



Sisseton-Wahpeton Oyate

LAKE TRAVERSE RESERVATION
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EXECUTIVE MEMORANDUM

Date: Thursday March 26, 2020
To: All Program Managers
From: SWO Executive Committee
Re: Administrative Building Safety Measures

Effective immediately, in an effort to provide extra protection for our workforce, new safety measures are being implemented for anyone entering the Sisseton-Wahpeton Oyate Administrative Building. The new safety protocol will be as follows:

- The general public will complete a screening questionnaire at the Security Desk;
- The general public visiting program offices/suites will be funneled through the quadrant's main reception area where program/office staff will be notified of visitors via phone call, a maximum of two visitors per office visit will be allowed;
- Given the COVID-19 State of Emergency, programs must require a visitor sign-in sheet;
- All quadrant hallway doors will be locked, employees must use their swipe card to access hallways;
- At the program's discretion, each program will determine if they choose to keep their suite door locked; if so, must provide/post access protocol for visitors and other employees;
- No visitors will be allowed access in the building from other exits and rear suite doors;
- All offices must provide and require use of hand sanitizer and comply with CDC guidelines for hygiene safety.

Pidaunniyapi ye/do (We Thank You) for your attention and cooperation in helping to provide a safe workplace for all.

Donovan White, Tribal Chairman

Eddie Johnson, Vice-Chairman

Myrna Thompson, Tribal Secretary

Coronavirus Disease 2019 (COVID-19)

How to Protect Yourself



Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. More information on [Are you at higher risk for serious illness?](#)

Know How it Spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Take steps to protect yourself



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.



Avoid close contact

- **Avoid close contact** with people who are sick
- Put **distance between yourself and other people** if COVID-19 is spreading in your community. This is especially important for [people who are at higher risk of getting very sick](#).

Take steps to protect others

Stay home if you're sick

- **Stay home** if you are sick, except to get medical care. Learn [what to do if you are sick](#).



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.

Wear a facemask if you are sick

- **If you are sick:** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room. [Learn what to do if you are sick.](#)
- **If you are NOT sick:** You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.

Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

To disinfect:

Most common EPA-registered household disinfectants will work. Use disinfectants appropriate for the surface.

Options include:

- **Diluting your household bleach.**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water



Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

- **Alcohol solutions.**

Ensure solution has at least 70% alcohol

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- **Other common EPA-registered household disinfectants.**

Products with [EPA-approved emerging viral pathogens](#)  [\[7 pages\]](#)  claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

[More handwashing tips](#)

[Hand Hygiene in Healthcare Settings](#)

More information

[Symptoms](#)

[Individuals, schools, events, businesses and more](#)

[What to do if you are sick](#)

[Healthcare Professionals](#)

[If someone in your house gets sick](#)

[6 Steps to Prevent COVID-19](#)

[Frequently asked questions](#)

[6 Steps to Prevent COVID-19 \(ASL Version\)](#)

[Travelers](#)

Page last reviewed: March 18, 2020