

COVID Mitigation Plan

Procedure No.: O 5.0

Supersedes: 3/18/2021

Effective Date: 1/27/2022

I. Purpose

The purpose of this COVID-19 Worker Mitigation Plan (WMP) is to outline a plan of action to continue supporting critical infrastructure in the State of Alaska and outlines how the spread of COVID-19 will be avoided within specific operations, starting with its workforce, to not endanger the lives but to protect our unvaccinated youth and elders in the communities in which they operate. The key objectives of the WMP are aimed at: **reducing transmission among employees, maintaining healthy business operations, and maintaining a healthy work environment.**

II. Alaska Native Value

Live Carefully: What You Do Will Come Back To You

III. Scope

This procedure applies to all employees, property, guests, visitors, contractors, customers, and vendors of the Alaska Native Heritage Center (ANHC).

IV. Procedure

Section 1. Employee Health: *This section applies to all employees of the Alaska Native Heritage Center (ANHC), including volunteers, contractors, interns, Ch'k'iqadi Gallery, and café employees.*

- a. Staff must stay at home if they are feeling ill, to avoid placing their coworkers at risk. Employees who have symptoms should notify their supervisor and stay home until receiving a negative test and/or receiving clearance from a medical provider. Employees who have a positive test should not return to work until the criteria to discontinue home isolation is met, in consultation with your healthcare providers recommendation.
- b. If you fall ill during work hours, staff experiencing symptoms that could potentially be associated with COVID-19 are directed to disclose this to their immediate supervisor and, if on the premises, go home. You will be required to stay home until receiving a negative test and/or clearance from a medical provider.
- c. If you have been potentially exposed to COVID-19 you must immediately contact your supervisor and advise him/her of the potential exposure and follow COVID exposure protocols in Appendix A.
- d. If you have been exposed to COVID-19, you must immediately contact your supervisor and advise him/her of the exposure and follow ANHC COVID exposure guidance in Appendix A.
- e. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow COVID exposure guidance in Appendix A.
- f. If you are required to isolate or quarantine and can work from home, you may do so with supervisor approval. The ability to work from home is determined and approved by your supervisor based off the needs of the organization. If you are not able to work from home, you must take PTO and/or leave without pay if necessary.
- g. Should employees feel uncomfortable working due to underlying health conditions or other risk factors,

they are encouraged to notify their supervisor or Human Resources as soon as possible. ANHC will work with high-risk employees to make reasonable accommodations.

- h. Staff should use videoconferencing or teleconferencing, when possible, for work-related meetings and gatherings.
- i. When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces continuing to maintain a social distance of at least 6 feet apart.
- j. All staff are mandated to wear face coverings or masks over their nose and mouth when on the ANHC campus with the following exceptions:
 - Employees within their own fully enclosed office or workspace or within an unenclosed workspace if they are totally alone.
 - Fully vaccinated employees working in a separate room from the public and unvaccinated coworkers.
- k. Employees should not share phones, computers, radios, or other electronics unless necessary. Those who share computers or phones must sanitize phones, keyboards, computer mouse etc. before and after use with Clorox wipes or with prepared bleach solution and paper towels.
- l. During public hours, staff should avoid being in visitor areas unless required for their job.
- m. Social distancing when possible is recommended.

All COVID-19 related medical correspondence and test results can be submitted directly to HR at ngraham@alaskanative.net.

Employee Travel Guidance:

- a. Requests for work related travel will be approved by the President/CEO on a case-by-case basis
- b. Unvaccinated employees travelling out of state will need to quarantine for 7 days with a negative test on day 3-4 to return to work. Vaccinated employees travelling may return if they are symptom free.

Section 2. Public Safety: *This section includes guidance for the public including admissions and visitors.*

- a. Any person exhibiting or experiencing the following symptoms will not be permitted into ANHC facility: fever, cough, shortness of breath or difficulty breathing, chills, new or diminished sense of taste or smell, diarrhea, fatigue, headache, muscle/joint aches, nausea, rash, rigors, runny nose, sore throat, or excess sputum production.
- b. All customers are **mandated** to wear face masks or face coverings over their noses and mouths when visiting the Center, with the following exceptions:
 - a. Children under the age 2
 - b. Children 2-5 recommended but not required
 - c. Any individual who cannot tolerate a mask due to physical or mental disability.
- c. Visitors will be advised to practice social distancing by standing at least six feet away from other individuals who are not from the same household or traveling with them while standing in lines or moving around the Center.
- d. Health and hygiene reminders will be posted throughout the Facility reminding visitors and staff of the appropriate way to wash hands, wear, handle and dispose of masks, how to contain a sneeze, and why it is important to avoid touching their faces and other surfaces.
- e. Water fountains will be closed; water bottle filling stations will remain available as they are touch-free.
- f. Public restroom doors to remain open to avoid contact.

- g. Tables, chairs, and benches will be available in the café and in public places outdoors in accordance with local mandates and will be sanitized regularly.
- h. Room size maximum allowable occupancy per room and building design and codes will be posted and followed.

Section 3. Café:

- a. The café will follow SOA health advisories and MOA mandates required for food service operations.

Section 4. Facility Rentals:

- a. Gatherings regarding capacity, PPE, and social distancing protocols.
 - Room size maximum allowable occupancy per room and building design and codes will be posted and followed.
 - Touch Point and general cleaning in accordance with CDC cleaning and sanitizing protocols.
- b. All individuals will adhere to masking mandates and wear a mask or face covering over their mouth and nose while indoors at the Center, with the following exceptions:
 - Children under the age 2
 - Children 2-5 recommended but not required.
 - Any individual who cannot tolerate a mask due to physical or mental disability.
 - Individuals removing their masks or face coverings to eat and/or drink in designated areas.

Section 5. Interns and Program Class Participants:

- a. Are subject to ANHC guidance for Public Safety; Section 2.
- b. Parental/Guardian Permission for Interns 14-17 years old regarding PPE and social distancing protocols will be obtained by the Parent/Guardian receiving a copy of this WMP and signing and returning the acknowledgment.

Section 6. Artist Tables:

- a. Artists and their helpers are required to always wear face coverings or masks over their nose and mouth when in the Center.

Section 7. Shuttle Van Transportation:

- a. Face Masks must be worn over nose and mouth at all times during shuttle service.

Section 8. Cleaning and Sanitizing Protocols

- a. Hand sanitizer stations are located throughout the Center.
- b. All sanitation will be carried out using an approved COVID-19 disinfectant per the CDC disinfectant list.
- c. Sanitation stations will be provided for cleaning areas of the building, divided into zones, to ensure cleaning and sanitizing of touchpoints in accordance with SOA health advisories and MOA mandates.
- d. Daily cleaning and disinfecting of common areas/restrooms will be completed in accordance with local and State mandates.

- e. All touchpoints in public areas, including but not limited to, admissions partition, admissions counter, metal stair railings, identified exhibit touch points, hand washing stations, hand sanitizer stations and bottles, light switches, restroom door handles, restroom faucets and toilet handles will be sanitized and disinfected in accordance with local and State mandates.
- f. For those guests requesting, pens will be supplied with clean and used containers. A different pen will be provided for each guest. All pens will be sanitized after each transaction.
- g. Daily after Center closing, CDC-recommended cleaning and disinfecting procedures will be conducted in all restrooms, high-touch points, tables, chairs, benches, and railings.
- h. Once a week, a complete cleaning of the Center will be completed by assigned staff, in accordance with local and State mandates.
- i. In the event of an exposure, the facilities team will be notified to conduct a deep cleaning of the employee's workspace.

APPENDIX A

COVID-19 Policies and Procedures for Alaska Native Heritage Center Employees and Staff

To ensure the Alaska Native Heritage Center follows the U.S. Centers for Disease Control (CDC) recommendations with respect to the COVID-19 outbreak, we have established the following internal policies and procedures.

- **Staff must stay at home if they are feeling ill, to avoid placing their coworkers at risk. Employees who have symptoms should notify their supervisor and stay home until receiving a negative test and/or receiving clearance from a medical provider.** *Employees who have a positive test should not return to work until the criteria to discontinue home isolation is met, in consultation with your healthcare providers recommendation.*
- If you fall ill during work hours, staff experiencing symptoms that could potentially be associated with COVID-19 are directed to disclose this to their immediate supervisor and, if on the premises, go home. You will be required to stay home until receiving a negative test and/or clearance from a medical provider.
- If you have been potentially exposed to COVID-19 you must immediately contact your supervisor and advise him/her of the potential exposure and follow COVID exposure protocols.
- If you have been exposed to COVID-19, you must not report to work, you must immediately contact your supervisor and advise him/her of the exposure and follow ANHC COVID exposure guidance.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow COVID exposure guidance.
- Upon the notification by an employee to their supervisor of COVID-19 exposure or potential exposure, it will be the responsibility of the supervisor to immediately notify the Human Resource and Safety Departments.

Leave

- If you are required to isolate or quarantine and can work from home, you may do so with supervisor approval. The ability to work from home is determined and approved by your supervisor based off the needs of the organization. If you are not able to work from home, you must take PTO and/or leave without pay if necessary.



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Guidelines for COVID Exposure	COVID Exposure from Someone not Living in Same Home	COVID Exposure from Someone Living in Same Home	COVID Positive with Symptoms	COVID Positive without Symptoms
Boosted OR received second mRNA shot less than 6 months ago OR received J&J shot less than 2 months ago	No quarantine with test on day 5	Test on day 5 with quarantine until results	10-day quarantine	5-day quarantine
Double vaccinated more than 6-months ago OR received J&J shot more than 2 months ago	Test on day 5 with quarantine until results	10-day quarantine with test on day 8		
Unvaccinated				

*If a quarantine is for five days, then employees quarantine for the full 5 days and returns on day 6. If a quarantine is for 10 days, then employees quarantine for the full 10 days and return on day 11.

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