



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. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES

Documents:

[MINUTES 040720.PDF](#)

4. 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.

4.I. Consideration Of Reopening Guidance For County Offices

Documents:

[REOPENING GUIDANCE.PDF](#)

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

Documents:

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

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

Documents:

[COVID-19 CHECKLIST.PDF](#)

4.IV. Consideration Of Updated Wellness Policy

Documents:

WELLNESS POLICY.PDF

5. 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.

6. ADDITIONAL ITEMS

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

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

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

7. COMMENTS

8. 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.



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NEVADA, IOWA 50201

Minutes

AN AUDIO RECORDING OF THE FULL MEETING MAY BE FOUND IN THE ENVIRONMENTAL HEALTH DEPARTMENT, OR BY VISITING WWW.STORYCOUNTYIOWA.GOV

DATE: April 7, 2020

CALL TO ORDER: 2:00 p.m.

PLACE: Originating at Administration Building, 2nd Floor

Dr. John Paschen, Chair

Mark Speck, Vice-Chair

Dr. John Kluge

Dr. Louisa Tabatabai

Dr. Molly Lee

Lisa Heddens (Ex-officio)

*Absent

STAFF PRESENT: Margaret Jaynes, Environmental Health Director (phone); Stephanie Jones, Recording Secretary

OTHER PEOPLE PRESENT: Keith Morgan, (The following were present by phone) Heather Bombei, Leanne Harter, Ethan Anderson, Terry Potter, Jody Stumbo, Les White, Treasa Ferrari, Denise Denton, Vanessa Burnett, Linda Murken, Denise Denton

1. CALL TO ORDER

Dr. John Paschen called the meeting to order at 2:00 p.m.

Paschen read the special note to 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 to the meeting. Board of Health members are also present by conference call.

2. APPROVAL OF AGENDA MCU

Motion by Speck, Second by Kluge to approve agenda with amendment to add an item for Discussion and Consideration of Public Health Emergency Declaration.

VOTE:

Ayes: Tabatabai, Lee, Kluge, Speck, Paschen

Nays: None

3. APPROVAL OF MINUTES

February 4, 2020

March 16, 2020

March 24, 2020

March 30, 2020



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Motion by Kluge, Second by Tabatabai to approve the minutes.

VOTE:

Ayes: Tabatabai, Speck, Kluge, Lee, Paschen

Nays:

4. APPROVAL OF CONSENT AGENDA

None

5. PUBLIC FORUM

Terry Potter asked about an agenda item that he would like to comment on. Paschen stated that comments may be made during discussion of that agenda item. Vanessa Burnett asked questions about how to contact the Board, about separating populations who have the COVID-19 antibodies versus those who do not, improving testing rates, and about PPE. She also asked if there is a plan for expansion of a joint information center. Paschen stated that a good time for her questions would be when Public Health gives their report and that Stephanie Jones will provide information regarding contact for the Board, and will review the webpage for possible clarifications.

6. ADDITIONAL ITEMS:

Issuing A Press Release To The Citizens Of Story County Regarding Keeping COVID-19 Positive Cases Low

Discussion took place on the Board of Health submitting a Press Release regarding COVID-19 to Story County Residents. The Board supports the Draft Press Release, written by Board member Molly Lee, and also suggested the addition of the IDPH and CDC websites. Additionally, Paschen said that the press release should be signed by the BOH chair, with contact information being for the Environmental Health Department so that Paschen's personal contact information is not shared. Jones will forward any comments or questions that are received to the Board.

Motion by Speck, Second by Kluge

VOTE:

Ayes: Tabatabai, Lee, Kluge, Speck, Paschen

Nays: None

Recommendation To Governor Reynolds To Issue A Shelter-In-Place Order

Paschen provided an overview on the item, which is to determine whether or not there should be a recommendation made to the Board of Supervisors to recommend to the Governor that a shelter-in-



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place order be issued for the State. Tabatabai provided information and statistics with emphasis being made on the importance of sheltering-in-place. Discussion took place on the difference between sheltering in place vs what is currently being ordered, on the state being divided into regions for the basis of determining sheltering-in-place, and on the punishment to those violating orders being enforced by a simple misdemeanor. Ethan Anderson stated that at this time the Governor's Emergency Proclamation does allow enforcement of crimes as a simple misdemeanor. Additional discussion took place regarding the process for making the recommendation to the Board of Supervisors; and, whether or not to place parameters on an order so that certain exceptions could be made. Paschen does not feel the Board should provide exceptions, as that should be decided by the Governor. Linda Murken asked Anderson for clarification on the process. Anderson clarified that the Board of Health would need to make a recommendation by either resolution or a motion to the Board of Supervisors asking them to consider making a recommendation to the Governor to issue a statewide shelter-in-place order.

Motion by Tabatabai, Second by Lee to recommend to the Board of Supervisors that a request be made to Governor Reynolds for the issuance of a shelter-in-place order.

VOTE:

Ayes Tabatabai, Lee, Kluge, Speck, Paschen

Nays None

Revisions To Public Health COVID-19 Medical Surge Plan and COVID-19 Positive Individuals That Have No Home To Return To

Les White, Director of Story County Public Health, presented a draft plan to the Board for informational purposes. White went through the items that she would like to remove/replace in the Draft Medical Surge Plan. White stated the reason for the changes are related to discussion of the agenda item for individuals that test positive and have no home to return to. White provided information that is currently taking place with a local motel as an option to house individuals during recovery. Discussion took place on the current lack of widespread testing and on the contact being made with group homes and senior facilities regarding plans in the event that there is a positive case within a facility.

Jody Stumbo with Emergency Residence Project asked if there is confirmation from the motel for housing homeless individuals during recovery. White stated that the process with the motel is just beginning and that there will need to be an agreement reached.

Responsibilities Related To A Medical Overflow Facility

White stated that if Mary Greeley Medical Center would be filled beyond their capacity, they would need another hospital to be used as an overflow facility. White stated there are many questions to be answered such as whose license would be used for an overflow facility and who would be responsible for staffing and supplies.

Terry Potter with AMOS asked if the homeless population has been provided information about COVID-



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19, and asked what plans are in place for the homeless population, in general, to assist with notifying them about current developments. White stated she has been in contact with Stumbo and educational information has been provided to the homeless population. Anderson asked for clarification on agreements that have been made for the surge plan. Keith Morgan stated authorities would need to identify how arrangements would be formalized. Anderson stated that the concern is how this would all come together and what discussions are taking place with Mary Greeley, Story County Medical, and local law enforcement. Morgan stated that he is the Planning Officer for the incident command structure along with White under the Board of Health. The incident command will need to decide who this should be shared with and at what level it should be approved. White stated that this is just the beginning of the process for the surge plan and once input is gathered and plans are in place, the information would be brought back to the Board of Health at a future meeting.

Local Public Health Services FY21 Application

Les White stated the application is standard procedure and that approval is needed by the Board to apply for the grant.

Motion by Lee, Second by Tabatabai to apply for the FY21 Local Public Health Services Grant.

VOTE:

Ayes Tabatabai, Lee, Kluge, Speck Paschen

Nays None

Discussion and Consideration of Public Health Emergency Declaration – Keith Morgan

Morgan stated there is a need for direction from the Board of Health to begin the process for qualifying for a public assistance grant through FEMA for certain situations where individuals are affected by the COVID-19 disaster. Morgan stated that they are trying to ensure that costs can be covered through this program. Anderson stated that he would recommend tabling this item until a future meeting. Anderson is not sure this can be done and would like to check with the Attorney General's Office and feels the BOH may be precluded from acting on this item. Anderson feels the state proclamation should suffice and at this point Anderson does not see the need or authority to make this declaration. Morgan stated that his only concern is that this is the process to get the reimbursement for the needs. Morgan stated they could try submitting the state proclamation with a statement from the County Attorney to the state. Morgan is looking to the BOH to see if they want to pursue getting the documentation turned in and things set up for non-congregate sheltering to be included. Morgan stated that the item would be on hold pending further information from Anderson.

Motion by Tabatabai, Second by Kluge to table this item until the next Board of Health Meeting

VOTE:

Ayes Tabatabai, Lee, Kluge, Speck Paschen

Nays None



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7. AGENCY AND DEPARTMENTAL REPORTS

- a. **Story County Public Health** Teresa Ferrari stated there have been 6 positive COVID-19 cases in the county and 1 active TB case. White provided information about how personal care and homemaker services have changed due to COVID-19.
- b. **YSS** Denise Denton stated that staff is still working with schools using video conferencing to continue providing services. Denton talked about alcohol use and marijuana use and stated that detoxing could be an issue during the pandemic due to individuals not being able to go out.
- c. **Story County Environmental Health** Margaret Jaynes provided a written departmental report and stated that staff is currently working from home with limited contact with other individuals during inspections.

8. COMMENTS

Staff: None
Board: None

9. ADJOURNMENT 3:34 p.m.

Approval of Minutes

Title and Date

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.