

# MANOKOTAK VILLAGE COUNCIL

## COVID-19 OFFICE MANDATES

Effective: June 2, 2020

Updated: August, 24, 2020

The Manokotak Village Council set mandates in preparation for increased number of COVID19 cases in the Dillingham Census Area.

Following the community mandates, **we set mandates for the MVC Office.**

1. If an employee has travelled to Anchorage or a place with COVID-19 cases, a mandatory self-quarantine is required. If an MVC employee has a negative test received and confirmed by BBAHC or ANMC, the MVC employee can return to work after a **5 day quarantine.**
2. Personal hygiene is strongly advised; washing hands frequently, **wearing face shield is required**, and keeping social distant. An employee can take off face shield in the office.
3. The MVC shall have no more than **15 employees and visitors in the office.** **No exceptions. Please keep both doors locked.**
4. If Manokotak has a COVID-19 case, the MVC Office will lockdown until we are cleared by medical personnel.
  - a. After we are cleared to restricted open again (15 people or less) we will require taking a temperature first and cleared before we could report to work.
  - b. If an employee is sick or has a fever, you will stay home and report to your supervisor.
  - c. If we get test kits, we will require being tested first before going to work.
5. Keep your office doors closed and wipe down your desk surface area and key pad and any other surface you regularly touch before beginning your day.



Diane Mochin, President

Date: 8/21/2020



Andrewski Toyukak, Secretary

Date: 8/21/20