

ONHIR – COVID-19 WORKPLACE SAFETY PLAN

In accordance with the Safer Workforce Task Force the updated Model Safety Principles for the Office of Navajo and Hopi Indian Relocation are in effect as of September 20, 2021. These principles are continually updated in accordance with and consistent with guidance from the Coconino County Health Department, Apache County Health Department, Centers for Disease Control and Prevention (CDC) and the OMB Safer Federal Workforce Team and will be communicated to employees and on site contractors as appropriate.

COVID-19 Vaccination Requirement - ONHIR Employees

- Federal Executive Branch employees including ONHIR, must be fully vaccinated by November 22, 2021 and provide proof of COVID-19 vaccination to their Supervisor.
- All Federal on site contractors must be fully vaccinated by November 22, 2021 and provide proof of COVID-19 vaccination to their COR or manager of the branch.
- ONHIR Supervisors and Managers are instructed to obtain proof of COVID-19 vaccination documents from their staff and onsite contractors whom they supervise.
- An onsite contractor is a person/persons who have a current contract with and work at ONHIR on a regular basis in office or intermittently in the office setting.
- ONHIR staff COVID-19 vaccination forms will be forwarded returned to the Supervisor/ Manager and forwarded to Human Resources.
- **Fully vaccinated employees will be required to wear a mask while in workplace common areas due to high transmission rates** in the Flagstaff and Apache County communities.
- COVID-19 transmission rates within Flagstaff and Apache County communities will be monitored weekly and the mask wearing directive for ONHIR will be re-evaluated accordingly.
- Fully vaccinated employees do not need to physically distance or have restrictions on official travel.
- Fully vaccinated employees do not need to be tested or undergo screening for COVID-19 virus.
- Employee COVID-19 proof of vaccination documents will be maintained in a confidential file in accordance with NARA regulations and HIPAA laws.
- Employees who are granted accommodation by the agency will need to follow applicable masking, physical distancing and testing protocols and travel guidance.

COVID-19 Vaccination Requirement - ONHIR On Site Contractors:

- ONHIR will need to ask onsite contractors about their vaccination status prior to being subject to contractual requirements.
- On site contractor must attest to truthfulness of the response. If contractor chooses not to provide a response they will be treated as not fully vaccinated and subject to agency safety protocols.
- **Will be required to wear a mask while in workplace common areas due to high transmission rates** in the Flagstaff and Apache County community areas.
- COVID-19 transmission rates within Flagstaff and Apache County communities will be monitored weekly and the mask wearing directive for ONHIR will be re-evaluated accordingly in accordance with CDC guidelines.
- On site contractors who are fully vaccinated do not need to physically distance or have restrictions on official travel.

- On site contractors who are fully vaccinated do not need to be tested or undergo screening for COVID-19 virus.

Non or Not Fully Vaccinated Employees Who Decline to Provide Their Vaccination Status:

- Must be fully vaccinated by November 22, 2021 and provide proof of vaccination status.
- Until fully vaccinated they must wear protective masks in the workplace regardless of the transmission rate.
- Until fully vaccinated must obtain COVID-19 testing weekly.
Until fully vaccinated must maintain physical distance from others, consistent with CDC guidelines.
- Until fully vaccinated must adhere to applicable travel restrictions.
- Will be subject to disciplinary action if not fully vaccinated by the November 22, 2021 deadline.

Non or Not Fully Vaccinated On Site Contractors Who Decline to Provide Their Vaccination Status:

- Will not be allowed entrance to ONHIR offices until fully vaccinated and provide proof of vaccination status.
- Will not be able to continue a contractual agreement with ONHIR until they have been fully vaccinated by November 22, 2021.

Limited Exceptions to Full Vaccination Requirement

- The ONHIR will communicate to its employees and on site contractors how to make such a request and establish a date for making a request for an exception as stated in this plan.
- Federal employees must be fully vaccinated other than in limited circumstances where the law requires an exception.
- ONHIR may be required to provide an accommodation to employees who communicate to the agency that they are not vaccinated against COVID-19 because of a disability or because of sincerely held religious belief, practice or observance.
- ONHIR may request additional information as needed to determine if the individual is legally entitled to an accommodation.
- Assessment for exceptions to full vaccination will be fact and context dependent and the agency's HR Office and Attorney will be consulted for requested accommodations.
- If a request for accommodation is denied following appeal process, the agency will require the employee to receive their first dose of COVID-19 vaccine within two weeks of final determination and second dose within two weeks of the determination if that is the last dose still pending.
- Employees who are granted accommodation by the agency will need to follow applicable masking, physical distancing and testing protocols and travel guidance.

Mask Wearing and Physical Distancing

- ONHIR will communicate mask wearing and physical distancing requirements for individuals who are not fully vaccinated to members of the public seeking a public service or benefit.
- ONHIR will post signage regarding mask wearing and physical distancing requirements for employees, onsite contractors and visitors.

- ONHIR will provide alternative procedures to allow for visitors or persons who need access to services and are unable due to agency safety protocols.

COVID-19 Testing:

- ONHIR is not required to establish a screening testing program for employees or onsite contractors who are not fully vaccinated.
- ONHIR will have a process or referral in place for employees to receive diagnostic testing after a workplace exposure at no cost to the employee.
- Employees or on site contractors who are not fully or are partially vaccinated or decline to provide their vaccination status must be tested weekly for COVID-19.
- Employees or on site contractors who undergo COVID-19 testing will be required to forward their test results to Supervisor or Manager and Human Resources.
- Employees or on site contractors who test positive will be instructed to stay home and quarantine for 14 days.
- Employees or on site contractors must provide a negative COVID-19 test result to Supervisor or Manager after they have quarantined before they can return to work.

Visitors to ONHIR Offices:

- Visitors to ONHIR will be asked by ONHIR staff to provide information about their vaccination status before entering the office and complete the Certification of Vaccination form prior to entering a federal building or worksite.
- Visitors or clients to ONHIR who are not fully vaccinated, partially vaccinated or decline to respond on their vaccination status will need to provide proof of a negative COVID-19 test within the past 3 days.
- Such visitors or clients who cannot provide proof of a negative COVID-19 test will not be admitted into ONHIR offices.
- All visitors or clients who attest to being fully vaccinated will be required to follow safety protocols and will be required to wear a protective mask and social distance inside the ONHIR offices.

Levels of Community Transmission

- ONHIR will use Coconino County Health Department, Apache County Health Department and CDC guidance to determine levels of community transmission to determine levels in local counties and communities.
- A weekly assessment of transmission rates in local areas will be assessed to determine mask wearing requirements.
- If the level of transmission increased from low to moderate or high, ONHIR has a process by which to promptly enact protective safety protocols consistent with CDC guidelines and the Safer Federal Workforce Task Force as soon as feasible.
- If the level of transmission related to ONHIR and the surrounding community area is reduced from high to moderate or low, that level of transmission must remain in that status of lower level for at least two consecutive weeks before the agency can change protocols recommended by the CDC or Safer Federal Workforce Task Force.

- When a locality imposes more protective pandemic related safety requirements, employees and onsite contractors will be followed by agency employees and onsite contractors within that locality.

Telework and Remote Work

ONHIR will utilize telework, flexible work schedules and remote work consistent with principles set forth in OMB Memorandum 21-25 and agency plans for reentry and post reentry.

Travel Policy

- ONHIR employees who are fully vaccinated are not subject to government wide restrictions on official travel.
Federal employees who are not fully vaccinated are subject to government wide restrictions official travel, where travel is limited or avoided to only mission critical trips.
- Fully vaccinated travelers are advised by the agency that they should after domestic or traveling get tested within 3 – 5 days after traveling, self monitor for COVID-19 and adhere strictly to CDC guidelines before, during and after travel and take all necessary health and safety precautions including mask wearing on all transportation and self monitor for symptoms.

Symptom Monitoring

- Employees and on site contractors should stay out of workplace when experiencing symptoms that are consistent with COVID-19 regardless of vaccination status.
- Employees and onsite contractors must isolate and leave the workplace if symptoms develop during the workday regardless of vaccination status.
- Employees and on site contractors who experience COVID-19 symptoms will be asked about symptoms, testing and diagnosis status and provide proof of a negative COVID-19 test.
- Employees and on site contractors who experience COVID-19 symptoms or had exposure to or close contact with someone who has tested positive for COVID-19 or are not fully vaccinated will be required to quarantine for 14 days until they can provide a negative COVID-19 test within the last 3 – 5 days.
- The ONHIR will require employees and on site contractors who have contact with or been exposed to someone who is confirmed with COVID-19 to obtain a diagnostic COVID-19 test with 3-5 days after exposure even if they do not have symptoms.
- The ONHIR will require employees and on site contractors to wear a mask indoors in ONHIR offices for 14 days following exposure to an individual with COVID-19 or until a negative test result is provided.

Occupancy

The agency may at its discretion establish occupancy limit for the workplace as a means of facilitating physical distancing of individuals in the workplace.

Facility Cleaning

- ONHIR will ensure that common use, high touch and high density spaces including lobby areas, restrooms, office equipment and office space which is in regular use is cleaned and sanitized regularly in accordance with CDC guidelines.
- ONHIR will ensure that sanitization supplies including wipes, disinfectant sprays, and hand sanitizer is available to employees and individuals within office areas for use by employees.
- In the event of a suspected or confirmed case of COVID-19 in the workplace, ONHIR ensures that enhanced environmental cleaning of the space occupied by the employee is completed within 24 hours in accordance with CDC guidelines.
- ONHIR will at its discretion modify and optimize ventilation systems to increase outdoor air and improve filtration in accordance with CDD guidelines to the extent feasible.
- ONHIR will consider at its discretion the use of portable high efficiency particulate air (HEPA) cleaners in high risk spaces.

COVID-19 Leave (Vaccination, Quarantine, Isolation)

- ONHIR will grant up to 2 days of administrative leave if an employee has an adverse reaction to any COVID-19 vaccination dose that prevents the employee from working.
- If an ONHIR employee requests more than 2 workdays to recover, the agency may make a determination to grant emergency paid leave under the American Rescue Plan Act if available or the employee can take appropriate leave to cover any additional absence.
- ONHIR will grant leave eligible employees up to 4 hours of administrative leave per dose for a family members or up to 12 hours administrative leave for a family member receiving 3 doses of COVID-19 vaccine.
- Employees will need to obtain advance approval from their Supervisor before they can utilize administrative leave for COVID-19 vaccination purposes.
- If quarantine is required due to workplace exposure or travel, the employee make take personal leave while quarantining.
- The agency may elect to refuse entrance and bar an employee from the workplace if they do not comply with quarantine requirements after COVID-19 exposure or positive test.
- An employee who is barred from the workplace due to COVID-19 quarantine requirements, will be placed on administrative leave until the agency determines what status the employee should be placed in while on quarantine.
- If employee is subject to isolation due to COVID-19 infection, and is unable to telework, can request sick leave or accrued annual leave or unpaid leave as appropriate.

