

**STORY COUNTY CONSERVATION BOARD
BOARD OF DIRECTORS
AGENDA - August 18, 2021 - 3:30 PM**

Story County Conservation Center – 56461 180th Street, Ames, Iowa

1. SPECIAL NOTE TO THE PUBLIC: This Meeting Is Also Available Via Conference Call.
Members of the public who would like to participate by calling in:

Dial 515-603-3144

Enter 895791# when prompted for the access code

We ask that you please mute your phone if possible.

2. CALL TO ORDER

3. ROLL CALL

4. REVIEW AGENDA AND HANDOUTS

5. PUBLIC COMMENTS

6. ACTION:

- A. Action Forms

Pay correction effective 8/26/21, new hire Sara Qualley, Outreach Assistant @ \$11.75/hr.

- B. Consideration Of Face Covering Policy

Documents:

[FACE COVERINGS POLICY.PDF](#)

- C. Consideration Of Updated Conservation Center Use And Indoor Programming Management Protocols: COVID-19

Documents:

[CONSERVATION CENTER PROTOCOLS.PDF](#)

7. ADJOURNMENT

Story County strives to ensure that its programs and activities do not discriminate on the basis of race, color, national origin, sex, age or disability. Persons requiring assistance, auxiliary aids or services, or accommodation because of a disability may contact the county's ADA coordinator at (515)382-7204.



Story County Conservation Board - McFarland Park 56461 180th St. - Ames, Iowa 50010-9451
Phone (515) 232-2516 - Fax (515)232-6989 - Email: conservation@storycounty.com
www.storycountyconservation.org

Memorandum

To: Story County Conservation Board
From: Michael D. Cox, Director
Date: August 18, 2021
Re: Consideration of Face Covering Policy

The attached policy is a revision to one earlier adopted by the Conservation Board. A similar policy was adopted recently by the Story County Board of Supervisors (BOS). That policy requires face coverings while in county building and facilities. This policy includes all provisions from the BOS policy and extends that requirement to all buildings while employees are in a work status. Employees unable to wear coverings are excluded from this policy.

Staff requests the board to adopt the Face Covering Policy.

Approval

Disapproval

Date

Date



Story County Conservation Board
Story County, Iowa

Face Covering Policy in Response to the Novel Coronavirus (COVID-19) Pandemic

Approval Date:

8/18/2021

Effective Date:

08/19/2021

Revision No:

00

Reference: SCCB Minutes:

Distribution:

Internet, S: Drive and Policy Book

General Policy Statement

Per the recommendations from the CDC, Story County will be implementing a Face Covering Policy for employees regardless of vaccination status. Employees will be required to wear a face covering in the situations outlined below.

Scope

This policy is applicable to the following:

All Story County Conservation employees;

Purpose: The purpose of the CDC face covering recommendations is for the person wearing the face covering to prevent the spread of the COVID-19 virus to others within 6 feet and or where social (physical) distancing measures are difficult to maintain.

Face Covering: The County will provide each employee regularly reporting to work with up to two cloth face coverings. Employees may provide and wear their own face covering.

Cleaning: The CDC recommends that cloth face coverings should be cleaned each day. The coverings should be laundered in the warmest water appropriate for the fabric. The expectation is that employees will launder their face covering before each work shift begins.

When and where to wear the face covering: The regulations of the face covering is for it to be worn whenever an employee is in work status and/or within indoor common areas and when social distancing is not feasible (e.g. close or shared workspaces). Areas requiring a face covering to be worn include, but are not limited to: restrooms, break rooms, hallways, classrooms, stores, work settings indoors or outdoors where social distancing is not feasible (unless existing safety protocols preclude the wearing of a face covering) and when in a County vehicle with more than one person, provided the mask does not impede the driver's ability to see and hear. When the mask cannot be worn such as when eating, the social distance of at least 6ft must be maintained at all times.

When not to wear a face covering: Per the CDC, cloth face coverings should not be placed on anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

How to safely remove the face covering: Individuals should be careful not to touch their eyes, nose and

mouth when removing their face covering and wash hands immediately after removing. If washing your hands is not available then per the CDC use hand sanitizer.

Please check with your supervisor for any additional requirements.

For more information and to check on any updates please use the CDC website.

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html



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Memorandum

To: Story County Conservation Board
From: Michael D. Cox, Director
Date: August 18, 2021
Re: Consideration of updated Conservation Center Use and Indoor Programming Management Protocols: COVID-19

The attached protocol is a revision to one earlier adopted by the Conservation Board. The *Conservation Center Use and Indoor Programming Management Protocols: COVID-19* has been updated based on increased COVID -19 infections.

Staff requests the board to adopt the revised Conservation Center Use and Indoor Programming Management Protocols: COVID-19.

Approval

Disapproval

Date

Date

Conservation Center Use and Indoor Programming Management Protocols: COVID-19 Updated August 18, 2021



1. Visitors to conservation buildings over the age of 2, regardless of vaccination status, must wear a face covering unless the individual has a disability that prevents them from wearing a face covering
2. Multi-Purpose Room rental is restricted to non-business hours only

Changes to guidelines will be determined by the Conservation Director and Conservation Board based on current governor proclamation and Board of Supervisor policy.

These procedures are to be followed for all volunteer, public, special request (civic, daycare, homeschool, etc.), and school programs/activities.

- The following statement will be added to all programing information: **Story County Conservation programs will adhere to CDC Guidance for COVID-19 regarding face coverings and social distancing. Our top priority has been and will continue to be the health and well-being of the public and the staff.**
- Group size will be determined by the program leader and EEC based on the activity, location of program, age of participants and feasible mitigation measures.
- Participants must follow CDC Guidance for face coverings and social distancing.
 - Disposable masks will be available
- Hand hygiene supplies will be readily available
 - Hand-washing with soap and/or sanitizer after bathroom breaks is expected
 - Hand washing with soap and/or sanitizer after contact with a single object used in programming presentation is expected
- Participants/family groups will have specific materials/tools assigned to them and will be encouraged to not share. All materials/tools will be cleaned after use with a disinfectant product. see attachments.
- Transportation of participants in county vehicles will be limited to 15 minutes
 - no more than 8 passengers in the 15-passenger van (there are 4 rows of seats, only 2 people per row with masks on).
 - No more than 3 passengers in a 7-passenger van (2 in back row and 1 in middle row with masks on).
- Participants are to bring their own meals and snacks if needed
 - Individual pre-packaged snacks will be available in the event a participant forgets to bring their own.
- Program leader will be responsible for cleanup of any necessary surfaces (tables, chairs, etc.) and the restrooms immediately following the program. See Attachment A.
- For programs/activities at non-conservation facilities (churches, schools, etc.) that have their own procedures, staff will follow the more stringent procedures.

Attachment A

Standard Operating Procedures for Cleaning After a Program

First and most important protect yourself:

Wear the proper personal protective equipment -Nitrile gloves, safety glasses, goggles if you wear eyeglasses, disposable face covering, and face shield if available.

Disinfectant Product

- Any germicidal general-purpose bathroom cleaner
- Commercially available disinfectant wipes
- Commercially available disinfectant sprays
- Bleach solution mixed by staff
 - mixture rate will be **1/3 Cup of Bleach to 1 Gallon of water.**
 - Mixture rate for 32 oz. bottles is **4 teaspoons bleach to 32 oz. of water.**
 - Please make sure you have the appropriate label on the outside of the bottle, as this is the law.

Conservation Center Restrooms

- Restrooms to be cleaned after program
- Restrooms to be closed to public access with signage while staff clean the restrooms.
- Toilets, toilet paper dispensers, urinals, handles, sinks, trash can lid, and door handles (interior & exterior) to be sprayed with disinfectant and allowed to dry for 10 minutes before wiping down.
- Glass cleaner to be used for cleaning mirrors.

Surfaces

- Any surface that may have been touched by participants (tables, chair, door handles, etc.) to be sprayed with disinfectant and allowed to dry for 10 minutes before wiping down.