



Village of Lower Kalskag

PO Box 27
Lower Kalskag, AK 99626
Phone: (907) 471-2300 or 2344 Fax: (907) 471-2378
Cell phone: (907) 471-7171
Email: lowertribal@yahoo.com

MEMO

From: Vivian Korthuis, Chief Executive Officer

Date: March 11, 2020

Re: Coronavirus Disease 2019 (COVID - 19) Workplace Precautions

Background:

Coronaviruses are a large family of viruses that are common in people and many different species of animals. Rarely, animals' coronaviruses can infect people and then spread between people, such as with the new virus named SARS-CoV-2 or the coronavirus Disease 2019 (COVID-19).

COVID-19 was first detected in China and has now been detected in almost 90 locations internationally, including the United States. The Centers for Disease Control (CDC) has declared the outbreak a "Public Health Emergency of International Concern." For more information on COVID-19, Please visit www.cdc.gov/coronavirus/2019-nCoV.

AVCP Response

Summary

- Always use good respiratory etiquette and hand hygiene
- Perform routine environmental cleaning
- Stay home if you are sick
- Effective March 11, 2020 Non-essential Out of State business travel is suspended until further notice, including outside vendors, or other business visits to the Tribal Office.

Village of Lower values the health and wellbeing of all employees and the community/non community/visitors/Guests and clients we serve. To prevent (and prepare for the possibility of) COVID-19 in the workplace, we are encouraging all employees to do the following:

Respiratory Etiquette and Hand Hygiene

The virus COVID-19 is thought to spread mainly from person -to - person:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Remember to always use respiratory etiquette and hand hygiene:

- Wash your hands with soap and water for at least 20 seconds or clean your hands often with an alcohol – based hand sanitizer that contains at least 60-95% alcohol.
- Cover your mouth and nose with a tissue when you cough or sneeze and put your used tissue in a waste basket. If you do not have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Avoid contact with people who are sick.
- Do not touch your face after touching contaminated objects.
- Do not touch objects after contaminating your hands (for example by blowing your nose).

For more information on hygiene etiquette and practice, visit

https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Routine Environmental Cleaning:

Help our hardworking AVCP/ Tribal employees keep our offices and workspaces clean:

- Routinely clean all frequently touched surfaces, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- Request disposable wipes if needed, and wipe down commonly used surfaces, e.g. doorknobs, keyboards, remote controls, desks, before each use.

Stay Home if You are Sick

Please do not come to or remain in the workplace if you are sick:

- If you have symptoms of acute respiratory illness, stay home and do not come to work until you are free of fever (100.4 degrees F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever – reducing or other symptoms – altering medicines (e.g. cough suppressants).
- You are not required to have a healthcare provider’s note to validate your illness or return to work.
- If you are at work and appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath), you will be asked to return home immediately.

If you have been in close contact with a person known to have COVID-19 and develop symptoms OR you have recently traveled from an area with widespread or ongoing community spread of COVID-19 (I.e. China, Iran, Italy, Japan, South Korea) call your healthcare provider immediately.

Managers and Supervisors will not deny requests for use of personnel leave (PTO) or leave without pay (LWOP) for employees who are experiencing acute respiratory illness. All other normal requirements (such as exhaustion PTO before using LWOP) will continue to be followed. Contact Human Resources with any questions about these policies.

Non - Essential Travel Suspended

All non-essential out of state business travel has been suspended until further notice. If you have an upcoming trip planned (for example, the 2020 Annual NICWA Conference) please speak to your supervisor about whether your trip is non - essential and if so, how to cancel your trip. Managers and supervisors will receive trip cancellation guidance from the Travel Department soon.

Personnel Policies Remain in Effect

Remember, unless otherwise noted, all AVCP policies and procedures remain in effect. This includes policies regarding the confidentiality of employee and client information, anti - harassment and discrimination, and whistleblower, Concerns or questions about these policies should be directed to the human resources department.

I know that this can be an uncertain time and many of you may be feeling anxious. Remember to obtain information about COVID-19 from reliable sources, such as the CDC website. Our Human Resources Department can give you information on AVCP's Employee Assistance Program which can provide advice or resources for dealing with extra stress or anxiety.

Thank you for helping to keep our workplace healthy and safe. If you have questions about the information contained in this memo, please speak to your manager or supervisor.

Quyana

