



STORY COUNTY BOARD OF HEALTH

TENTATIVE AGENDA
MONDAY, MAY 18, 2020
6:00 PM

Originating from Public Meeting Room - Story County Administration (900 6th Street) – Nevada, Iowa*

SPECIAL NOTE TO THE PUBLIC: Due to recommendations to limit gatherings to no more than ten (10) people in order to help slow the spread of the COVID-19 virus, public access to the meeting will be provided via conference call to listen and participate in the meeting. Members of the public who would like to call in: Dial 918-221-0224 Enter 2225929465# when prompted for the access code **We ask that you mute your phone if possible. Audio recordings of all Board meetings will be posted on our website www.storycountyiaowa.gov shortly after the meeting is concluded. You may access these recordings at any time by clicking on the Meetings and Agendas button on the home page.

1. CALL TO ORDER

2. CONSENT AGENDA

All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes on the motion.

2.I. Consideration Of Reopening Guidance For County Offices

Documents:

[REOPENING GUIDANCE.PDF](#)

2.II. Consideration Of COVID-19 Face Covering Policy For Employees

Documents:

[FACE COVERING POLICY FOR EMPLOYEES.PDF](#)

2.III. Consideration Of COVID-19 Daily Self Checklist For Employees

Documents:

[COVID-19 CHECKLIST.PDF](#)

2.IV. Consideration Of Updated Wellness Policy

Documents:

[WELLNESS POLICY.PDF](#)

3. PUBLIC FORUM

This is the time for members of the public to offer comments concerning matters not scheduled to be heard before the Board of Health.

4. ADDITIONAL ITEMS

4.I. Public Health COVID-19 Update - Les White

4.II. Discussion And Consideration Of Guidance From Board Of Health For Mitigating COVID-19 Risk When Story County Fair Opens

4.III. Discussion And Consideration Of Whether The Board Of Health Should Provide A Report To Board Of Supervisors At Weekly Meetings

5. COMMENTS

6. 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.

Reopening Guidance for County Offices

1. Employees will use the COVID-19 Daily Self Checklist to self-monitor for COVID-19 symptoms prior to reporting to work each shift. The checklist is for employee reference and does not need to be turned in to anyone.
2. Each department/office is responsible to make sure all high traffic areas are receiving cleaning and disinfecting regularly.
3. Verify that there is at least one location for frequent hand washing and hand sanitizing for all employees and the public.
4. Remind employees to keep a physical distance of at least 6ft. Mark 6ft intervals for the public to stand while receiving and or waiting for service.
5. Signage posted at entry ways that no one with symptoms or that have been around anyone with COVID-19 diagnosis in the last 14 days shall enter the building.
6. If an employee or a member of the public becomes ill while at the facility, ask them to share that information with management, leave the facility and then call their health care provider.
7. Members of the public should consider the use of cloth face coverings if staying at least 6ft away from others is not possible.
8. Anyone who is high risk for more severe COVID-19 illness should contact their supervisor and Human Resources.
9. Story County should continue to follow IDPH's business guidance related to preventing, detecting and reporting outbreaks.
10. Story County should use messaging to remind employees of steps they should be taking to protect their own health while at work.
11. Limit face to face conversations as much as possible by using email and or phone for communication. When face to face meetings must occur make sure to wear face covering while in high traffic and or shared areas and if the minimum distance of 6ft is not available.
12. Open doorways upon arrival for the day and leave them open during business hours and close them at the end of the day. Make sure to wash your hands anytime a door handle is used.
13. While working with the public make sure to maintain the 6ft minimum distance and or use a face covering and or the plastic shields placed on work desks.
14. Stagger breaks for employees to help prevent the number of people in a given break area.
15. Upgrade to digital signature where available so that the console can be wiped down. If a pen must be used allow the user to keep that pen.
16. Remove waiting rooms/seating or rearrange to allow for social distancing.
17. Consider creating at least 2 teams for the department/office in case of a COVID-19 exposure so the number of people quarantined is limited while allowing work to continue.
18. Use a sanitizing wipe to touch any high traffic items such as door knobs or light switches.
19. Remind staff the Emergency Action Plan availability.
20. Train electronically when possible.

Resources:

Iowa Department of Public Health

www.IDPH.iowa.gov/portals/1/userfiles/61/covid19/idph%20guidance%204_27_20.pdf

FEMA

OSHA Guidance on Preparing Workplaces for COVID-219:
<https://www.osha.gov/publications/osha3990.pdf>



Board of Supervisors

Story County, Iowa

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

Approval Date: 5/8/2020	Effective Date: 05/11/2020	Revision No: 01
Reference: BOS Minutes:	Distribution: Intranet, S:drive and Policy Book	

General Policy Statement

Per the recommendations from the CDC and Iowa's governor, Story County will be implementing a Face Covering Policy for employees due to the challenge of maintaining social (physical) distance of 6 feet at all times. 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 employees responsible to the Story County Board of Supervisors;

All Story County employees responsible to a County elected office holder who has adopted the policy;

All Story County employees not directly responsible to either the Board of Supervisors or a county elected office holder and whose governing body and the Board of Supervisors has certified its applicability.

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 regulation of the face covering is for it to be worn whenever an employee is within the common areas of the building 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 room, hallways, 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 6 feet 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.

Department Heads and Elected Officials may have additional requirements. Please check with your supervisor.

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

Directions for making your own face covering can be found at the link above.



Acknowledgement of Change

I have received and read the Story County Face Covering policy and Reopening Guidelines approved by the Board of Supervisors on 05/08/2020.

Date: _____

Employee: _____

Signed: _____

Employee Number: _____

COVID-19 Checklist



Review this COVID-19 Daily Self Checklist each day before reporting to work.

If you check any of the boxes from the questions below, STAY HOME and follow the steps below:

Step 1: Call your supervisor and

Step 2: Call or Email Human Resources - Alissa at awignall@storycountyiowa.gov (515-382-7204) or Noelle at nmclatchie@storycountyiowa.gov (515-382-7205)

- Fever?
- Loss of Taste or Smell?
- Muscle Ache?
- Sore Throat?
- Nausea/vomiting, diarrhea, loss of appetite?
- Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?
- Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?
- Cough?
- Shortness of Breath?
- Headache?
- Chills?



Board of Supervisors

Story County, Iowa

Wellness Policy

Approval Date: 05/06/2020	Effective Date: 07/01/2020	Revision No: 02
Reference: BOS Minutes: 05/06/20 Initially Adopted: 11/06/13	Distribution: (Elected Officials, Department Heads, County Employee Handbook, Intranet, etc. -> list all that apply)	

General Policy

Story County supports the well-being of employees through a variety of programs designed to promote health and wellness of the employee. Benefits of worksite wellness programs include an increase in work performance, reduced absenteeism and on-the-job injuries, containment of health care costs as well as improved morale and quality of life for employees.

Scope

This policy is applicable to:

All regular full-time and part-time Story County employees responsible to the Story County Board of Supervisors.

All Story County employees responsible to a county elected office holder.

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors has certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

Eligible Participants

To be eligible for the wellness program an individual must be classified as a full time or part-time employee. Temporary employees may participate in wellness challenges with approval from respective Department Head or Elected Official.

Partnership with an independent wellness vendor to provide:

- Annual Health Risk Assessment (HRA)
- Information and education for health risk prevention
- Annual reporting of aggregate results for strategic planning

The Wellness Committee

The Wellness Committee strives to create a healthier, happier workforce by providing employees with programs and tools to help identify health risks and improve overall wellness. The Wellness Committee's mission is to help county employees make voluntary behavioral changes, which reduce their health risks and enhance their individual productivity. The committee consists of employees from various departments/offices and is open to any employee that would like to join and has management approval. The committee meets once per month for approximately one hour (unless more time is needed to work on a larger event). Management approval is obtained for events that may involve time during the work day; this is kept to a minimum so as not to disrupt day to day business.

Examples of Wellness Initiatives Include:

- Wellness Articles in the monthly newsletter
- Wellness Wednesday Tips
- Blood Drives
- Flu Shot Clinic
- Health Risk Assessments (HRA)
- Wellness Sessions
- Organized team participation in community walks
- Various wellness challenges

Additional incentives may be available for employees who participate in wellness programs offered by Story County. If you are unable to participate in any of the wellness programs because of a disability, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting the Human Resources Department at (515) 382-7204 or (515) 382-7205.

Wellness Logo

The Wellness Committee has created a logo that is placed on all wellness endorsed events, activities and educational materials.

Health Risk Assessments

Healthy Living Day Initiative is a voluntary wellness program available to all employees. The Healthy Living Day Initiative consists of a comprehensive health risk assessment and five wellness sessions. Employees that choose to participate complete a voluntary health risk assessment (HRA) that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g. cancer, diabetes, or heart disease). This initiative also consist of a biometric screening which includes a comprehensive blood profile that screens for diabetes, kidney and liver disease, electrolyte minerals, cholesterol, anemia and infection.

Employees that choose to participate will receive an incentive of a Healthy Living Day (8 hours) for participating in both the HRA and the five wellness sessions. Healthy Living Day must be taken in a full day increment. Although employees are not required to complete the HRA or the wellness sessions, only employees that participate in both will receive the Healthy Living Day.

Exercise & Health

Story County encourages all of its employees to engage in a regular program of exercise (unless existing medical conditions make such a program inadvisable).

Off Site Fitness Centers

Story County partners with surrounding fitness centers and gyms. A list of current vendors is available on the employee intranet and shared drive.

Healthy Nutrition

Story County has a commitment to provide an environment that encourages healthy eating among its associates. Story County will ensure that a variety of healthy food choices are available for all organization activities. This applies to all meetings, functions, and events for employees and guests where food is served. At functions that offer a selective menu or buffet, one or more healthful entrees, side dishes or desserts will be served.

Story County will ensure that all meal, snack, and beverage choices offered will include one (1) or more of the following items:

- Fruit and/or vegetables
- Low-fat milk and dairy products
- Foods made from grains
- Water

Vending Machines

Story County supports healthy vending choices. Snack vending machines will include healthy alternatives that are low-calorie and low in sugars. Drink machines will offer sugar-free selections and caffeine-free soda selections. If coffee is offered, decaffeinated coffee will be available as an alternative.