for Menominee Tribal Departments and Entities

### Employees reporting COVID Exposure

And

### Administrative Guidance Regarding Leave, Pay, and Return to Work

06/26/2020

#### MEDICAL GUIDANCE

1. Direct contacts of COVID positive cases as identified by contact tracing are directed by the local public health department and quarantined if circumstances indicate. (In most cases required, but not all). Employee will be instructed not to work (and leave work if present at time of notification). The length of quarantine is USUALLY 14 days from the date of last contact with the COVID positive person. Household direct contacts may require as many as 24 days of quarantine. Length of quarantine will be determined by local public health personnel.

Public health cannot communicate with supervisors or employers regarding the identity of employees without being given permission by the person in question. Public health CAN notify a work place that an employee has been placed in quarantine.

2. Indirect contacts of COVID positive patients do not require quarantine unless specific circumstances determined by the local health department require it. Appropriate social distancing, masking at work sites, and hand hygiene should be continued strenuously.
3. Due to inter-county travel to employment, employees may report or call regarding circumstances of exposure occurring in another county. If the employee was not given clear instructions by the local public health department questions may arise. Menominee Tribal Clinic public health personnel are available to help clarify questions. MTC public health can help clarify but usually cannot over-turn or change directions from other public health departments.
4. Either supervisor or employee requesting clarification should then contact public health representative at Menominee Tribal Clinic:
  - Faye Dodge, RN 715 799-5440 or 715 853 9622 who can also consult with Shawano County public health department director or Dr. Slagle
  - Public health electronic surveillance information can be reviewed by Faye Dodge, RN to assure correct guidance from the involved county was given and provide further guidance to supervisor if needed.
5. If an employee is notified while at work by a physician or public health department he/she is a direct contact of a COVID positive case, the employee should leave work immediately. The

supervisor or employer may have questions related to the specific nature of the employee's work. Faye Dodge, RN can also be contacted to answer specific questions.

6. An employee identified as a direct contact of a positive COVID 19 person does not require his/her specific work environment be cleaned differently than what is done routinely for COVID 19 cleaning procedures UNLESS the person has symptoms of COVID 19. In that case, it is recommended leaving the work space untouched and CDC guidance be followed for cleaning (See MITW Back in Action Plan) or contact MITW Incident Command.
7. If an employee develops symptoms of COVID 19 while in quarantine, he/she should report that to public health personnel. If an employee attempts to return to work from quarantine obviously ill, supervisor or employer should refuse to allow return to work until the employee has a medical evaluation and return to work excuse.

#### **ADMINISTRATIVE GUIDANCE for Employees of Tribal Government**

8. Employees who are unwilling to report to work: employees who are unwilling to report to work due to COVID related concerns will be placed on full layoff status. Health insurance and other benefits will coverage will convert to COBRA status (employee will be responsible to pay the premium.) Employees MAY be eligible for recall into their position if they are willing to return to work within 12 months AND if their position is still available.
9. Employees who test positive for COVID-19 or are required to quarantine by public health: are eligible for up to 80 hours of emergency sick leave benefits. If employees are unable to return to work after the use of the emergency sick leave, they must use their own accrued leave or further absences will be LWOP (leave without pay.)
10. Employees who are sick, but do not test positive or who do not require a test by medical professionals must remain away from work for 72 hours after symptoms cease and must either use their accrued leave or take LWOP for absences.
11. Masks required outside of your personal work area: Employees are reminded that masks are required to be worn by all employees when outside of your own personal workspace and when social distancing is not possible.