



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: May 11, 2020

Re: Consideration of Face Covering Policy in Response to the Novel Coronavirus (COVID-19) Pandemic

The attached Face Covering Policy has been approved the Story County. It outlines the use of face coverings in the workplace.

Staff urges your approval.

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: 5/11/2020	Effective Date: 05/12/2020	Revision No: 01
Reference: SCCB Minutes:	Distribution: 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 6ft 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 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 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 6ft must be maintained at all times.

When not to wear a face covering: Per 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 in to check on any updates please check the 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.

DRAFT