

SOUTHERN UTE INDIAN TRIBE GROWTH FUND CONTRACTOR/VENDOR COVID-19 HEALTH SCREEN PROCEDURE

TO: All Growth Fund Staff

FROM: Shane Seibel, Executive Director
Kourtney Hadrick, Operating Director – Energy
Pat Vaughn, Operating Director – Non-Energy
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DATE: March 17, 2020

SUBJECT: COVID-19 Health Screen Procedure for Contractors and Vendors

PURPOSE

The purpose of this procedure is to address the potential risk of the COVID-19 virus to our employees and the community we serve. In order to minimize health risks to Growth Fund employees, maintain critical business operations, and maintain critical services to the tribal community, please implement the following health screening procedure with Growth Fund Contractors and Vendors until further notice.

SCOPE

Any Contractor or Vendor (see Definitions below) that will be providing services or deliveries, excluding office mail/package delivery (e.g., UPS, Fedex, etc.), to all Growth Fund locations must cooperate with this procedure before performing work at a Growth Fund location. General office mail and package delivery will be covered through a separate procedure.

PROCESS

Contractors and Vendors that are not performing Critical Tasks or Emergency Tasks, as defined below, are not allowed on Growth Fund premises until this Procedure is discontinued or modified. Individuals who need to perform Critical and/or Emergency Tasks shall be allowed on Growth Fund premises after this Procedure is implemented.

Step 1: The Contractor or Vendor must complete the COVID-19 Contractor/Vendor Screening Form (Form) for the Contractor or Vendor. The Form will not be completed by Growth Fund Employees on a Contractor's or Vendor's behalf. It is the responsibility of the Contractor or Vendor to complete the Form.

Step 2: The Contractor or Vendor must return the completed Form to Growth Fund employee coordinating their activity. If a Contractor or Vendor is unable to certify the truth of the statements on the Form, the Contractor or Vendor will not be allowed to enter a Growth Fund site. Upon

certification on page two of the Form by the Contractor or Vendor, an individual or representative may proceed with their work activity, provided the individual complies with the CDC recommended hygiene practices listed below and on the Form:

CDC Guidelines

- 1. Clean your hands often**
 - Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
- 2. Avoid close contact**
 - Avoid close contact with people who are sick
 - Put distance between yourself and other people (6 feet), whenever possible
- 3. Stay home if you're sick**
 - Stay home if you are sick, except to get medical care.
- 4. Cover coughs and sneezes**
 - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - Throw used tissues in the trash.
 - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Step 3: The Growth Fund employee coordinating the work activity shall give the completed Contractor/Vendor Screening Form to the Growth Fund Risk Manager at the following email: SUGFRiskManager@sugf.com in order to maintain confidentiality and manage communications associated with any potential community spread of the COVID-19 virus.

DEFINITIONS

For purposes of this procedure, the following terms have the following meanings:

Contractor – A person or company, and the representatives of such company, that is not employed by the Growth Fund and is providing a service for a Growth Fund entity.

COVID-19 Contactor/Vendor Screening Form – The health screening form attached to this procedure.

Critical Tasks – Tasks that are completed to assist critical business functions in order to minimize disruption to the businesses or essential services to the Tribal community. These tasks generally are needed to keep facilities operating daily. Note: The general rule of guidance is that if the task is not completed within a 14-day time period, there could be a significant risk to the business or essential services to the Tribal community (e.g., disruption to payroll, insurance for employees,

banking default, shutdown of critical operational sites, shutdown of community sewage treatment, shutdown of community drinking water supply, etc.).

Emergency Tasks – Tasks that are associated with personnel responding to events that are an immediate threat to personnel, public or the environment (e.g., fire, uncontrolled gas release near receptors, drinking water contamination, uncontrolled releases impacting waterways, flooding, etc.).

Non-essential Tasks – Tasks that are generally important but may be discontinued for greater than 14 days with minimal disruption to critical business activities or essential services to the Tribal community. Since the duration of this procedure implementation will be contingent on the spread of the COVID-19 virus, it is possible that a Non-essential task could become an essential task if this procedure is implemented for a prolonged time period.

SUGF Contact – The Growth Fund Employee who is responsible for ensuring the COVID-19 Contractor/Vendor Screening Form is completed prior to commencement of Critical or Emergency Tasks by Contractors or Vendors.

SUGF Risk Manager – The Growth Fund Employee who is part of the Tribal COVID-19 Incident Command Team and responsible for coordinating and communicating Growth Fund COVID-19 matters to the Tribal Incident Command Team and responsible for assisting the Growth Fund with managing risks.

Vendor – An individual who delivers materials or packages to Growth Fund sites, excluding office mail/package delivery.

NOTE: The Southern Ute Indian Tribe Growth Fund reserves the right to refuse entry for any lawful reason to any individual based on its own determination.

ANY EXCEPTIONS TO THIS PROCEDURE MUST BE APPROVED BY A GROWTH FUND DIRECTOR. PLEASE CONTACT A GROWTH FUND DIRECTOR OR THE VICE PRESIDENT OF HUMAN RESOURCES IF YOU HAVE ANY QUESTIONS REGARDING THIS PROCEDURE.