## Karuk Tribe

## COVID-19 Emergency Response Plan

Draft 11.3.2020

## **Appendix A - Covid-19 Employee Remote Work Capability Evaluation Tool**

This tool (excel spreadsheet) can be access via the link below. Follow the instructions in each column, then report the results in the final green cells to the Covid-19 IMT, or use them to guide your implementation of the dimmer switch within each response phase.

https://app.box.com/s/nnskzubenkatcii7m9xhj3j9vbvhp62v

		Covid 10	Employee Evaluation To	and .			
Name	Title	Duties Covid-19	Remote	Tools / Skills	Susceptible	Current	Maximum
What is the Employee's	What is the Employee's Title?	What are the employees	Can the employee	What tools are	Is the employee (or	Enter remote	Enter remote
Name?	man is the Employee's Title:	primary work duties or	perform ANY of their	necessary to work	household members)		work as decimal
Name?							
		tasks?	primary work tasks	remotely? Does the	part of a susceptible	(100% = 1, 25%)	(100% = 1, 25%
			remotely, primarily	employee possess the	demographic at higher	= 0.25).	= 0.25).
			under their own	skills to utilize these	risk of complications		
			direction? Can they do	tools remotely?	from Covid-19?		
			this without shifting		ONLY Enter 1 for Yes,		
			work duties to others in		or No, DO NOT		
			the office?		Specify conditions.		
			,,,		Specify conditions:		
			1	-			
		1	1	1		1	
		1	1	-		-	
Calculations							
(1) Enter total number of	31.00		Cheat Sheeet:				
Employees.			chedi Sheeel.				
(2) Enter total from	0.00		1 Day = 8 Hours	0.20			
Calculate column.							
Divide (2) by (1).	0.00		2 Days = 16 Hours	0.40			
Percentage of program	0%		3 Days = 24 Hours	0.60			
currently remote.							
Maximum percentage	0%	1	4 Days = 32 Hours	0.80			
of program that could	0 / 0		+ Days = 32 Hours	0.00			
be remote if needed.		1					
Number of Susceptible	0						
Employees unable to		1					
work remotely, consult		1					
with HR-Finance for							
options.							