



# Yakutat Community Health Center

712 Ocean Cape Rd • PO Box 112 • Yakutat, Alaska 99689  
Phone (907) 784-3275 • Fax (907) 784-3263 • [www.yakutathealth.org](http://www.yakutathealth.org)

## TRAVEL NOTIFICATION AND RETURN TO WORK PLAN

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_

The information provided is to notify the Yakutat Community Health Center (YCHC) of travel related activities and outline when required COVID-19 testing will occur.

I understand that as an employee of YTT/YCHC I must comply with the following testing requirements regardless of whether I traveled and/or a member of my household (or visitor staying in my home) has traveled:

1. Individuals arriving into Yakutat must have an initial COVID-19 test done within 72 hours of arrival and/or upon arrival.
2. Individuals arriving into Yakutat must have a second COVID-19 test done 7 to 10 days after their initial test.
  - a. If initial COVID-19 test was done 72 hours prior to arrival, the second test should be done 5 days after arrival.
  - b. If initial COVID-19 test was done upon arrival, the second test should be done 7 to 10 days after arrival.
3. Employee who did not travel, but is required to be tested due to a household member or visitors travel, must have a COVID-19 test done 5 days after the household member/visitor's arrival into Yakutat.

### SECTION I:

Testing is required due to: ☐ Employee's own travel ☐ Household member/visitor travel

Date you are due to arrive in Yakutat *OR* someone is due to arrive into your household from outside Yakutat: \_\_\_\_\_

- Date of COVID-19 test in accordance with 2a above: \_\_\_\_\_ ☐ Not Applicable
- Date of COVID-19 test in accordance with 2b above: \_\_\_\_\_ ☐ Not Applicable
- Date of COVID-19 test in accordance with 3 above: \_\_\_\_\_ ☐ Not Applicable

### SECTION II:

**Proposed date to return to work pending a negative COVID test** (*5 days after the date identified in Section I, if this falls on a holiday or a weekend, write the date of the next business day*): \_\_\_\_\_

| Leave Type               |                     | Beginning Date/Time | Ending Date/Time | Hours Requested |
|--------------------------|---------------------|---------------------|------------------|-----------------|
| <input type="checkbox"/> | Paid Time Off (PTO) |                     |                  |                 |
| <input type="checkbox"/> | Sick                |                     |                  |                 |
| <input type="checkbox"/> | Subsistence         |                     |                  |                 |
| <input type="checkbox"/> | Leave Without Pay   |                     |                  |                 |
| <input type="checkbox"/> | Other: Telework     |                     |                  |                 |

TOTAL LEAVE HOURS (Not including Requested Telework): \_\_\_\_\_

Employee Signature: \_\_\_\_\_



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## EMPLOYEE TELEWORK PLAN

If requesting telework hours, please complete workplan with your immediate supervisor.

Employee Name: \_\_\_\_\_

Estimated hours

|   |                                  |
|---|----------------------------------|
| 1. Project Description: _____<br>Task: _____<br>Task: _____<br>Task: _____<br>Task: _____ | _____<br>_____<br>_____<br>_____ |
| 2. Project Description: _____<br>Task: _____<br>Task: _____<br>Task: _____<br>Task: _____ | _____<br>_____<br>_____<br>_____ |
| 3. Project Description: _____<br>Task: _____<br>Task: _____<br>Task: _____<br>Task: _____ | _____<br>_____<br>_____<br>_____ |

Total Hours: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Employee Email: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

### Supervisor Use Only

Date Temperature Tracker due to Supervisor (10 - 14 days after arrival into Yakutat): \_\_\_\_\_

Does the employee's supervisor request a rapid test to be completed for test #2?

☐ Yes ☐ No

Supervisor Signature: \_\_\_\_\_



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## **POLICIES AND PROCEDURES FOR YTT STAFF RETURNING TO WORK AFTER TRAVEL**

Personnel returning from travel within Alaska or from out of state may return to work subject to the following restrictions:

1. Employee must sign the form from YTT stating they are/have been traveling at their own risk, and fully understand and have complied with any relevant quarantine times and restrictions and are allowed to come to work, or (if currently allowed by YTT) work from home.
2. You must obtain the **Temperature and Symptom Tracker** from your immediate supervisor or from Admin (YTT) Medical (YCHC) and complete it as requested.
3. You will receive a COVID-19 test on day 5 of returning to Yakutat. The second Covid-19 test should be done 7-10 days after the first test. So if a test was done 72 hours before returning to Yakutat the second test would be done on day 5. If the first test took place the day of return to Yakutat the second test should not be done for 7-10 days.
4. You must strictly social distance (as per the State of Alaska definition) until you receive the result back from the second test.
5. If approved by Employee's Supervisor, Employee may work from home with an approved work plan. Work from home will require a work log completed each day for time to be approved. If an employee is not approved to, or cannot work from home, or has limited work available from home, the employee will need to take personal leave for unapproved hours.
6. If you develop ANY symptoms of illness such as fever, cough, shortness of breath, sore throat, fatigue, muscle aches, new loss of smell or taste, or nausea, vomiting, diarrhea you must immediately isolate and contact YCHC for instructions.

## **EMPLOYEE WITH VISITORS FROM OUTSIDE OF YAKUTAT**

If a visitor is traveling from elsewhere to stay in the employee's home the employee must follow the above instructions as if the employee herself/himself had traveled. If the visitor is from **WITHIN** or **OUTSIDE** the State of Alaska, the employee will be required to follow all relevant guidelines and notify YTT of the visitor, stay duration, and location(s) of previous travel.

Approved by YTT Tribal Council 11/18/2020  
Effective for all employees 11/23/2020



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## CONSULTANTS/VISITORS FROM OUTSIDE OF YAKUTAT

Direct contact with consultants/visitors should be postponed when possible, hold virtual meetings when possible. All visitors must take a test 72 hours prior to arrival in Yakutat, provide a negative result from that test, and take a rapid test (if available) upon arrival in Yakutat. Social Distance and mask use at all times is required. With this scenario, if the consultant/visitor is still in Yakutat 5-7 days after arrival, they would need a third test.

## DECLINING A COVID TEST

Employees who decline to have a COVID test and/or decline to complete the 7- or 14-day temperature/symptom tracker will be required to quarantine for 14 days (may leave the quarantine site only for medical emergencies) prior to returning to work. Continued refusal to comply with COVID guidelines and protocols may result in discipline, up to, and including termination.

## NON TRAVEL - EMPLOYEE REQUIREMENTS

Employees/Clients/Visitors must wear a mask at all times while in any of the YTT Buildings or work place.

All employees are to take the FREE Community COVID-19 Test when provided, and provide the proof of getting the test completed (covid team will give you a slip of paper with date of test taken) to supervisor. We strongly recommend that as long as cases are prevalent in the region, employees get tested at every opportunity to take a free test.

Please note that all Staff are not allowed on premises if tested Positive. A letter from the State of Alaska will need to be provided to Deb YCHC Medical Director who then can verify employee released to come back to work.

## ACKNOWLEDGMENT OF RECEIPT AND CONSENT TO TERMS

By signing below, I acknowledge receipt and consent to the terms of the YTT COVID Policies and return to work requirements.

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By:

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Print Name and Date:

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