

THE CHICKASAW NATION



COVID-19 EMPLOYEE QUICK REFERENCE GUIDE

Non-CNDH Employees Only

BILL ANOATUBBY, GOVERNOR



Table of Contents

COVID-19 VACCINES

<i>Where do I register for a vaccine?</i>	1
---	---

COVID-19 VACCINATION CARD

<i>Do I keep my COVID-19 vaccination card? How do I get a replacement?</i>	2
--	---

COVID-19 DAILY SCREENING

<i>Daily Screening for Fully Vaccinated Employees</i>	2
---	---

COVID-19 TEST RESULTS

<i>My COVID-19 test was positive, now what?</i>	3
---	---

<i>Using over-the-counter tests</i>	4
---	---

COVID-19 LEAVE PLAN

<i>A temporary COVID-19 Leave Plan is reauthorized</i>	5
--	---

COVID-19 POLICIES AND PROCEDURES

<i>Related policies and procedures</i>	5
--	---

COVID-19 TESTING INFORMATION

<i>Testing Information</i>	6
----------------------------------	---

SOCIAL MEDIA

<i>Guidelines</i>	6
-------------------------	---

COVID-19 Vaccines

The Chickasaw Nation strongly encourages all employees to receive the COVID-19 Vaccine.

- Register at COVIDVaccine.Chickasaw.net to schedule an appointment.
- We are doing everything we can to return to operations and fulfill our mission of enhancing the overall quality of life of the Chickasaw people. Part of that effort includes providing safe facilities. We are **FULLY DEDICATED** to the fight against COVID-19 and vaccines play an essential role in this battle. We know that a vaccinated community is the safest way to resume business and get back to the things we love. The vaccines are effective and they are proven to be a safe way to end the pandemic.

COVID-19 Vaccination Card

- It is important to keep your COVID-19 vaccination card for proof you received the vaccine. If you misplace your vaccination card and were vaccinated at a Chickasaw Nation vaccination site, you can request a replacement by completing the Authorization for Access by Patient or Disclosure of Protected Health Information Form (Form No. 07605).
- Please email the completed form to Christy.Gross@Chickasaw.net. Replacement card requests can also be submitted by calling the Chickasaw Nation Department of Health at [\(580\) 272-2509](tel:(580)272-2509).
- The replacement vaccination card can be mailed to the patient or they can pick up the record (curbside delivery available) at the Apila Center located 1921 Stonecipher Blvd., Ada, Oklahoma.
- To remain HIPPA compliant, replacement vaccination cards cannot be sent via email.

COVID-19 Daily Screening

Daily Screening for Employees

- If you have failed your daily screening:
 - Do **NOT** report to work.
 - Notify your supervisor that you have failed your daily screening.
 - Register for a COVID-19 test at COVIDTesting.Chickasaw.net.
 - **Please indicate that you are a Chickasaw Nation employee by providing your employee ID so we may accurately record your response.**
- Symptoms
 - A mandatory COVID-19 test and negative result or clearance from an Employee Health Clinic is required before returning to work.
- Direct Contact
 - May continue to work as long as you are **NOT** experiencing any symptoms.
 - A mandatory COVID-19 test taken on the fifth day is required.
 - Masking is mandatory for 10 days after exposure.
- Travel Outside the U.S. by airplane (commercial or private), bus, train or cruise ship
 - Destination must be disclosed to obtain prior approval.
 - Avoid areas with high risk.

COVID-19 Daily Screening (Cont.)

- Travel Outside the U.S. by airplane (commercial or private), bus, train or cruise ship **(CONTINUED)**
 - May continue to work as long as you are **NOT** experiencing any symptoms
 - A COVID-19 test must be completed five days after return.
- *If you have failed your daily screening in error, please contact your department representative for further instruction.*

COVID-19 Test Results

My COVID-19 test was positive, now what?

- Go home immediately and begin self-isolating. Wear a mask and stay away from others; do **NOT** go out into the community. Self-isolate from your family members and household contacts to avoid contamination.
- COVID-19 is a serious illness and although most cases have been relatively mild, the disease has an unpredictable course in some people resulting in the need for emergency care and hospitalization. If at any time you feel you are having difficulty breathing or are experiencing other emergency symptoms, call 911 or seek immediate emergency care.
- Notify your supervisor that you are positive.
- Please schedule a follow-up virtual visit with a Chickasaw Nation Employee Health Clinic provider.
 - Employee Health Clinic Norman: **(405) 322-6800**
 - Employee Health Clinic Ada: **(580) 421-8700**
- If you are tested outside of an Employee Health Clinic, you must provide a copy of your test result (positive or negative) from your provider to the Employee Health Clinic for a return-to-work clearance on the same day as the positive result or the next business day. **DOCUMENTATION OF YOUR TEST RESULT (POSITIVE OR NEGATIVE) WILL BE REQUIRED TO SCHEDULE A VISIT. NOTIFY YOUR SUPERVISOR AND DO NOT RETURN TO WORK UNTIL CLEARED BY A CHICKASAW NATION EMPLOYEE HEALTH CLINIC.**

COVID-19 Test Results (Cont.)

- You will be required to self-isolate at home for a minimum of 10 days and potentially longer depending on your circumstances. Please note that based on any other medical conditions you may have and/or the presence of symptoms, self-isolation could be required for more than 10 days. The time frame for self-isolation will be based on the clinical judgment of the Chickasaw Nation Employee Health provider, but plan to be in self-isolation at home for at least 10 days. You **ARE NOT** to be out in the community during this 10-day time frame and beyond if indicated by the COVID-19 employee health provider unless it is to seek emergency care. Stay home and stop the spread. The Chickasaw Nation has zero tolerance for violation of this policy.
- You will need two things prior to being able to return to work:
 - A “cleared to return to work” note from a Chickasaw Nation Employee Health provider (A note from a Chickasaw Nation Employee Health provider is required even if the 10-day time frame has been met or exceeded) **AND**
 - Supervisor approval
 - **NOTE:** A negative COVID-19 retest result from a Chickasaw Nation location after isolating for 10 days is no longer required prior to being able to return to work.

Using over-the-counter tests

- Over-the-counter (OTC) home tests can be purchased from a number of retailers as supply is available. Most people with a health plan can go online, or a pharmacy to get OTC COVID-19 diagnostic tests authorized by the FDA at no cost, through reimbursement from their health insurance.
- If you are covered by the Chickasaw Nation employee health plan, all OTC COVID-19 tests purchased will be processed as a claim, with a receipt, and reimbursed through CerpassRX. To access and download the CerpassRX claims form from the member portal, visit Member.CerPassRX.com/CerPassRX/Login.
- Reimbursements are limited to eight tests in a 30-day period.
- **Chickasaw Nation employees who test positive using an at-home OTC test should follow the protocols listed in the COVID-19 Quick Reference Guides for a failed screening and report for testing at their designated employee testing site. The Employee Health Clinic will guide employees on next steps for return to work and further testing requirements. If the employee is symptomatic, they should not report for work until cleared by an employee health clinic provider.**

COVID-19 Leave Plan

- A temporary COVID-19 Leave Plan is reauthorized. Employees who test positive for COVID-19 may be approved for paid leave for up to 10 days with the following requirements:
 - Positive COVID-19 test must be completed at a Chickasaw Nation facility
 - All other forms of leave (annual, sick) must be exhausted
- Emergency COVID-19 Short-Term Disability may be available for eligible employees.
- Contact benefits at BenefitsCOVID19@Chickasaw.net or call [\(580\) 559-0760](tel:5805590760) to request COVID-19 leave.

COVID-19 Policies and Procedures

COVID-19 related policies and procedures can be accessed in the [Code of Tribal Regulations](#) on MyNation. (Does not include CNDH COVID-19 related SOPs)

[08 HR 1054 COVID-19 Testing](#)

[08 HR 1059 Telecommuting/Remote Work Policy](#)

COVID-19 DAILY SCREENING LINK

DailyCOVIDScreening.Chickasaw.net

COVID-19 TEST REGISTRATION LINK

COVIDTesting.Chickasaw.net

COVID-19 VACCINE REGISTRATION LINK

COVIDVaccine.Chickasaw.net

HUMAN RESOURCES

[\(580\) 436-7259](tel:5804367259)

Monday-Friday, 8 a.m.-5 p.m.

BENEFITS CALL CENTER

[\(580\) 559-0760](tel:5805590760) • BenefitsCOVID19@Chickasaw.net

Monday-Friday, 8 a.m.-5 p.m.

CLEANING/DISINFECTING

Headquarters Facility Services

[\(580\) 272-5780](tel:5802725780)

Health Facility Services

[\(580\) 272-1018](tel:5802721018)

Commerce Facility Services

[\(580\) 235-1819](tel:5802351819)

COVID-19 Testing Information

COVID-19 TESTING LOCATIONS, DAYS AND TIMES

Pre-registration required: COVIDTesting.Chickasaw.net

The following facilities are available to employees, dependents, affiliates and vendors only:

Ada Employee Health Clinic

- COVID-19 testing
Monday-Friday, 8 a.m.-4 p.m.

WinStar

- COVID-19 Testing
Monday-Friday, 7 a.m.-2 p.m.

Norman Employee Health Clinic

- COVID-19 Testing
Monday-Friday, 7 a.m.-2 p.m.

Social Media

- Posting photos on social media or other sites of yourself or your family not following Chickasaw Nation published guidelines in public is unacceptable and is a negative reflection on the Chickasaw Nation.

The most effective way to end the pandemic is to achieve immunity in our community. Vaccinate today!

Notes

[illegible]



REVISED FEBRUARY 2023