

MENOMINEE INDIAN TRIBE OF WISCONSIN



Moving Safer Forward Plan

Incident Name: Menominee Tribe COVID-19

Version 1.0
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Table of Contents

SECTION 1: INTRODUCTION 2

1.1 Purpose 2

1.2 Planning Assumptions, Principles and Guiding Documents 2

SECTION 2: SAFE BUSINESS PRACTICES 2

2.1 Economic Recovery 2

2.2 Additional Safer Forward Recommendations 2

2.3 Social Distancing Requirements..... 4

SECTION 3: SUCCESSFUL FACILITY RESTARTS 5

3.1 General Health Screening..... 5

3.2 Personal Protective Equipment 5

SECTION 4: FACILITY OCCUPANCY LOAD 6

4.1 Assembly..... 6

4.2 Industrial..... 7

4.3 Business 7

4.4 Mercantile 7

4.5 Recreational..... 7

SECTION 5: GUIDANCE FOR CLEANING AND DISINFECTING 8

5.1 Hard (Non-porous) Surfaces..... 8

5.2 Soft (Porous) Surfaces 9

5.3 Electronics..... 9

5.4 Linens, Clothing, and Other Items That Go in the Laundry..... 9

5.5 Additional Considerations..... 9

5.6 Cleaning/Disinfection after a Confirmed COVID-19 Positive Persons Has Been in a Facility 9

SECTION 1: INTRODUCTION

1.1 Purpose

COVID-19 is a respiratory disease caused by a novel coronavirus that was first detected in China and which has been designated a global pandemic by the World Health Organization (WHO) and the Centers for Disease Control and Prevention (CDC). This virus has a widespread prevalence across the United States. The Moving Safer Forward plan's purpose is to provide recommendations for the reopening of businesses and facilities in a manner that ensures public health and safety for the Menominee Reservation.

1.2 Planning Assumptions, Principles and Guiding Documents

The Moving Safer Forward Plan as determined by Incident Command is built upon several key principles, planning assumptions, and guiding documents as listed below:

This Moving Safer Forward Plan is guided by the following:

- The plan relies on a continued whole community response; coordination from key external entities is essential to its success.
- Businesses and facilities may be required to adjust their operations to accommodate additional tasks related to reopening.
- Businesses and facilities may be required to operate differently and have additional safeguards in place to ensure the safety of visitors, clients, customers and employees.
- The plan reflects the Tribe's commitment to equitably serve all Menominee Reservation residents.
- The MITW Back in Action Plan presented to the Menominee Tribal Legislature on June 3, 2020.

SECTION 2: SAFE BUSINESS PRACTICES

2.1 Economic Recovery

COVID-19 has affected the economy of the United States, the State of Wisconsin, the Menominee Indian Tribe and local businesses. Support will be provided to local Businesses as part of the Tribal response to the COVID-19 relief efforts through coordination with Tribal Government, the IC COVID-19 Team and other available resources to be determined on a case by case basis.

Business owners, employers, and community members are strongly encouraged to review the CDC guidance for Businesses and Employers Responding to Coronavirus Disease as found at <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.

When taking any permitted action all individuals, organizations, and any other permitted group of individuals shall, to the extent possible, follow DHS guidelines at <https://www.dhs.wisconsin.gov/covid-19/index.html>, and CDC guidelines at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html> and WEDC guidelines at <https://wedc.org/reopen-guidelines/>.

2.2 Additional Safer Forward Recommendations

- All businesses should:
 - To the greatest extent feasible, use technology to avoid meeting in person, including virtual meetings, teleconference, and remote work (i.e. work from home).

- Cease door-to-door solicitation.
- Businesses are encouraged to remain open:
 - To the greatest extent feasible, comply with Social Distancing Requirements between all individuals on the premises, including but not limited to employees, customers, and members of the public.
 - Restrict the number of workers present on premises to no more than what is strictly necessary to perform operations and to ensure proper social distancing and cleaning practices are implemented.
 - Increase standards of facility cleaning and disinfection (as found in Section 5) to limit worker and patron exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
 - Adopt policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.
 - Comply with public health directives regarding employees in quarantine or isolation and defer return to work decisions to public health personnel.
- Businesses that remain open for in-person sales, including retail stores:
 - Limit the number of people in the store (including employees) to 50% of the total occupancy limits as outlined in Section 4.
 - Establish lines to regulate entry into facility with markings for patrons to enable them to stand at least six feet apart from one another while waiting.
 - Stores where feasible use alternatives to lines, including allowing customers to wait in their cars for a text message or phone call and scheduling pick-ups or entries to the store.
- Allowable activities.
 - All public and private indoor gatherings of any number of people that are not part of a single household or living unit are limited to ten (10). This does not prohibit the gathering of members of a single household or living unit.
 - Landlords or rental property managers shall avoid entering leased residential premises unless emergency maintenance is required.
 - Places of outdoor public amusement and activity.
 - Places of outdoor public amusement and activity are open, including but not limited to public parks, fairgrounds, open space, rafting, and camping areas. In addition to any applicable Menominee Tribal Codes the following guidelines shall be followed:
 - The number of people frequenting the area at one time should comply with social distancing requirements.
 - Large numbers of people gathering outside where social distancing cannot be maintained is not permissible. People gathered outside should maintain 6 feet social distancing.
 - Tribally sponsored camps will not be allowed during calendar year 2020.
 - Tribally sponsored sporting leagues will not be allowed during calendar year 2020.
 - Restaurants.
 - Restaurants may open for dining in with a limit on the number of people in the restaurant (including employees) to 50% of the total occupancy limits as outlined in Section 3.
 - Tables shall be spaced to ensure a minimum distance of 6 feet between each table.
 - Disinfecting of tables and chairs shall be done between each customer.
 - Frequent cleaning of all other surfaces shall also be done.

- All condiments shall be single serve.
 - All drinks should be served in disposable cups.
 - No self-serve items shall be allowed to include beverage dispensers, salad bars, etc.
 - Restaurants are encouraged to maintain carry-out or delivery services.
 - Disposable menus should be used or menus must be disinfected after each use.
 - Restaurant staff are highly encouraged to wear masks and to promote an atmosphere promoting the use of masks by others when not eating.
 - Bars.
 - Bars may open with a limit on the number of people in the facility (including employees) to 50% of the total occupancy limits as outlined in Section 3.
 - Tables and bar stools shall be spaced to ensure a minimum distance of 6 feet between each table.
 - All drinks should be served in disposable cups.
 - Disinfect tables and chairs between each customer.
 - Frequent cleaning of all other surfaces.
 - Staff are highly encouraged to wear masks and to promote an atmosphere promoting the use of masks by others
- Closures. All of the following facilities shall be closed:
 - Schools.
 - Schools should develop reopening plans in conjunction with their governing boards and/or regulatory agencies for the 2020-2021 school year and will be evaluated once plans are completed.
 - Schools may continue to facilitate distance learning or virtual learning.
 - Schools may be used for essential governmental functions and for food distribution.
 - Libraries.
 - Libraries may open with a limit on the number of people in the facility (including employees) to 50% of the total occupancy limits as outlined in Section 3.
 - Tables and chairs shall be spaced to ensure a minimum distance of 6 feet between each table.
 - Disinfecting of tables and chairs shall be done between each customer.
 - Frequent cleaning of all other surfaces shall also be done.
 - Staff are highly encouraged to wear masks and to promote an atmosphere promoting the use of masks by others
 - Curb-side pick-up of books and other library materials may be offered.
 - Materials may be requested online or by phone before pick-up if available. The library may not require a signature from the patron.
 - Places of indoor public amusement and activity.
 - Places of indoor public amusement and activity are closed unless allowed to open under other orders and/or approved plans, including but not limited to gyms and fitness centers.
 - If allowed to open, facilities will limit the number of people in the facility (including employees) to 50% of the total occupancy limits as outlined in Section 3.

2.3 Social Distancing Requirements

For purposes of this document, social distancing requirements include:

- Maintaining social distancing of six (6) feet between people.

- Washing hands with soap and water for at least 20 seconds as frequently as possible or when soap and water are not available the use of hand sanitizer is an acceptable alternative.
- Covering coughs or sneezes (into the sleeve or elbow, not hands).
- Regularly cleaning high-touch surfaces.
- Not shaking hands.
- Following all other public health recommendations issued by DHS and the CDC.
- Elders and medically-vulnerable persons should remain at home as much as possible.
- Use of a facemask or cloth face covering is recommended outside of the home and outside when 6 feet of distance cannot be maintained. Businesses, tribal facilities, government buildings and other entities may require facemasks or cloth face coverings.

SECTION 3: SUCCESSFUL FACILITY RESTARTS

The restarting of businesses and facilities, bringing employees back to work and providing services to the community will require certain essential public safety services and resources to be in place. These services will help to ensure the safest environment possible for employees, customers, clients, vendors, and contractors who use them. Safety requirements vary depending upon the types of functions and services provided at various facilities. This section will outline what those services and resources are and under what circumstances they must be provided.

3.1 General Health Screening

General health screenings should be conducted at all facilities and businesses whenever possible for the safety of the employees, the public, visitors and/or vendors. Screenings may include temperature checks and asking if an individual has any of the symptoms including: cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat or new loss of taste or smell as well as asking about possible exposure to anyone with a positive COVID-19 test. Business owners or facilities who have questions regarding symptoms or the need to leave or return to work can contact their Human Resources Department or the Public Health Department for further guidance.

3.2 Personal Protective Equipment

There are several levels of personal protective equipment (PPE) that may be used based upon the type of interactions with others and facility types as defined below. The types of PPE may include wearing of one or more types to include a facemask, eye protection, or gloves. Use of PPE should be determined by CDC, OSHA, or Wisconsin Department of Health Services guidelines. Businesses may reach out to the Incident Command Safety Officer, Nick Uttecht, at nuttecht@mitw.org for training or additional information regarding the use of PPE.

- Facemasks
 - Facemasks or cloth facial coverings should be worn by employees at all times except when they are in their own workspace and can maintain six feet of social distance. Otherwise facemasks or cloth facial coverings will be worn.
 - Instructions on the proper use and disposal of facemasks should be provided to all employees.
 - Visitors to facilities are encouraged to wear facemasks when entering businesses or facilities.

- Visitors to some facilities such as educational institutions may employ stricter requirements as determined by the facility administrator and/or Tribal Incident Command.
- Anyone assigned to take temperatures must wear a facemask while doing so.
- Eye Protection
 - Eye protection may be worn by employees that work in areas where social distancing cannot be maintained and droplet transmission risk is present.
- Gloves
 - Gloves should be worn by all employees that work in areas that handle food, patient or resident care, and by all housekeeping staff.
 - Instructions on the proper use and disposal of gloves should be provided to all employees that are required to wear gloves.
- Hand sanitizer
 - All employees are strongly encouraged to wash hands or when not feasible use hand sanitizer frequently throughout the course of their workday.
 - Employees who handle money should use hand sanitizer after each transaction.

The use of PPE does not guarantee that the employee or the general public will not contract COVID-19 however it does lower the risk of exposure while wearing such PPE.

SECTION 4: FACILITY OCCUPANCY LOAD

Facility occupancy load guidelines for the different types of facilities are to be used to determine the number of people that shall be in a facility. If a facility is multiple stories then each story must be used in the square footage calculations. This includes all facilities in the community and are identified in the specific examples listed in the following parts.

4.1 Assembly

This type of facility normally holds more than 50 people or is used for deliberation, worship, entertainment, eating, drinking, amusement, or awaiting transportation (this includes bars, restaurants, coffee shops, theaters, places of worship, etc.). The maximum facility load capacity for this type of facility is 15 net square feet per person.

Example:

The facility falls into the assembly category because of the net square footage and the type of facility meets the criteria for assembly. Large bar/restaurant/gathering place that is 35 feet by 100 feet = 3,500 gross square feet. Subtract bathroom space, counters, and storage to determine the net square feet. It is calculated that there is 500 square feet of bathrooms, counters and storage. Subtract 500 from 3,500. The net square footage is 3,000 square feet. Divide 3,000 by 15 to obtain the occupancy load at 100%.

- a. $35 \times 100 = 3,500$
- b. $3,500 - 500 = 3,000$
- c. $3,000 / 15 = 200$

The occupancy load at 100% is 200 people including employees.

4.2 Industrial

This type of facility involves the fabrication, manufacture, or production of durable or nondurable goods. The maximum facility load capacity for this type of facility is 100 gross square feet per person.

Example:

A facility that is 75 feet by 100 feet = 7,500 gross square feet. Calculate 7,500 divided by 100 that would equal 75, meaning the 100% occupancy is 75 people including employees.

- a. $75 \times 100 = 7,500$
- b. $7,500 / 100 = 75$

The occupancy load at 100% is 75 people including employees.

4.3 Business

These types of facilities provide services to the general public. The maximum facility load capacity for this type of facility is 100 gross square feet per person.

A facility that is two stories and is 75 feet by 100 feet = 7,500 gross square feet for story. Calculate $7,500 \times 2 = 15,000$. 15,000 divided by 100 that would equal 150, meaning the 100% occupancy is 150 people including employees.

- a. $75 \times 100 = 7,500$
- b. $7,500 \times 2 = 15,000$
- c. $15,000 / 100 = 150$

The occupancy load at 100% is 150 people including employees.

4.4 Mercantile

This type of facility is a place of business for the display and sale of merchandise such as a retail store, sales outlet, country store, strip mall, or general store. The maximum facility load capacity for this type of facility is 30 gross square feet per person.

Example:

A shop sells goods so it is considered mercantile. Small gift shop with 25 feet by 40 feet = 1,000 gross square feet. Calculate 1000 divided by 30 that would equal 33.33, meaning the 100% occupancy is 33 people including employees.

- d. $25 \times 40 = 1,000$
- e. $1,000 / 30 = 33.33$

The occupancy load at 100% is 33 people including employees.

4.5 Recreational

This type of facility provides a wide range of activities that may include sports, music, games, reading, arts and crafts, dance or physical fitness. The maximum facility load capacity for this type of facility is 15 net square feet per person.

Example:

A facility that is 60 feet by 60 feet = 3,600 gross square feet. Subtract bathroom space, counters, and storage to determine the net square feet. It is calculated that there is 100 square feet of bathrooms, counters and storage. Subtract 100 from 3,600. The net square footage is 3,500 square feet. Divide 3,500 by 15 to obtain the occupancy load at 100%.

- f. $60 \times 60 = 3,600$
- g. $3,600 - 100 = 3,500$
- h. $3,500 / 15 = 233$

The occupancy load at 100% is 233 people including employees.

SECTION 5: GUIDANCE FOR CLEANING AND DISINFECTING

This section focuses on cleaning and disinfecting public spaces, workplaces, businesses, schools and other public facilities. Reducing the risk of exposure to COVID-19 by cleaning and disinfecting surfaces is an important part of this safer forward plan.

Coronavirus on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Normal routine cleaning with soap and water removes germs and dirt from surfaces and it lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces and by killing germs on a surface after cleaning, you can further lower the risk of spreading infection. Disinfectants are an important part of reducing the risk of exposure to COVID-19. If disinfectants are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Only disinfectants that are approved by the EPA for use against COVID-19 should be used. The approved list can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Employees should always wear gloves appropriate for the chemicals being used when cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.

Guidelines as issued by the CDC should be used for cleaning and disinfecting various surfaces. Those guidelines can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html> and are outlined below:

5.1 Hard (Non-porous) Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
 - Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
 - Additionally, diluted household bleach solutions (at least 1000 ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application.

Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3 cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
 - Note that mixed bleach solution denature after 24 hours.

5.2 Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.

5.3 Electronics

- For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
 - Follow the manufacturer's instructions for all cleaning and disinfection products.
 - Consider use of wipeable covers for electronics.
 - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

5.4 Linens, Clothing, and Other Items That Go in the Laundry

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

5.5 Additional Considerations

- Employees should be educated on properly performing cleaning, laundry, and trash pick-up activities.
- Employees should be trained on the applicable hazards of cleaning chemicals used in the workplace.
- Employee must comply with blood borne pathogens standards as may be applicable including proper disposal of regulated waste and PPE.

5.6 Cleaning/Disinfection after a Confirmed COVID-19 Positive Persons Has Been in a Facility

Public health personnel may determine if a building or facility needs to be closed for more than overnight cleaning and may be consulted for guidance on cleaning or disinfecting if needed.

- At a school, daycare center, office, or other facility that does not house people overnight:

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.
- At a facility that does house people overnight:
 - Follow Interim Guidance for US Institutions of Higher Education on working with state and local health officials to isolate ill persons and provide temporary housing as needed. The guidance can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>.
 - Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
 - In areas where ill persons are being housed in isolation, follow Interim Guidance for Environmental Cleaning and Disinfection for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019. This includes focusing on cleaning and disinfecting common areas where staff/others providing services may come into contact with ill persons but reducing cleaning and disinfection of bedrooms/bathrooms used by ill persons to as-needed. This guidance can be found at https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html
 - In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

MENOMINEE TRIBAL LEGISLATURE-SPECIAL
JUNE 03, 2020

A MOTION

DOUGLAS COX: I move to approve with changes the Menominee Indian Tribe of Wisconsin Back in Action Plan and Moving Safer Forward Plan.

GUNNAR PETERS: I second the motion.

CHAIRPERSON: All those in favor of the motion signify by saying Aye. Opposed. The Motion is carried: 8 for, 0 opposed, 0 abstentions, and 0 absent.

03 on agenda

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JOAN DELABREAU, Tribal Chairperson
MENOMINEE INDIAN TRIBE OF WISCONSIN