

## Reopening Guidance for County Offices

1. Employees will use the COVID-19 Daily Self Checklist 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](http://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>

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