

City of Creston, Iowa
Infectious Disease Action Plan
COVID-19 Pandemic
Updated December 11, 2020
Updated January 6, 2021

GOALS: To protect City employees and citizens. To establish a consistent approach to an infectious disease which is potentially impactful to the quality and timeliness of City services. To provide a way to disseminate information to City employees and answer questions or concerns.

This is a working document and will be further updated as information is released and the federal and state government passes legislation. The City will strive to follow all guidelines put in place by the Centers for Disease Control (CDC), Iowa Department of Public Health (IDPH), and the Union County Department of Public Health.

COVID-19: Covid-19, or coronavirus, is a respiratory illness for which no vaccine exists, and people do not possess immunities from previous exposure/infection. The incubation period for COVID-19 is estimated to be approximately 14 days. COVID-19 is spread through infected aerated respiratory droplets from a host coming into contact with a recipient's mouth, nose, or eye membranes via talking, coughing or sneezing. Transmission may be human-to-human, object-to-human, fecal matter-to-human. Because of the possibility of person-to-person transmission, it is important that you stay a minimum of six (6) feet away from persons with whom you are interacting and refrain from handshakes and other forms of human touching. Common areas such as computers, mice, public countertops, chairs, tables, doors, knobs, light switches, restroom sinks and toilet handles, manual soap and sanitizer dispensers should be regularly wiped down with disinfectant. Employees using these items should wash their hands or use sanitizer with at least 60% alcohol following the contact.

**COVID-19-RELATED
PAID TIME OFF:**

The Emergency Paid Sick Leave and Emergency FMLA benefits provided in the Families First Coronavirus Relief Act (FFCRA) expired on December 31, 2020. The City has determined that starting January 1, 2021, it will voluntarily provide COVID-19-related paid time off under the following circumstances:

Illness-Related Leave

- (1) Employees shall be entitled to eighty (80) hours (or for part-time employees, the equivalent of two (2) weeks) of COVID-19-related paid time off paid at full pay under the following circumstances:
 - a. The employee has symptoms of COVID-19 and is seeking a diagnosis.
 - b. The employee has been diagnosed by a healthcare provider or COVID-19 test as having COVID-19 and produces either a note from the healthcare provider or a positive COVID-19 test.

- c. The employee has been exposed to COVID-19 and has been ordered to quarantine by either public health or the employee's healthcare provider and the employee provides a note from the applicable entity.
- (2) Employees shall be entitled to eighty (80) hours (or for part-time employees, the equivalent of two (2) weeks) of COVID-19-related paid time off paid at two-thirds pay under the following circumstances:
 - a. The employee is caring for an individual who has been diagnosed with COVID-19 and the employee can provide a note from the individual's healthcare provider or public health stating that the employee is needed to care for the individual.
- (3) Employees who previously exhausted the eighty (80) hours (or the equivalent of two (2) weeks) of paid time off pursuant to the FFCRA are not eligible for this additional leave. If they require paid time off related to COVID-19, they will need to use their accrued leave balances. **This does not mean that employees are permitted to come to work sick, and if they do so they will be sent home.**
- (4) Employees who previously partially exhausted the eighty (80) hours (or the equivalent of two (2) weeks) of paid time off pursuant to the FFCRA will receive a prorated amount of leave that subtracts the amount of time the employee previously used. **This does not mean that employees are permitted to come to work sick, and if they do so they will be sent home.**
- (5) For part-time employees, the number of hours the employee is entitled to is equal to the number of hours that such employee works on average, over a two-week period, paid at their regular rate of pay.
- (6) These leaves cannot be used on an intermittent basis.

Childcare-Related Leave

- (1) Employees shall be entitled to twelve (12) weeks (or for part-time employees, the equivalent of twelve (12) weeks) of COVID-19-related paid time off paid at two-thirds pay under the following circumstances:
 - a. The employee is caring for a child of the employee who does not have school or childcare otherwise available to the child due to COVID-19. This includes a school or childcare/daycare closure (either partial or full-time) due to COVID-19 or the student being unable to attend due to the school/daycare/childcare providers' policy follow a diagnosis, symptoms or exposure of/to COVID-19. In order for the employee to be eligible to take this leave, the employee must be the only person available to care for the child without any other safe childcare options available.
- (2) The City will allow employees who are requesting this leave for school or childcare closures or unavailability to use the leave on an intermittent basis. For example, for an employee requesting this leave for school or childcare closure or unavailability who is able to work part-time due to other individuals being able to care for the child(ren), that employee shall be able to use their hours intermittently for any leave experienced until the hours they are entitled to are exhausted. However, the employee shall work with

the City to schedule the intermittent leave so as to minimize the impact on the City's business operations as much as practicable.

- (3) Employees who previously exhausted the twelve (12) weeks (or the equivalent of twelve (12) weeks) paid time off pursuant to the FFCRA are not eligible for this leave. If they require paid time off related to COVID-19, they will need to use their accrued leave balances.
- (4) Employees who previously partially exhausted the twelve (12) weeks (or the equivalent of twelve (12) weeks) of paid time off pursuant to the FFCRA will receive a prorated amount of leave that subtracts the amount of time the employee previously used.
- (5) For part-time employees, the number of hours the employee is entitled to is equal to the number of hours that such employee works on average, over a two-week period, paid at their regular rate of pay.

Employees meeting one of these criteria shall report their desire to take this leave to Lisa Williamson. As soon as practicable, employees shall certify their need for leave on the City's form.

Under no circumstances shall an employee take more than twelve (12) weeks of leave total under these policies or the previous FFCRA policies. For example, if an employee uses their eighty (80) hours of COVID-19 illness-related leave, the employee shall only be entitled to ten (10) additional weeks of childcare-related leave. In another example, if an employee used eighty (80) hours of Emergency Paid Sick Leave under the FFCRA, the employee shall not be entitled to an additional eighty (80) hours of COVID-19 illness-related leave. If an employee requires additional leaves beyond what this policy allows, the employee shall use his or her accrued paid time off pursuant to the City's policies.

The City reserves the right to determine it will no longer provide the voluntary COVID-19-related paid time off outlined above. If the City determines it will no longer provide this leave, the City will notify employees at least two (2) weeks prior to the cessation of the leave.

ILLNESS REPORTING:

Do Not Enter a City facility if:

- You are experiencing any of the following flu-like/respiratory symptoms,
 - Fever (over 100.4 degrees Fahrenheit) or chills
 - Coughing
 - Shortness of breath
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- You have been diagnosed with COVID-19 and/or tested positive for COVID-19.

- You have been “exposed” to someone who has COVID-19. For purposes of this policy, you are “exposed” to someone with COVID-19 when you have close contact with that person. The CDC defines close contact as any of the following (1) being within six feet someone who has COVID-19 for at least fifteen (15) minutes over the course of a twenty-four (24) hour period; (2) you provided at-home care to someone who is sick with COVID-19; (3) you had direct physical contact (touched, hugged, kissed) with someone who has COVID-19; (4) you shared eating or drinking utensils with someone with COVID-19; or (5) someone with COVID-19 sneezed, coughed, or otherwise got respiratory droplets on you.

Employees experiencing any of the above should report immediately to Lisa Williamson via telephone at 641-782-2000 ext.203.

RETURN TO WORK:

Return to work following infection or suspected infection: A person who tests positive for COVID-19 and is symptomatic shall self-isolate until the employee has met all the requirements of either the time-based return to work or test-based return to work.

- Return to Work for Symptomatic Employees:
 - Ten (10) days have passed from the onset of symptoms; AND
 - The employee has been fever free for twenty-four (24) hours without any fever-reducing medication; AND
 - Symptoms have improved.
- Return to Work for Asymptomatic Employees:
 - Ten (10) days have passed since the test; AND
 - Continues to be symptom free.

Employees with weakened immune systems due to a health condition or medication may need to stay home longer than ten (10) days. The additional time off may be required for the employee’s health and/or to ensure the employee is no longer contagious. If an employee meets these criteria, the employee should talk to their healthcare provider for more information. If the employee’s healthcare provider determines the employee needs to stay home longer than ten (10) days, the employee should provide the Lisa Williamson with a note from the employee’s healthcare provider indicating that the employee requires an extended self-isolation period due to COVID-19, the employee’s anticipated return to work date, and any work-restrictions or reasonable accommodations requested when the employee returns to work. If restrictions or reasonable accommodations are requested, the employee and the employer will meet to discuss them when the employee’s self-isolation period has been completed.

If an employee experiences the flu-like respiratory symptoms listed on page 4 of this policy as a result of another illness, the employee may return to work under a different timeframe than described in this policy if the employees provide a release to duty from a healthcare provider.

Return to work following an exposure: A person who has been “exposed” as defined in the “Illness Reporting” section of this policy, shall self-isolate as follows:

- If the individual does not test for COVID-19 following his or her last potential exposure, the individual should quarantine for ten days after the last potential exposure.
- If an individual tests 1-4 days following a potential exposure, the individual should quarantine for ten days after the last potential exposure.
- If an individual tests no sooner than 5 days following a potential exposure AND receives a negative test result, the individual should quarantine for 7 days following the potential exposure.

If at any point following a potential exposure an individual becomes symptomatic or tests positive for COVID-19, the individual should follow the “Return to Work Following Infection or Suspected Infection” guidance in this policy.

Pursuant to Iowa Department of Public Health Guidance issued on July 20, 2020, for an individual previously diagnosed with COVID-19, but that has since recovered and remains asymptomatic, quarantine is not recommended if the individual is “exposed” within three months of the individual’s COVID-19 diagnosis. If an employee believes that he or she meets this criteria, the employee should provide Lisa Williamson with a note from the employee’s healthcare provider indicating that the “exposed” employee meets this criteria and that it is not necessary for the employee to be quarantined.

WORK ON-SITE:

Employees shall take the following precautions when performing work for the City including on-site work and off-site work, including work in off-site facilities and work while in transportation:

The CDC recommends that employee wear cloth face coverings at work, unless required to wear PPE such as a respirator or medical face masks, to protect the workforce from COVID-19. As such it is the City’s policy that, pursuant to CDC recommendations, all employees who are working in public settings around other people shall wear a cloth facemask or shield while working. For purposes of this policy, “around other people” shall include, but is not limited to, when more than one person is in the same room, when individuals are moving throughout a facility, if individuals are within six feet of each other, and if individuals are riding in the same vehicles. If an employee is unable to wear a cloth facemask or shield because of the employee’s disability, the employee should contact Human Resources to inquire about a reasonable accommodation.

Employees should take care to practice social distancing at work. Employees should stay at least six (6) feet away from others while at work whenever possible. Employees shall use the City’s form to keep a record of any employee or individual they had close contact with while at work and shall provide that form to their supervisor/Department Head each day.

Employees should also take care to practice good hygiene while at work. This includes frequent hand washing with soap and water or an alcohol-based hand sanitizer and refrain from touching their eyes, nose, and mouth.

Employees should frequently disinfect high-touch surfaces. High-touch surfaces are dependent on the facility, but often include light switches, counter tops, computer keyboards, phones, and doorknobs. Workspaces should be cleaned and disinfected.

Employees who have concerns regarding the safety of their workplace or the requirements of their position shall report those concerns to their supervisor or the City Administrator immediately.

**HIGH RISK
EMPLOYEES:**

If you are someone who is at “higher risk” for becoming ill from the virus (pursuant to the CDC’s guidance, see: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>), please feel free to communicate that to Lisa Williamson. Lisa Williamson is responsible for administering and managing employees’ confidential medical files. The information you provide Lisa Williamson will be kept strictly confidential in your medical file and will be used solely for the purposes of determining your potential need for a leave of absence or for modifications to your work schedule and/or work environment during the pandemic.

The City will assess situations with high-risk employees on a case-by-case basis. Lisa Williamson, the employee’s Department Head, and the employee will coordinate to determine a practicable solution for the employee.

VACCINATION:

At this time, the City of Creston is not requiring, but is strongly encouraging its employees to receive the COVID-19 vaccination when it becomes available. Employees receiving the COVID-19 vaccine shall be paid for any time required to receive the vaccination if they provide proof of vaccination following the vaccination. Employees shall coordinate with their supervisor to ensure that the time taken for the vaccine causes minimal disruption to the workday.

**ISOLATION GUIDANCE
FOR CRITICAL
INFRASTRUCTURE
WORKERS FROM
CDC:**

“Critical Infrastructure Workers” include federal, state and local law enforcement, dispatchers, firefighters, janitorial and custodial staff, public services personnel, waste water department personnel, and the City Administrator and/or his/her designee.

Compliant with CDC guidance, for Critical Infrastructure Workers, a potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having

contact with an individual includes the period of time of 48 hours before the individual became symptomatic. Critical Infrastructure Workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- **Pre-Screen:** Employers should actively prescreen employees for any symptoms of COVID-19 prior to their shifts. This includes measuring the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages. The employee should wear a mask pursuant to the City's policies even after the time period following the exposure has passed.
- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

Critical Infrastructure Workers are allowed to go to work as long as they remain asymptomatic and monitor their temperature at the beginning and end of their shift. If Critical Infrastructure Workers become symptomatic at any point during their shift, they should be sent home immediately and self-isolate until the conditions below (recommendations for all ill Critical Infrastructure Workers) are met. Surfaces in the symptomatic employee's workspace should immediately be disinfected. Information on persons who had contact with the symptomatic employee during the time the employee had symptoms and forty-eight hours prior to symptoms should be compiled. Others at the facility with close contact within six feet of the employee during this time would be considered exposed.

When Critical Infrastructure Workers are not working, they should stay at home and isolate themselves from others in the home for 14 days after their last exposure.

Isolation Recommendations for symptomatic Critical Infrastructure Workers. Stay home and isolate from others in the house until:

- You have had no fever for at least 24 hours without the use of fever-reducing medication AND

- Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
- At least 10 days have passed since your symptoms first appeared.

The return to work guidance for **immunocompromised** Critical Infrastructure Workers is the same as the guidance for all **immunocompromised** employees generally in this policy.