



Tlingit Haida Tribal Business Corporation  
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Updated July 24,2020

To: THTBC and related subsidiaries' employees

Memo: THTBC Mandatory Safety Protocol and Infectious Disease Policy

From: Kim Molthen, Vice President of HR

THTBC will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of THTBC during any such time to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

THTBC is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Due to THTBC's commitment to employee safety considering the COVID-19 (coronavirus) we are mandating certain safety protocols. The health and safety of employees is our highest priority.

### **Face Coverings-Mandatory**

Face coverings are an important—and required—safety measure for all employees, contractors and visitors who enter a company facility. All employees are now required to wear a mask or cloth face-covering that covers his or her mouth and nose at all times while in the workplace.

*Face masks will be provided if you do not have one.*

Please note the following exceptions:

- Employees whose health or safety is put at risk by wearing a mask or cloth face-covering are not required to do so. If this applies to you, please contact your supervisor or HR at [HR@THTBC.com](mailto:HR@THTBC.com).
- Employees who work on their own in an enclosed space (e.g., their own office) are permitted to remove their mask if they are seated at least six feet from the doorway. However, they must wear their mask or face covering at all other times.
- Employees who wish to eat or drink may remove their mask to do so, provided they are situated six feet away from others, perform the necessary hand hygiene and replace the mask when they are done.

The leadership team recognizes face coverings can at times feel uncomfortable or inconvenient; however, they remain an integral precaution in slowing the spread of COVID-19.

While the measure is intended to keep one another safe, it can have some unintended consequences, especially for those prone to anxiety. Whether the face covering sparks panic for you, or just an uncomfortable feeling, experts suggest some steps you can take to ease the symptoms:



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- Wear the face covering more often. The more time you spend wearing it, the less novel the sensation and the lower the anxiety.
- Try to ignore the minor discomfort and tell yourself it's only temporary.
- Think about positive thoughts and remember that you are wearing a face covering to help protect the people around you as well as the people you love at home.

### **Requirement to Stay Home when Ill**

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the below symptoms. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness remain at home until at least 24 hours after they are free of fever or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

- Fever and chills (a temperature above 100.4 degrees is considered a fever)
- Cough
- Shortness of breath and difficulty breathing
- Fatigue
- Muscle and body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### **Social Distancing Guidelines for Workplace**

*During the workday*, employees are requested to:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail, or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands. Masks are required.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.



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- Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

### **Preventing the Spread of Infection in the Workplace**

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also provide alcohol-based hand sanitizers throughout the workplace and in common areas.

Employees who violate any provision of this policy are subject to discipline.