



Shelter Bay Community COVID-19 Preparedness Plan

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I. Introduction

Under the Swinomish Senate’s Stay Home Orders, and those issued by the State of Washington, identified businesses that are in operation are required to establish a COVID-19 Preparedness Plan.

A business’s COVID-19 Preparedness Plan shall establish and explain the policies, practices and conditions necessary to meet minimum standards set by the Centers for Disease Control and Prevention (CDC), the Swinomish Public Health Department, the Federal Occupational Safety and Health Administration (OSHA), the “Stay Home, Stay Healthy” Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries General Requirements and Prevention Ideas for Workplaces, and the Washington State Department of Health Workplace and Employer Resources & Recommendations. The guidelines should address specific areas of business operation where there are differing levels of interaction between employers and employees and customers if the business has customer-facing operations. The plan should have the strong commitment of management and be developed and implemented with the participation of employees and community residents. The Swinomish Public Health Authority has the authority to determine whether a plan is adequate and conforming to the Swinomish Senate’s Orders.

Shelter Bay Community Inc. is committed to providing a safe and healthy workplace for all our employees, members, vendors, and guests. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and community, and that requires full cooperation among our employees, management, and members. Only through this cooperative effort can we establish and maintain the safety and health of our entire community.

Residents, management and employees are responsible for implementing and complying with their respective aspects of this COVID-19 Preparedness Plan. Shelter Bay Community Inc. managers and supervisors have our full support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about the safety and health of our employees working at **Shelter Bay Community Inc.** Employee and community involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our community members and employees in this process by involving employees in the development and planning process. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC), federal OSHA standards related to COVID-19, Swinomish Senate and State and Orders and **Shelter Bay Community Inc.** guidelines by addressing:

- Employee Screening and Signs of COVID -19
- Hygiene, PPE, and respiratory etiquette

- Engineering and administrative controls for social distancing
- Cleaning, disinfecting, decontamination, and ventilation
- Communications and training that will be provided to managers and employees
- Management and supervision necessary to ensure effective implementation of the plan
- Communications and instructions for employees, community members, customers

We will continue to monitor and evaluate our procedures and protocols and update this plan as the situation and trajectory of the virus dictates. We will continue to closely monitor local and region wide public health officials' guidance and err on the side of caution as a matter of principle in our determination to keep our employees, our members, and our neighbors safe.

David Franklin,

Shelter Bay Community Manager



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COMPANY POLICY LETTER SAFETY AND HEALTH POLICY FOR SHELTER BAY COMMUNITY

The purpose of this plan is to increase the already high standard of safety throughout all operations of Shelter Bay Community by adding protections related to the COVID-19 outbreak. This addition to our existing safety policies will continue in effect throughout Phase 1 of the reopening, as defined by Swinomish Indian Tribal Community Resolution 2020-05- _ [See Appendix D]. Phase 1 allows work which can be performed meeting social distancing requirements. These activities would be able to be performed meeting the requirements of the "Phase I Construction Restart COVID-19 Jobsite Requirements."

Shelter Bay Community is committed to fulfilling all facets of the COVID-19 preparedness and mitigation requirements and additional Restart Phasing requirements as directed by public health and Tribal agencies. We are also committed to keeping ourselves and our communities healthy.

Signed,

Jack Galbraith, President

Shelter Bay Community Inc.

II. Phase 1 Restart COVID-19 Jobsite Safety Plan for the Shelter Bay Community Maintenance Department

GENERAL INSTRUCTIONS

A. Overview - This COVID-19 Plan addresses Shelter Bay Community's management and employee's responsibilities to keep ourselves and our communities safe from this virus.

B. Procedures - This document contains guidance for safety procedures to be followed and forms to be used. Management and supervisors are expected to integrate the procedures into the appropriate work activity and workers are expected to apply them on the job and throughout community operations. The sample forms are to be used if they apply to the job concerned.

C. Dissemination - A copy of this statement will be issued to all supervisory and management personnel. A copy of the policy statement will be posted on the community web site, company safety and health bulletin boards and at the following locations:

1. Shelter Bay Wastewater Treatment Plant
2. Shelter Bay Community Public Works Department
3. Administration offices
4. Community website
5. Clubhouse
6. Marina facility

D. Regulations - A copy of the following documents will be maintained on each public facility, workspace, jobsite, either in paper or electronic form:

1. Swinomish Indian Tribal Community Resolution 2020-03-042, Declaring a Public Health Emergency [See Appendix C];
2. Swinomish Indian Tribal Community Resolution 2020-03-073, Issuing Stay Home Order [See Appendix C];
3. Swinomish Indian Tribal Community Resolution 2020-04-76, Extending and Clarifying the Stay Home Order [See Appendix C].

RESPONSIBILITIES

A. Management Officials

In this time of crisis and necessary distancing, Shelter Bay Community Inc. encourages workers and managers to communicate without face to face contact as often as possible. To that end, all managers must have their cell phones on their person with the ringer turned on while they are at work. Managers should provide their cell phone numbers to their team members and encourage calls whenever a question arises that can be resolved over the phone.

B. Supervisors

In addition to the standard safety supervision, Shelter Bay Community Maintenance Department here in must designate a COVID-19 Supervisor who is responsible for monitoring the health of workers and enforcing this Jobsite Safety Plan. The COVID-19 Supervisor will report any COVID-19 related incidents or deviations from established procedures/guidelines in regard to COVID-19 to the COVID-19 Coordinator.

C. Workers

Observe the items of responsibility established in this document as well as job safety rules which may apply to specific task assignments and work environments.

EXPOSURE CONTROL - ILLNESS AT THE WORKSITE

A. Identification of Illness

1. All workers must be screened at the beginning of their shift by taking their temperature and asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.
2. Thermometers used shall be 'no touch' or 'no contact' to the greatest extent possible. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized between each use.
3. If a worker has symptoms of an acute respiratory illness, such as fever, cough, or shortness of breath, they must stay home and not come to work for at least a week and not before they have been symptom-free for at least 72 hours, without the use of any medication.
4. The COVID-19 Supervisor has the authority to send someone who is exhibiting symptoms of an acute respiratory illness home.
5. Any worker or manager on this jobsite must seek medical care and inform their Supervisor if they have an acute respiratory illness.

6. If a family member has a confirmed case of COVID-19, workers and managers must notify their Supervisor. That worker must stay home. For a full list of recommendations, see the Washington Department of Health Home Isolation Guidance.
7. If a worker or manager tests positive for COVID-19, they should not return to work until they receive a release from a medical practitioner.
8. If a worker believes it is not safe to work, the worker shall be allowed to leave.
9. Workers coming from states that do not share a border with Washington must self-quarantine for 14 days before working on the jobsite.

B. Documentation and Reporting

If a worker at this jobsite has a confirmed case of COVID-19, all workers who may have been exposed will be notified. However, the identity and any other information related to the infected worker will not be disclosed. Workers who receive a notice of exposure must follow the CDC's recommendations for community exposure, available at: <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

MITIGATION - SAFETY BULLETIN BOARD

The following items are required to be posted:

1. COVID-19 Safety Requirements from Working Group's Phase 1 Plan. [See Appendix B Phase 1 Construction Restart COVID-19 Job Site Requirements]
2. Coronavirus Prevention General Requirements.
3. Written notice to workers, subcontractors, and government officials what Phase 1 work will be performed at that job site or workplace.
4. Signed copy of this Jobsite Safety Plan.
5. CDC Recommendations on Hand Hygiene.

MITIGATION - WORK CREW SAFETY MEETINGS, COVID ADDITIONS

A. Purpose - To add training on the special COVID-19-related safety measures that are currently necessary.

B. Procedures - In addition to the required weekly trainings, the COVID-19 Supervisor will use the following guidelines for COVID-19 training:

1. Trainings are held at the beginning of each job, on the first day of returning to work after the 'Stay home, Stay Healthy' order, and at least weekly thereafter.
2. Training will also be provided on the first day at work, or back at work, for any worker.
3. Attendance at these trainings will be taken orally, with only the trainer writing down names of those in attendance to avoid pen-sharing.
4. Social distancing must be maintained during these trainings, and at all other times on the job site.

C. Scope of Activities –

1. Educate workers on how to use PPE.
2. Educate workers on hand washing requirements.
3. Educate workers on social distancing requirements.
4. Accept and evaluate worker suggestions.
5. Review job procedures and recommend improvements.
6. Monitor the safety program effectiveness.
7. Promote and publicize safety.

D. Documentation - The sample form training guide for workers is available to assist in documenting activities of crew/leader meetings. There is also a Safety Meeting Notice form to print and copy to announce your next safety meeting.

MITIGATION - GENERAL COVID-19 SAFETY RULES FOR WORKERS

Note to employers: if you cannot make available all the PPE mentioned below available, the site must be closed.

1. All workers must always maintain a 6-foot distance from others on the work site.
2. The temperature of each employee will be taken and recorded by a “no-touch” thermometer at the beginning of each shift. Time in and time out will also be recorded.
3. No gatherings are permitted. This includes gatherings during lunchbreaks.
4. [You are required to identify and mitigate areas that are likely to make social distancing difficult, like trailers, hallways, office spaces, work or break areas. Site specific application example, "Only 2 people may be in the job trailer at one time."]
5. Maintain a 6-foot distance, even when receiving or making deliveries.
6. All workers must wear the Cloth Face Coverings or masks Shelter Bay Community provides.
7. Eye Protection must always be worn on the jobsite/work area.
8. All workers must always wear gloves. If gloves are not otherwise necessary for the task, any type of glove, including nitrile or latex, is acceptable.
9. Workers must wash hands regularly, including before and after using the restroom, before and after eating, after sneezing, and after blowing your nose.
10. Workers engaged in cleaning must wear long sleeves and disposable gloves.
11. Workers emptying garbage must wear disposable gloves.
12. All workers must be familiar with the cleaning schedule for their jobsite and comply with its requirements.
13. Common spaces, like trailers, vehicles and offices must be cleaned once per day to CDC standards. <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
14. [If jobsite is an occupied home] Workers should maintain a distance of 10 feet from all site residents.
15. Tools must not be shared unless necessary. If sharing is necessary, disinfect the tool between users.

16. Wash your hands often, such as after using a shared tool.
17. Workers should not carpool to work unless it is necessary.
18. If you are feeling sick or in contact with someone with a confirmed case of COVID-19, report to your supervisor immediately and avoid contact with others.
19. If you feel yourself developing a fever, cough, or shortness of breath at any time, tell your supervisor when symptoms arise.
20. Workers with symptoms of an acute respiratory illness must seek medical care immediately and inform your supervisor over text or phone call.
21. If a worker goes home sick, their workspace must be cleaned immediately to CDC standards. <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

SAFETY DISCIPLINARY POLICY

Regardless of any existing safety disciplinary policy, failure of a worker to comply with this COVID Safety Policy will result in the worker being sent home, with or without pay, until such time that the emergency orders are removed.

MITIGATION - COVID-19 SAFETY RULES FOR SHELTER BAY COMMUNITY

Note to employers: if you cannot disinfect common areas, the jobsite must be shut down.

1. Any member, tenant, subcontractor or other visitors to the site must wear an approved mask, record their temperature with a “no-touch” thermometer on the site log along with contact information, which must be retained for at least 4 weeks.
2. To the extent possible, only one trade or subcontractors will be on the jobsite at one time. Social distancing of 6 feet is required for trades and subcontractors as well.
3. Shelter Bay Community will provide enough Face Coverings, gloves, and eye protection for all Shelter Bay employees.
4. Shelter Bay Community will provide ample soap and handwashing stations with running water. [When running water is not available, portable washing stations, with soap, are required). Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used but are not a replacement for the water requirement.]
5. Shelter Bay Community will provide disinfectant and cleaning supplies throughout the worksite /work area.
6. Shelter Bay Community will direct a worker to disinfect communal surfaces frequently.
7. Shelter Bay Community will provide trash cans throughout the site.
8. Shelter Bay Community will provide at least 1 handwashing station per 5 toilets.
9. Shelter Bay Community will create a site-specific cleaning schedule that complies with this Plan. This schedule should address all common-touch surfaces, such as porta-potties, shared tools, storage areas, or office areas.

Regular cleaning of area, frequent cleaning of common-touch surfaces

1. A cleaning schedule must be kept maintaining general housekeeping to prevent buildup of dirt and clutter.
2. The first step in cleaning is to remove buildups of dirt and other materials on surfaces. Water and soap or other cleaning fluids are used with wipes, clothes, brushes, or other physical means of removing these materials so that there is no visible build-up, smears, or streaks on the surface.

Disinfecting is the second step and is primarily needed for high touch surfaces. Bleach solutions or an EPA approved disinfectant must be used to make sure this is effective. (See the list of approved disinfectants <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>)

Surfaces that are commonly touched with the hands but difficult to clean (fabric, rough surfaces, and so forth) may need to be covered to make sure the environment is hygienic.

1. Cleaning supplies need to be available to workers to do spot cleaning when necessary.
2. Surfaces that are regularly touched by workers must be cleaned regularly to maintain a visibly clean state (no obvious soiling, smearing, or streaks).
 - a) For surfaces touched by multiple workers, this can be on a frequent schedule, or between workers.
 - b) For surfaces touched by a single worker, this needs to be done periodically, at least once per shift or when unclean, as a minimum.

EXPOSURE RESPONSE PROCEDURE

1. If an employee is confirmed to have COVID-19, the responsible official shall inform the employees and the COVID Coordinator of their possible exposure to COVID-19 in the workplace, without breaching the infected worker's confidentiality as required by the Americans with Disabilities Act.
2. Any personnel who receives such a notice must follow Public Health Recommendations for Community-Related Exposure.
3. If an employee has a family member sick with COVID-19, that worker must stay home.
4. If an employee reports feeling sick and goes home, the area where that person worked will be immediately disinfected.

POST-EXPOSURE RECOVERY PLAN

1. After an employee with a confirmed case of COVID-19 has left the worksite, all areas where that person worked must be thoroughly disinfected and the COVID-19 Coordinator notified.
2. Shelter Bay Community will contract with **SERVPRO of Skagit County** to provide professional decontamination and cleaning services of the facilities affected.

3. The Shelter Bay Community COVID-19 Coordinator will direct the de-contamination necessary to mitigate safety concerns regarding COVID-19 contamination. The COVID-19 Coordinator will encourage workers to monitor their own wellness and to stay home if any symptoms arise.

IV. COVID-19 Preparedness Plan for Shelter Bay Community Administrative Services and Member Activities Phase II-IV

Under the Swinomish Senate's Stay Home Orders, and those issued by the State of Washington, identified businesses that are in operation are required to establish a COVID-19 Preparedness Plan.

A business's COVID-19 Preparedness Plan shall establish and explain the policies, practices and conditions necessary to meet minimum standards set by the Centers for Disease Control and Prevention (CDC), the Swinomish Public Health Department, the Federal Occupational Safety and Health Administration (OSHA), the "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries General Requirements and Prevention Ideas for Workplaces, and the Washington State Department of Health Workplace and Employer Resources & Recommendations. The guidelines should address specific areas of business operation where there are differing levels of interaction between employees and employees and customers if the business has customer-facing operations. The plan should have the strong commitment of management and be developed and implemented with the participation of employees. The Swinomish Public Health Authority has the authority to determine whether a plan is adequate and conforming to the Swinomish Senate's Orders.

The Shelter Bay Community Board of Directors is committed to providing a safe and healthy workplace for all our employees, members, subcontractors, vendors, and guests. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and community, and that requires full cooperation among our employees, management, and members. Only through this cooperative effort can we establish and maintain the safety and health of our entire community.

Management, supervisors, and employees are directed by Shelter Bay Board of Directors and are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Shelter Bay Community Inc. managers supervisors, and employees have our full support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about the safety and health of our employees working at Shelter Bay Community Inc. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by involving employees in the development and planning process. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC), federal OSHA standards related to COVID-19, Swinomish Senate and State and Orders and Shelter Bay Community Inc. guidelines by addressing:

1. Employee Screening and Signs of COVID -19
2. Hygiene, PPE, and respiratory etiquette
3. Engineering and administrative controls for social distancing
4. Cleaning, disinfecting, decontamination, and ventilation
5. Communications and training that will be provided to managers and employees
6. Authority, management, and supervision necessary to ensure effective implementation of the plan
7. Communications and instructions for customers

Employee Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms. Data will be logged on daily basis on the COVID-19 screening form for each workspace.

1. All employees will be screened at the beginning of their day by asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches or new loss of taste or smell.
2. Employees will be required to take their temperature at home prior to arriving at the business or take their temperature when they arrive. Thermometers used at the business shall be 'no touch' or 'no contact' Any employee with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.
3. Shelter Bay will encourage employees to stay home or leave the location when experiencing symptoms or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform Shelter Bay.
4. Employees will inform their supervisors if they have a sick household member at home diagnosed with COVID-19. If an employee has a household member sick with COVID-19, that employee must follow the isolation/quarantine requirements as established by the Washington State Department of Health.
5. Employees must report to Shelter Bay if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the employee should immediately report such and be sent home. If symptoms develop while the employee is not working, the employee should not return to work until they have been evaluated by a healthcare provider.
6. If an employee is confirmed to have COVID-19 infection, Shelter Bay shall inform employees determined to have been in close contact of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Shelter Bay will instruct fellow

employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure

7. Shelter Bay will cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc., until the area and equipment is cleaned and disinfected. Follow the cleaning guidelines set by the CDC to deep clean and disinfect. <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Shelter Bay Community Inc. has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

Hygiene, PPE, Social Distancing, and Respiratory Etiquette

To ensure the health and safety of employees, Shelter Bay will ensure adherence to Washington State L&I COVID -19 requirements as outlined by the State's "Stay Home, Stay Healthy" Proclamation 20-25 and by the Swinomish Senate's "Stay Home" order where applicable.

Handwashing and Use of Gloves

Basic infection prevention measures will be implemented at our workplaces at all times as follows:

1. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet.
2. All customers members/tenants and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.
3. Use single use disposable gloves, where safe and applicable, to prevent transmission on tools and items that are shared, and discard after a single use.

Respiratory Etiquette: Cover Your Cough or Sneeze

Employees, customers, members/tenants, and visitors will be instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees, customers, and visitors.

Work from Home, Masks, Temporal, and Social Distancing

The following engineering and administrative controls will be implemented at all times in the workplace to ensure employee and customer safety:

1. Telework will be encouraged when possible and shifts in office locations will be staggered to reduce the number of employees in enclosed locations at any given time. The goal in Phase II will be to have only one employee in each office location at any given time and limit office hours to what is needed.
2. A minimum six-foot separation between employees and clients, members/tenants and/or visitors in all interactions will be maintained at all times. When strict physical distancing is not feasible for a specific task, other prevention measures will be required, such as use of barriers, minimization of service providers or clients, members/tenants, and/or visitors in narrow, enclosed areas and waiting rooms, staggered breaks, and work shift starts.
3. Any member, tenant, subcontractor or other visitors to the site must wear an approved mask, record their temperature with a “no-touch” thermometer on the site log along with contact information, which must be retained for at least 4 weeks. It is strongly encouraged that Members make an appointment for any in-person visitations to the Office, Annex or other work areas.
4. Shelter Bay will provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate or required to employees for the activity being performed. **Facial coverings will be worn by every individual not working alone at the location unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance.**
5. Members and Vendors visiting offices will be limited to one individual per visit using only the main entrances to each office.
6. Notices will be posted for walk-ups regarding access to the facility. The notice will include the phone number that the customers should call to determine availability of services. If service is available at the time, the walk-ups would be allowed access, but the customer will need to answer questions regarding COVID-19 exposure and current health or they will be refused entry.
7. Hand sanitizer with at least 60% alcohol will be available at the entrance of each facility.

Cleaning, Disinfection, and Ventilation

Regular housekeeping practices are being implemented before and after each shift, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, lunchrooms, meeting rooms, and offices. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, counter tops, etc.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

Communications, Training, and Monitoring

This COVID-19 Preparedness Plan was developed in conjunction with and communicated to all employees and necessary training provided. Additional communication and training will be ongoing as guidance from public health authorities changes through employee teleconference meetings and written memorandums. Managers and supervisors will monitor how effective the program has been implemented. Management and employees are to work through this new program together and update the training, as necessary. The community will designate a COVID-19 Coordinator. The COVID-19 Plan Coordinator will be the single point of contact for the reporting, implementation, monitoring, documentation, updating and dissemination of policies and procedures regarding COVID19 matters that may arise within the community and throughout community operations.

1. Instructions will also be communicated to customers, members/tenants and visitors about:
2. How drop-off or pick-up materials without need to enter the offices
3. In-office visits will only be conducted when:
4. social distancing between the customers and employees is maintained
5. required hygiene practices have been followed
6. customers and visitors use face masks if physical barriers are not in place
7. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

This COVID-19 Preparedness Plan has been certified by **Shelter Bay Community Inc.** management and was posted throughout the workplace [date]. It will be updated, as necessary.

Certified by:

David Franklin

Shelter Bay Community Manager

APPENDIX A

COVID – 19 Precautions for Shelter Bay Facilities and Committees

This appendix is based on the Swinomish Indian Senate’s Stay Home Order. The Swinomish Senate has the decision-making authority to change, amend or create their own guidelines that covers the area of Shelter Bay at their discretion. This appendix will be changed as guidelines change.

In general, we are not asking staff to be the enforcement arm of the State and/or Swinomish Tribe. The Board of Directors has the authority over the community’s facilities and meetings and have reaffirmed their commitment to meet the requirements of the Swinomish Senate’s Stay Home Orders. If conditions change the Board may at their discretion close facilities as they determine.

It is recognized that enforcing all aspects of COVID compliance would be impossible, however, education and personal discretion are the keys to keeping the community safe. High risk members should take additional precautions to ensure their safety.

“Maintain Precautions”- This phrase refers to the practices widely used and known to stem the spread of the Novel Coronavirus:

- Wash your hands regularly
- Keep 6 feet apart when possible
- Wear a cloth face covering

Below is the recommendation for each facility at Shelter Bay and meetings in general:

- Board of Directors
 - Continue to encourage Zoom meeting participation for Board and community members
 - Maintain social distancing and the use of masks if Board must meet in person
 - Board may elect to continue zoom only meetings
- Committees
 - Continue to encourage Zoom meeting participation for committee and community members
 - Maintain social distancing and the use of masks if committee must meet in person
 - Committee chairs may elect to continue zoom only meetings
- Lower Pool – Closed (until Operating Permit is obtained from the Tribe)
 - Capacity percentage TBD by the Tribe
 - Social distancing when out of pool and masking required
 - Face masks should not be worn in the water
 - At risk members should avoid the pool
- Upper Pool - Closed (until Operating Permit is obtained from the Tribe)
 - Closed for repairs
 - If opened, follow lower pool guidelines

- Tennis Courts - Open
 - Maintain precautions
 - Tennis courts can be used for non-racquet sports that does not harm the surface (exercise class)
- Golf Course – Open
 - Maintain precautions
 - Don't pull the pins out until further notice
- Clubhouse – Open for Shelter Bay Community meetings only
 - No more than 12 people
 - Social distancing and face masks required at all times
 - Use precautions
- Clubhouse Meeting Room – Open for Shelter Bay Community meetings only
 - No more than 6 people allowed
 - Social distancing and face masks required at all times
 - Maintain precautions
- Annex Conference Room – Closed
 - Remain closed, small with poor ventilation
- Barbecue Area - Open
 - Up to 75 people
 - Must wear masks if social distancing cannot be maintained
 - Maintain precautions
- Library – Open with restrictions
 - No more than 2 people at one time
 - Wear masks
 - Maintain 6' distancing
 - Maintain precautions
- Rainbow Park – Open
 - Maintain precautions
- Martha's Beach – Open
 - Maintain precautions
- Marina Docks – Open
 - Maintain precautions

Appendix B – Source Materials for Developing COVID-19 Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Washington State Department of Health (WADOH): Coronavirus – www.health.state.wa.us/diseases/coronavirus

WA L&I: <https://www.lni.wa.gov/safety-health/safety-topics/topics/coronavirus>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

WADOH: Phase 2 Professional Services Requirements - <https://www.governor.wa.gov/sites/default/files/COVID19Phase2ProfessionalServicesGuidance.pdf>

Federal OSHA – www.osha.gov

Handwashing

CDC: <https://www.cdc.gov/handwashing/when-how-handwashing.html>

Respiratory Etiquette

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Wearing Masks

WA L&I: <https://lni.wa.gov/forms-publications/F414-168-000.pdf>

Social Distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

WA L&I: <https://www.lni.wa.gov/safety-health/safety-topics/topics/coronavirus>

APPENDIX C

Swinomish Indian Tribal Community Senate Orders

May 20, 2021

Resolution No. 2021-05-100 - Resolution Updating the Tribe's COVID-19 Precautionary Orders to Allow Limited Outdoor Activities

July 21, 2020

Resolution No. 2020-07-148 - A Resolution Requiring That Face Coverings Be Worn In Indoor or Outdoor Public Settings

June 3, 2020

Resolution No. 2020-06-120 amends the Tribe's COVID-19 Precautionary Orders (to include construction activities permitted as of March 23, 2020 and to allow estate sales to take place)

May 26, 2020

A Resolution Updating the Tribe's COVID-19 Precautionary Orders and Initiating A Limited Reopening of the Swinomish Economy

May 14, 2020

A Resolution Amending Resolutions Nos. 2020-04-73, 2020-03-076, 2020-04-100, 2020-04-101, and 2020-05-112 To Further Extend and Clarify the Tribe's Stay Home Order

April 5, 2020

A Resolution Amending Senate Resolution Nos. 2020-03-073 and 2020-04-076 and Authorizing Phase I Construction Restart

April 30, 2020

A Resolution Amending Resolutions Nos. 2020-04-73, 2020-03-076 2020-04-100 To Further Extend and Clarify the Tribe's Stay Home Order

April 30, 2020

A Resolution Amending the Tribe's Stay Home Order Pursuant to the COVID-19 Pandemic (golf and Kukutali)

April 6, 2020

A Resolution Amending Resolution No. 2020-03-073 To Extend and Clarify the Tribe's Stay Home Order

March 24, 2020

A Resolution Amending Resolution Nos. 2020-03-42, 2020-03-70 and 2020-03-71 and Declaring a Stay Home Order for all Swinomish Indian Tribal Community Residents

March 9, 2020 Declaration of Public Emergency