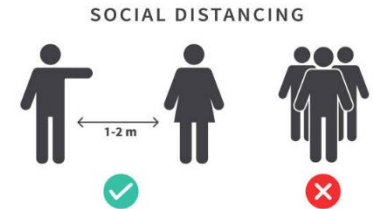


How do we avoid exposure to the virus?

- Practice social distancing; keep 3-6 feet away from others even if they appear well and avoid direct contact.
- Don't touch your face (eyes, nose, mouth) - especially if you have touched objects or surfaces handled by many people (handrails, door handles, desk surfaces, keyboards.)
- Avoid shaking hands, kissing or hugging. We will need to get used to waving, nodding or using other culturally appropriate gesture to meet visitors.
- In the office, you must practice the 6 foot social distancing rule and wear your mask.
- Meetings should be conducted by remote hosting (Zoom, Skype, ect.)
- Avoid meetings or activities which expose you to large groups of people.
- Work from home, where permitted by your department.



How do we avoid exposure to the virus? (cont.)

- Avoid non-essential travel (into hot zones, other states and countries, even inside the Navajo Nation.)
- Avoid large public/private gatherings, especially if they are not part of your immediate family.
- In the office, clean and disinfect frequently touched surfaces each day (every two hours is recommended.)
- Clean and disinfect the work area after each visitor. Hint: Use regular cleaning chemicals.
- Keep away from people who are sick, don't let them cough or sneeze on you. If the infected person is a family member, it is your responsibility to notify your supervisor on your situation.
- Working from home may be the appropriate solution to keep virus exposure to a minimum for your department.
- Avoid visiting hospitals or other medical facilities unless you need medical care.



Is your office ready for CoVID-19?

- Health screening must be in place at the main entry into your office or building.
- Be prepared: you might have your temperature taken, you might be asked where you have visited within the last few days, you might be asked if you have been in contact with a suspected virus case and you might be asked if you have been tested for the virus.
- Make your office a “safe zone.” Only authorized persons should be allowed to enter your office complex.
- Make it mandatory that social distancing be observed inside the office and wearing of masks is required.
- Gloves can be used when handling paper documents which may delivered to your office.
 - *Gloves should be used when you are outside the office: when filling your vehicle with gas, pressing buttons, or when you handle any material outside your office safe zone.*
- Implement a regular disinfecting “wipe-down” schedule (every 2 hours for your office) and after a visitor has left your work area.
- Ask your visitors or clients to call/email instead of coming to your office.
- All documents should be sent by e-mail if possible.



What if there was a suspected exposure in my office?

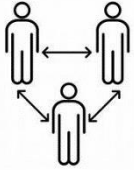
- Notify your supervisor as soon as possible so he/she can start the background investigation:
- Get all the **reliable** information you can, avoid “Jinii” or rumors:
 - When was the suspected exposure (date and time.)
 - Was the suspected exposure less or more than 15 minutes?
 - Who was directly involved in the suspected C+ person?
 - Was proper PPE worn by all who were involved?
 - Where was the location of the suspected exposure?
 - Did the suspected person sign in and did he/she pass the screening process for your building?
 - Who has been vaccinated?
- A thorough wipe-down of the office and office equipment should be done. Employees should replace their disposable PPE as soon as possible. Areas of suspected contamination should be wiped down using normal disinfecting products.
- **Your supervisor will then enter a COVID-19 exposure report in the NN-DOH web portal to activate the HCOC Case Management investigation team.**



Should the office be closed?

The office supervisor/manager should use these following guidelines in determining if office closure is required:

SOCIAL DISTANCING



- ✓ Are all staff fully vaccinated?
 - ✓ Was the C+ person in the office for less than 15 minutes?
 - ✓ Were office staff practicing social distancing in the common area and inner offices,?
 - ✓ Were office staff wearing all proper PPE when the exposure occurred?
 - ✓ Was the exposure was restricted to a small area?
- If the answer to these questions are all YES, then your office does not need to be closed down.
 - A brief discussion with employees should be held to explain the incident and possible exposure to employees in the office.
 - *Remember to practice social distancing when you have your meeting.*
 - Your office can be cleaned using approved disinfecting chemicals (Lysol, Clorox, DIY bleach solution), cleaning should consist of a “hard wipe” down of all touchable surfaces.
 - All employees should self-monitor for any recognized COVID-19 symptoms for the next 3-7 days (new coughing, fever, loss of taste/smell, flu-like symptoms.)
 - *NOTE: vaccinated persons can still catch the COVID-19 virus, but may experience milder symptoms of the viral infection.*
 - If an employee believes he/she has contracted the COVID-19 virus, then he/she can go to their healthcare provider for medical testing.



Justification for closing down your office, if:



- A **confirmed** COVID-19 positive person has entered or worked in the office or workplace,
- You or staff were not wearing a mask (proper PPE) while interacting with the C+ person,
- You or staff were within 6 feet of the C+ person without a mask,
- You were in contact with the C+ person for more than 15 minutes,
- Office staff are showing symptoms of viral infection,
- Regular disinfection guidelines are not in place or not being followed by employees.
- Your staff have not been fully vaccinated,
 - **NOTE: All Navajo Nation employees (Executive and Legislative) are required to be vaccinated per NN Council Resolution No. CAU-48-21 on or before October 25, 2021.**
 - **Employees who have not been fully vaccinated are REQUIRED to be tested once every 14 days and present the negative or positive test results to their supervisors.**

• Steps to take before closing your office:

- Enter an exposure report in the NN-DOH web portal to activate the HCOC Case Management team,
- Make sure all employees have been notified of the exposure in the office or workplace (date & time),
- Send employees home and have them self-monitor for 3-7 days for any COVID-19 symptoms,
- If any employee observes symptoms of COVID-19 infection, they should contact their local health provider and **ONLY** go in if the healthcare facility gives permission,
- Once the COVID-19 exposure report has been investigated, then DOH-HCOC will evaluate the cleaning recommendations for the office.
- **NOTE: Your office and/or department must have a contingency plan in place to address COVID-19 exposure in the workplace.**