

PUEBLO OF ISLETA

COVID-19 Workplace Employee Guidelines

In order to protect the health and safety of the Pueblo of Isleta employees, visitors, and community members, the Pueblo is instituting a temporary workplace guidelines for COVID-19. Because COVID-19 is a direct threat and is a significant risk of substantial harm to the health and safety of individuals that cannot be eliminated or reduced by a reasonable accommodation, all employees are required to comply with the following guidelines. These guidelines are based on the best scientific information available and according to CDC guidelines, revisions will be made as new information becomes available.

1. Health and Safety Actions

- a. **Healthy Hygiene Practices** - Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available. Avoid touching your eyes, nose, and mouth with unwashed hands. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- b. **Wearing Face Coverings** – All employees are required to wear a mask. Masks will be worn when entering buildings and when moving around the office. If an employee is at their desk and not around others, a face covering is not required.
- c. **Cleaning & Disinfection** – Along with regular cleanings from facilities, the employee will use supplied cleaning products to clean and disinfect their areas and other commonly used areas daily. Disinfectant spray must be provided in all meeting rooms and common areas.
- d. **Social Distancing** – Employees will be required to practice social distancing by deliberately increasing the physical space between people. At a minimum, employees will maintain three to six feet distance between themselves and others.
- e. **Shared Spaces** – Employees may utilize shared spaces, such as kitchens, breakrooms, and other eating areas, as long as employees maintain a minimum of six feet distance. Unless the employee is eating, the employee will wear a face covering. All surfaces touched by the employee must be cleaned before and after each use.
- f. **Temporary Telework Program**– Temporary telework program is applicable for only for COVID situations when deemed necessary.
- g. **Public Access to Tribal Facilities and Offices** –Access to tribal facilities and office visits necessary for day-to-day operation is now permitted. All visitors entering tribal facilities are required to wear a face covering at all times. If necessary, the Pueblo will provide face coverings for visitors.
- h. **Meetings** – Meetings conducted with other departments and the general public for daily

operations is now permitted. All visitors and employees attending the meetings are required to wear face coverings and adhere to social distancing.

2. Outside Vendors, Supplies, and Contractors

- a. Access into the Pueblo of Isleta for essential services and services deemed necessary for day-to-day operations is now permitted. All outside entities must abide by all COVID-19 safe practices.

3. COVID-19 Leave

- a. COVID-19 leave will be granted according to the COVID-19 Disclosure Protocol and approved by the Governor.

Approved: 
Governor Vernon B. Abeita

Date: 2/22/2022