

Pueblo of Pojoaque

COVID-19 Workplace Screening Guideline

- ☐ Screen every employee/visitor before they enter the workplace building each day.
- ☐ The Director who is screening employees shall wear an N-95 face mask and face shield
- ☐ All employees and guests shall wear a mask during screening, and will be asked to sanitize their hands prior to entering the building
- ☐ The screening interview will model social distancing (6 feet apart). This reduces community and colleague spread.

Verbally ask if they are experiencing any of the following:

- ☐ Fever
- ☐ Cough
- ☐ Shortness of breath
- ☐ Chills
- ☐ Repeated shaking
- ☐ Muscle pain
- ☐ Headache
- ☐ Sore throat
- ☐ Loss of taste or smell
- ☐ Diarrhea, nausea

Ask the employees

- ☐ If they have had any close contact (less than 6 feet) with any known person who is lab-confirmed to have COVID-19?
- ☐ Or somebody in their household has the above symptoms?
- ☐ Take Temperature:
 - Below 100.4° F consider as no fever
 - Above 100.4° F consider as fever

Log the above information on the Building Employee Screening Log. If all answers are negative and they have no fever they may proceed to work or area for their inquiry.

If any answers to symptoms are yes, or they have a fever, they will not be allowed to enter.

Showing Signs / Symptoms at Screening or Answered Yes

In the event an employee/guest is presenting signs and symptoms of COVID-19, when conducting the screening, do the following:

- ☐ Ask the individual to return to their vehicle if they have one
- ☐ If the individual does not have their own vehicle have them move to the identified outdoor waiting area until further actions can be taken
- ☐ Request that they proceed home immediately and self-isolate
- ☐ Notify the Pueblo of Pojoaque Tribal Police Dispatch – the Emergency Manager shall coordinate testing with NM DOH

Showing Signs or Symptoms at Work

In the event an individual is showing signs and symptoms of COVID-19 in the workplace, or realizes they have been exposed to COVID-19, the following actions shall be taken:

- ☐ Ask the individual to exit the building promptly, if the employee has a vehicle ask them to isolate there
- ☐ If they are unable to exit the building, have them isolate where they are and ask others to vacate the space to avoid any close contact
- ☐ Notify the Pueblo of Pojoaque Tribal Police Dispatch.
- ☐ Tribal Dispatch will ensure Emergency Manager is informed
- ☐ If transport for the individual is necessary Tribal Police/staff transporting the individual should wear recommended PPE:
 - N-95 no other mask is an acceptable alternative
 - Eye protection/face shield
 - Gloves
 - Gown/coverall
- ☐ Ensure transport vehicle is cleaned and disinfected thoroughly after transport
- ☐ Inform individual they must self-isolate at home

Provide the staff contact list to POP EOC to assist with contact tracing efforts.

Definition of a close contact by CDC:

- Have been within approximately 6 feet of a COVID-19 case for a prolonged period of time, OR
- Have had direct contact with infectious secretions of a COVID-19 case (e.g., have been coughed on)

Any employees who meets the contacted definition with the suspected employee shall be required to quarantine for a minimum of 14 days, strictly avoiding any close contact.

Follow these guidelines to clean and disinfect the areas where the individual occupied:

- Close off areas used by the suspected individual. If possible:
- Open outside doors and windows to increase air circulation.
- Wait as long as practical, up to 24 hours under the poorest air exchange conditions (consult CDC Guidelines for Environmental Infection Control in Health-Care Facilities for wait time based on different ventilation conditions), before beginning to clean and disinfect the space, to minimize potential for exposure to respiratory droplets.
- Thoroughly clean and disinfect all areas where the individual spent time. Ensure that staff performing cleaning wear recommended PPE:
 - A. Mask
 - B. Gloves
 - C. Eye protection
 - D. Gown or coveralls