

Missanabie Cree First Nation



MCFN Covid-19 Policy

Approved by Chief and Council

Date: October 22, 2021

Amended February 8, 2022

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Dates of Acceptance and Amendment

This MCFN Covid-19 Policy has been duly accepted by a quorum of the Missanabie Cree First Nation Council, this, 22nd Day, of October 2021, by Motion 21.10.22.01.

The amendments to the MCFN Covid-19 Policy have been duly accepted by a quorum of the Missanabie Cree First Nation Council, this, 8th Day, of February 2022, by Motion 22.02.08.03.

Role and Intent

Missanabie Cree First Nation has the responsibility, as per the Occupational Health & Safety Act, to maintain a safe work environment for their employees. Missanabie Cree First Nation needs to assess the workplace for the risks of COVID-19 transmission, and must take every responsible precaution to protect our workers, member's, clients, contractors, vendors, volunteers, and students, etc. To help reduce the risk of COVID-19 transmission, outbreaks, and severe health outcomes, this COVID-19 policy is a valuable measure that is implemented.

1. Self Screening and Symptoms

All staff must self-screen every day before attending work. Any staff who are experiencing symptoms consistent with COVID-19 must not attend work for 24-48 hours after their last symptom.

A symptomatic employee is encouraged to seek testing. If an employee has responded to any of the following:

- Lives with someone who is currently isolating because of a positive COVID-19 test.
- Lives with someone who is currently isolating because of Covid-19 symptoms.
- Lives with someone who is waiting for COVID-19 results.
- Has had a doctor, health care provider, or community representative told the staff member that they should currently be isolating, has the following symptoms: fever and or chills, cough, shortness of breath, decrease or loss of taste or smell, muscle aches/join pain, extreme fatigue, sore throat, runny or stuffy/congested nose, headache, nausea, vomiting and/or diarrhea,
- While isolating, staff are to work from home and follow the as per the Covid-19 Policy guidelines.

See appendix A for the MCFN Covid-19 Screening Tool.

2. Positive Covid Tests

Any staff who test positive for COVID-19 by rapid test, must not attend the Missanabie Cree First Nation office or events for seven (7) days and must not attend the office until 24-48 hours after their last symptom including:

- Fever and or chills, cough, shortness of breath, decrease or loss of taste or smell, muscle aches/join pain, extreme fatigue, sore throat, runny or stuffy/congested nose, headache, nausea, vomiting and/or diarrhea
- If an employee who has tested positive and is able to work from home while isolating, staff are permitted to work from home as per the Work from Home Guidelines.
- Positive screening results are to be forwarded via email to the Band Administrator on the screening day.
- All employees must contact the Band Administrator in the event of a positive screening.

3. Masks

All staff are required to wear medical masks indoors, including in hallways and common areas. Masks may be temporarily removed indoors to consume food or drink, with a minimum distance of two metres. Employees who require a mask exemption are to contact the Band Administrator. All visitors are also required to wear medical masks.

3. Hand Hygiene and Respiratory Etiquette

As hand hygiene and respiratory etiquette are among the most important protective strategies, we will continue to provide and reinforce good hand hygiene, including the use of hand sanitizer (with a minimum 60% alcohol concentration).

4. Cleaning and Disinfection

- a) We will continue to maintain our enhanced cleaning practices within the office, which includes cleaning plus disinfection, particularly of high touch surfaces. Staff are encouraged to use the hand sanitizing stations located at all entrances to the Missanabie Cree First Nation office.
- b) All ports of entry, every common area and all office must have hand sanitizer and masks for use by staff and visitors.

5. Lunch Spaces within Missanabie Cree First Nation

- a) Employees may eat together outdoors without distancing, however, when indoors, a minimum distance of two metres must be maintained as much distancing as possible.
- b) The upstairs lunch space only permits two (2) people at one time.
- c) The common area in the Family Services area space only permits three (3) people at the large table and the chair area permits two (2) people at one time sitting diagonally from one another.

6. Staff Meetings

Staff meetings are permitted, as per the relevant provincial guidelines under the “Reopening Ontario Act.”

7. Visitors

- a) We will continue to limit visitors to the office to reduce exposure and disruptions. Any visitor to the office must self-screen and wear a medical mask while on premises.
- b) Visitors are required to confirm their self-screening upon arrival.

8. Employee Proof of Vaccination and Vaccination Receipts

See the Missanabie Cree First Nation Covid-19 Vaccination Policy.

Appendix A: Employee Covid Screening Questions



MCFN COVID-19 Screening Tool

Name: (Last, First)

DOB: DD-MM-YYYY

Screening Questions		
1. Are you currently experiencing any the symptoms below? <ul style="list-style-type: none"> • Fever and or chills • Cough • Shortness of breath • Decrease or loss of taste or smell • Muscle aches/join pain • Extreme Fatigue • Sore throat • Runny or stuffy/congested nose • Headache • Nausea, vomiting and/or diarrhea 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Has a doctor, health care provider, or community representative told you that you should currently be isolating?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Have you tested positive for COVID-19 in the past 7 days? (PCR, rapid molecular, and/or rapid antigen test)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Do you live with someone who is currently isolating because of a positive COVID-19 test?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Do you live with someone who is currently isolating because of COVID-19 symptoms?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Do you live with someone who is waiting for COVID-19 results?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Results		

- If response to ANY of the screening questions is **YES**:
 - All employees must contact the Band Administrator in the event of a positive screening.
 - Staff are to work from home as per the Covid-19 Policy guidelines.
 - Staff who test positive, are not to return until 24-48 hours after your symptoms have resolved and it has been 7 days since testing positive.
 - If an employee who has tested positive and is able to work from home while isolating, staff are permitted to work from home as per the Work from Home Guidelines.
 - Positive screening results are to be forwarded via email to the Band Administrator on the screening day.

Staff Signature: _____ Date: DD/MMM/YYYY

Missanabie Cree First Nation



Acknowledgment and Agreement

I, _____, acknowledge that I have read and understand the Missanabie Cree First Nation Covid-19 Policy.

I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment/position.

Signature: _____

Date: _____

Witness: _____