

**ROSEBUD SIOUX TRIBE**  
**Resolution No. 2020-266**

- WHEREAS,** the Rosebud Sioux Tribe is a federally recognized Indian Tribe organized pursuant to the Indian Reorganization Act of 1934 and all pertinent amendments thereof; and
- WHEREAS,** the Rosebud Sioux Tribe is governed by a Tribal Council made up of elected representatives who act in accordance with the powers granted to it by its Constitution and By-Laws; and
- WHEREAS,** the Rosebud Sioux Tribe is governed by a tribal Council made up of elected representatives who act in accordance with the powers granted to it by its Constitution and By-Laws; and
- WHEREAS,** the Rosebud Sioux Tribal Health Board is established pursuant to Ordinance 80-01; and
- WHEREAS,** the Rosebud Sioux Tribal Health Board and Tribal Council has placed a high priority on health care, and is presently contracting, operating and managing health programs under the comprehensive health services contract P.L. 93-638, 25 U.S.C., 45 et. seq. As amended in P.L. 102-413; and
- WHEREAS,** the Rosebud Sioux Tribe Alcohol and Drug Treatment Program (RSTATP) operates and complies with the Policies and Procedures Manuals for the P.L. 94-437, P.L. 99-570, P.L. 100-690, Adult/Adolescent In-Patient Treatment, Piya Mani Otipi Youth Ranch, Tokala Inajinyo Suicide Prevention Mentoring Program and Methamphetamine/Opioid Rehabilitation & Treatment Program; and
- WHEREAS,** any revisions or updates to the policy manuals are required for approval by the Tribal Council prior to implementation: and
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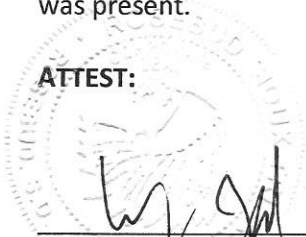
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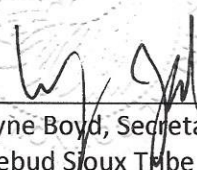
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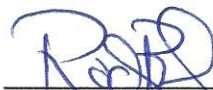
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**ATTEST:**



  
\_\_\_\_\_  
Wayne Boyd, Secretary  
Rosebud Sioux Tribe

  
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Rodney M. Bordeaux, President  
Rosebud Sioux Tribe

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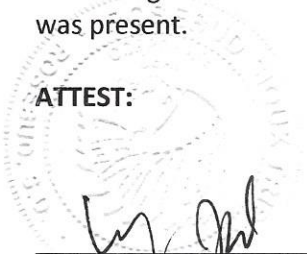
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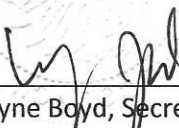
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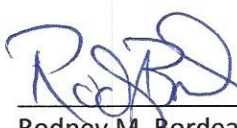
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# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

Rosebud Agency

Post Office Box 228

Mission, South Dakota 57555

IN REPLY REFER TO:  
Office of the Superintendent

DEC 3 1 2020

Honorable Rodney Bordeaux  
President, Rosebud Sioux Tribe  
Post Office Box 430  
Rosebud, South Dakota 57570

Attention: Louis Wayne Boyd, Rosebud Sioux Tribe Secretary

Dear President Bordeaux:

The following resolutions received in this office on 11/13/2020, have been reviewed and routed to the appropriate branches: 2020-124 (Amended: 09/22/2020), 167, 210, 211, 212, 214, 215, 216, 217, 218, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 232, 233, 234, 235, 235 (Amended: 10/27/2020), 238 (Amended: 11/02/2020), 239 (Amended: 11/02/2020), 240 (Amended: 11/02/2020), 241, 242, 243, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 281, 282 and 283.

Sincerely,

Francine Fast Horse  
Superintendent

Acting

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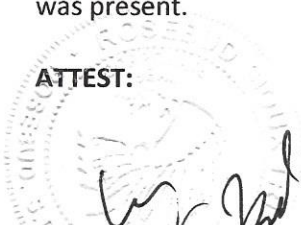
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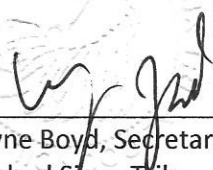
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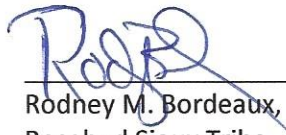
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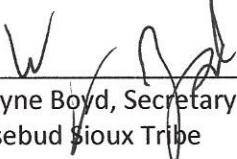
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**Rosebud Sioux Tribe**  
**Alcohol and Drug Treatment Programs,**  
**Alcohol/Meth/Opioid Residential Rehabilitation Programs**

**Program Policy and Operating Procedures**

**Response to Coronavirus Disease 2019**  
**(COVID-19)**

**October 1, 2020**

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**DRAFT**



## I. PURPOSE

The purpose for the creation of this publication is to outline the standard operating procedures (SOP) for operating the Rosebud Sioux Tribe Alcohol/Meth/Opioid Residential Treatment Programs (RST A&DTP) during the period of the Coronavirus Disease 2019 (COVID-19) pandemic. Specific goals include:

1. Save and protect the lives of the tribal members and employees on the Rosebud Sioux Tribe reservation through early identification of those who actively have COVID-19 and close contacts of those diagnosed with COVID-19;
2. Mitigate the risks of transmission of COVID-19 for those undergoing rehabilitation (hereafter referred to as clients), and;
3. Manage communications and information between tribal response personnel and program leadership to better inform employees and clients of the level of disease transmission within the community.

These procedures do not supersede or replace the procedures for safety or other procedures that are already in place for the Rosebud Sioux Tribe. It supplements those procedures by providing measures to support the reopening and operation of the Alcohol Drug Treatment Program in support of the tribal population.

## II. SCOPE

These procedures apply to the Rosebud Sioux Tribe Alcohol Drug Treatment Program employees and clients. Where other agencies are mentioned, these procedures describe understandings or agreements about their expected actions.

The Rosebud Sioux Tribe, the State of South Dakota, and the U.S. Federal Emergency Management Agency (FEMA) maintain separate emergency plans and operations. In general, during an infectious disease emergency, the Rosebud Sioux Tribe will request assistance from the other jurisdictions when its emergency response resources are depleted, or the incident characteristics require outside expertise.

During a public health emergency, the Rosebud Sioux Tribe is responsible for coordinating emergency operations within the reservation boundaries. The directors of the ADT Program are responsible for implementing measures to mitigate the risks among employees and clients of contracting COVID-19 while operating within the confines of the facility or during operations to support the program.

## III. EXPLANATION OF TERMS

### A. Acronyms

SARS-CoV-2	Severe acute respiratory syndrome coronavirus 2
COVID-19	Coronavirus Disease 2019

### B. Definitions

1. Coronavirus Disease 2019. A mild to severe respiratory illness that is caused by severe acute respiratory syndrome coronavirus 2.
2. Isolation. The separation of persons who have a specific infectious illness from those who are healthy and the restriction of their movement to stop the spread of that illness.



3. Quarantine. The separation and restriction of movement of persons who, while not yet ill, have been exposed to an infectious individual and therefore may become infectious.
4. Severe acute respiratory syndrome coronavirus 2. The virus that causes Coronavirus Disease 2019.
5. Shelter-in-Place Order. A measure taken by the government mandating that residents stay in their homes and limit their travel to essential trips (e.g., trips for food, to the bank, for medical appointments or to pick up medication). At the government's discretion, the order can be written to allow for outside activities as long as social distancing measures are followed.

## **IV. Responsibilities**

### **A. Directors, Alcohol and Drug Treatment Program**

The directors of the ADT Programs are responsible for:

- a. Establishing procedures for preventing or reducing the spread of COVID-19 among employees and clients and taking actions to confirm that these procedures are followed.
- b. Identify employees and clients who are at higher risk for severe illness and discuss measures to greater reduce the risk of contracting COVID-19.
- c. Establish supportive personnel policies and practices such as flexible sick leave to limit the impact isolation or quarantine may have on attendance records.
- d. Engage in frequent communication with employees and clients around measures to mitigate the spread of COVID-19 within the program and educate them on the disease, ways to protect themselves and others, and on actions taken if a person within the program contracts COVID-19.
- e. Review program activities and modify or postpone activities that increase the risk of the spread of COVID-19.

### **B. Rosebud Sioux Tribe Health Administrator**

The RST Health Administrator is a key partner in assisting with disease mitigation efforts in the community. The Health Administrator has the following responsibilities that align with the procedures outlined in the SOP.

- Maintain the status of the spread of disease within the community.
- Communicate changes in policies and procedures that are designed to limit the spread of the disease within the community (e.g., isolation, quarantine, shelter-in-place).
- Provide updates to information related to measures individuals can take to reduce the risk of disease transmission.
- Assist in resolving issues related to obtaining equipment or supplies needed to help protect employees and clients from contracting COVID-19.

## **V. Preventing the Spread of COVID-19 in the Facility**

The directors of the ADT Programs rely on guidance from the Centers for Disease Control and Prevention (CDC) to aid in developing procedures for employees returning to work<sup>1</sup> and admitting clients into the residential programs. Employees will assist in implementing the following policies and procedures to reduce the risk of the spread of COVID-19 among employees and clients:

#### A. Education of Staff and Clients on COVID-19

All staff are required to review the CDC guidance on How to Protect Yourself and Others (found at "Know how it spreads" <https://www.cdc.gov/coronavirus>

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, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
- 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.
  - It's especially important to wash:
    - Before eating or preparing food
    - Before touching your face
    - After using the restroom
    - After leaving a public place
    - After blowing your nose, coughing, or sneezing
    - After handling your mask
    - After changing a diaper
    - After caring for someone sick
  - **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

- **Inside your home:** Avoid close contact with people who are sick.
  - If possible, maintain 6 feet between the person who is sick and other household members.

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<sup>1</sup> Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020: Plan, Prepare, and Respond to Coronavirus Disease 2019 found at <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.



- **Outside your home:** Put 6 feet of distance between yourself and people who don't live in your household.
  - Remember that some people without symptoms may be able to spread virus.
  - Stay at least 6 feet (about 2 arms' length) from other people.
  - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

### **Cover your mouth and nose with a mask when around others**

- You could spread COVID-19 to others even if you do not feel sick.
- The mask is meant to protect other people in case you are infected.
- Everyone should wear a mask in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
  - Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Do NOT use a mask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.
- Continue to keep about 6 feet between yourself and others. The mask is not a substitute for social distancing.

box tissue light icon

Cover coughs and sneezes

- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **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.

### **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.
- **Then, use a household disinfectant.** Most common EPA-registered household disinfectant[external icon](#) will work.

head side medical light icon

Monitor Your Health Daily

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
  - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- **Take your temperature** if symptoms develop.



- Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.

Counselors and treatment techs will ensure new clients also review the material and understand they will be required to follow the guidance while in the program to include:

- a. The requirement to wear a face mask (provided by the program).
- b. Maintaining social distancing when possible.
- c. Frequent washing of hands and use of hand sanitizer (provided by the program).
- d. Avoiding touching the eyes, nose, or mouth.
- e. Covering the mouth with their sleeve when they cough or sneeze.
- f. Reporting the development of any symptoms of COVID-19 immediately.
- g. The requirement to clean and disinfect common use areas when finished with their use.

## **B. Daily Operations**

Staff and clients will follow the CDC guidelines for Living in Shared Housing to help limit the spread in the facility. This will include:

- a. Twice daily temperature and symptom checks (one at breakfast and one before dinner).
- b. The limiting of visitors and vendors allowed in the facility to only those critical in providing rehabilitation services.
- c. All who enter the facility will for the first time each day will enter through the front doors and have their temperature taken by the receptionist at the entrance. The individual will not be allowed to enter the building if the temperature is greater than 100.4 degrees Fahrenheit.
- d. The frequent cleaning of common use areas, to include bathrooms and laundry facilities.
- e. If clients are allowed to use the common areas during the day, they will maintain adequate social distancing.
- f. The first 14 days of rehabilitation will stress the need to maintain social distancing since this is a period when a client may exhibit symptoms because of an exposure before they entered the program.
- g. Client's meals should be eaten in their rooms using disposable plates and utensils for the first 14 days of the program and then may be eaten in the cafeteria using appropriate social distancing techniques.
- h. Cleaning staff will follow CDC guidelines for Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes when considering how to conduct daily cleaning of the facility.

## **C. Fulfilling Program Requirements**

The main responsibility of the staff in the ADT Program is to rehabilitate clients and that mission does not stop during a pandemic. Staff are encouraged to find, and share, ways to perform that mission in a safer manner. This will include:



- a. Conduct one-on-one counselling with both the counselor and the client wearing masks and with a plexiglass shield between the individuals. Any shared items (e.g., pens, clipboards) will be disinfected before being used again.
- b. If items are passed or shared in an activity begin that activity with a hand washing exercise and make frequent use of hand sanitizer.
- c. Coordinate activities requiring transportation with the director to allow for the appropriate number of buses or vans and drivers. This may require coordination with the tribal emergency management agency for the use of tribal resources.
- d. If an activity is scheduled outside of the facility staff will inform all participants that the mitigation measures used in the facility will continue during the activity.
- e. **Logistical and Funding Support for COVID-19 Operations**

Before placing purchase orders or initiating contracts for operations related to the COVID-10 response the staff should consult with the directors and they will consult with the tribal finance officer to determine if those orders or contracts are covered by federal funding for the response. All disinfecting products must be on the Environmental Protection Agency's List N (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>) if they are used for cleaning and disinfecting to prevent COVID-19.

## **VI. Actions to be Taken if a Client or Employee is Known to Have COVID-19**

The staff and clients will follow the advice of the public health experts if any staff or clients are determined to be close contacts of someone who tests positive for COVID-19 while the program is in operation. The directors will use this advice in deciding whether to continue with the program for the current cohort. The Directors reserve the right to determine if inpatient treatment is viable due to circumstance related to COVID-19.

### **Actions to Take if an Employee or Client Exhibits Symptoms of COVID-19**

Staff will implement the following measures if a member of the staff or a client exhibits symptoms of COVID-19.

- a. Staff who feel sick while at home should not report to work. Supervisors will discuss the leave policies incorporated by the facility related to COVID-19, (Admin COVID Leave, Sick Leave etc.).
- b. Staff who exhibit symptoms at work will avoid contact with other employees and notify their supervisor immediately. If the staff person is working alone, the staff person will be relieved by another staff person. The staff with symptoms will report to the Indian Health Service (IHS) to be tested. The staff person with symptoms will not be allowed to come back to work until they produce negative test results. The ADT requires employees to be tested for COVID-19 and will not allow an employee to return to work if they are exhibiting symptoms.
- c. Clients who exhibit symptoms will notify a staff member who will ensure the client is safely escorted to a place where they can avoid contact with others until transportation to the IHS Center can be arranged. The director will contact the IHS Center to notify them that a client is coming to that facility to be tested. When transporting the client the van driver will follow all procedures outlined in the "If a passenger is



sick with COVID and being transported for medical care“ section of the CDC guidance on Considerations for Non-emergency Vehicle Transportation for Tribal Communities During COVID-19 as follows:

## **Non-emergency Vehicle Transportation for Tribal Communities During COVID-19**

CDC Updated July 13, 2020

Tribal community members may need to regularly share personal vehicles with members outside of their own households. They may also need to use personal vehicles to transport people who are visibly sick. In addition, tribal organizations may provide medical transportation to their community members using non-emergency vehicles (cars or vans, for example). The following precautions can be considered to minimize risk of spreading COVID-19 when sharing personal vehicles. If the driver and passengers are **not sick** (everyday practices for safe transportation)

### *Wear a mask*

- Wear a mask. This is especially important when it's hard to stay at least 6 feet away from people.

**Note:** Masks should not be placed on:

- Babies and children younger than 2 years old
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the mask without help
- Masks are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

*Practice social distancing (also called physical distancing) to the extent possible*

- The passengers should sit as far away as possible from the driver and each other.
- Travel with windows open or use the vehicle's vents for fresh air circulation.

handwashing icon

### *Wash your hands*

- Before you leave home, wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
- Once you reach your destination, wash your hands again with soap and water for at least 20 seconds or use hand sanitizer with at *least 60% alcohol* as soon as possible upon arrival.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

### *Bring cleaning supplies*

- Before traveling, pack sanitizing wipes and hand sanitizer with at least 60% alcohol (in case you are unable to wash your hands at your destination), if available. You can buy sanitizing wipes or make your own by soaking paper towels in bleach solution and squeezing out excess bleach/water mixture but allowing the paper towel to remain fairly moist.

To make a bleach solution, mix:

- 5 tablespoons (1/3 cup) bleach per gallon of room-temperature water  
OR
- 4 teaspoons bleach per quart of room-temperature water
- Try to avoid getting bleach solution on clothes or food products
- Clean and disinfect commonly touched surfaces (e.g., door handles, handrails, seatbelt buckles) with disinfectants after each trip.

### **Non-emergency Transport for Medical Care**

Tribal members who have tested positive for COVID-19, who are sick, or who have recently had a close contact (closer than 6 feet) to a person with COVID-19 should not transport others in their vehicle or ride in a shared vehicle. They should stay home except to seek medical care.

See What to Do if You Are Sick.

Whenever possible, tribal members seeking medical care for COVID-19 should transport themselves in vehicles with no passengers.

Drivers shall do the following when transporting a sick passenger suspected or confirmed as having COVID-19 for medical care.

#### *Wear respiratory protection*

- Wear a mask.

#### *Limit close contact*

- The passenger should sit as far away as possible from the driver.
- The bigger the vehicle, the better, to allow distancing. Vans are better than cars since they allow for better distancing between the passenger and driver.
- Travel with windows open or use the vehicle's vents for fresh air circulation.
- Avoid picking up other passengers.

#### *Clean and disinfect*

- Clean and disinfect the vehicle after transporting passengers who are suspected or confirmed as having COVID-19.
- Follow cleaning and disinfection procedures every time. Doors and windows should remain open when cleaning the vehicle. When cleaning and disinfecting, wear disposable gloves that are meant to be used with the cleaning products as well as a mask. Wear a disposable gown, if available.
- After cleaning, remove gloves and throw them in the trash. Wash your hands immediately with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol if soap and water are not available. If you did not wear a disposable gown, wash clothes worn during cleaning and disinfecting using the hottest water setting and dry them completely. Wash your hands after handling dirty laundry.
- See Cleaning and Disinfection for Non-emergency Transport Vehicles for more information.
- Make sure that you remove any cleaning residue (film) from the vehicle before transporting anyone else.