

Welcome

UPDATED: Safe at Work Webinar

November 19, 2020

Welcome – Wendy Mihm-Herold, NICC

Zoom/Video Conference/Conference Call Etiquette

Find the mute button. Mute yourself upon entering a Zoom meeting or conference call. This way the host can get started efficiently and any team member talking does not have background noise from your location.

Don't put a call on hold. If you call into a Zoom meeting with a phone, rather than a computer, or a conference call, putting the call on hold starts to play music for the other participants and is very disruptive to the meeting. If you must take another call, disconnect and dial back in.

Turn on your webcam! Video conferencing is a step away from a face-to-face meeting, if you have a webcam, use it. This will help you stay engaged in the meeting, and show others you are ready to participate.

Today's Presenters

Kristin Dietzel, Greater Dubuque Development

Marla Loecke, Iowa Works

Mark Geistkemper, CAMSO

Wendy Mihm-Herold , NICC-ISU/CIRAS

Safe at Work Practices

Kristin Dietzel, Vice President of Workforce Solutions, Greater Dubuque Development Corporation



Governor's 11/16 Proclamation

Remote Work: All employers shall evaluate whether any more of their employees can feasibly work remotely and to the extent reasonable, shall take steps to enable such employees to work from home. Those remaining open shall take other reasonable precautions

Mask Use: Indoor spaces open to the public

- Masks required when individuals are within 6 feet of one another for 15 minutes or longer with certain exceptions

Gathering Restrictions: Social, community, business, or leisure gatherings

- No more than 15 people indoors and 30 people outdoors
- These restrictions apply to wedding receptions, family gatherings, conventions, and other nonessential gatherings, but do not apply to gatherings that occur during the ordinary course of business or government (including gatherings in manufacturing workplace, normal retail operations, office, etc.)

- **The full proclamation can be viewed here:**

<https://www.cityofdubuque.org/DocumentCenter/View/47214/Governors-Public-Health-Proclamation---Nov-16-2020>

Dubuque County Mask Mandate

- All businesses that are open to the public must post signs at the entrance(s) informing customers of the requirement to wear a face covering while inside their business.
- Face coverings must be provided by the businesses for customers who do not have their own.
- If in City of Dubuque, this doesn't change anything for you or your business.

View Dubuque County's Frequently Asked Questions Page:

<https://www.dubuquecountyiowa.gov/DocumentCenter/View/3109/Dubuque-County-Mask-Mandate-Frequently-Asked-Questions-PDF>

Four Question Employer Framework

1. How do I organize my workforce to create the safest possible environment?

2. How do I organize my workspace to create the safest possible environment?

3. How do I monitor my workspace to make sure it stays safe for employees?

4. What will I need to do if there is a positive case or an outbreak in my workplace?

*Detailed information on each step available at greaterdubuque.org/safe

UPDATES: How do I monitor my workspace to make sure it stays safe for employees?

TRANSMISSION OF COVID-19 (updated October 5, 2020)

COVID-19 is spread three ways:

- Droplet transmission is infection spread through exposure to virus-containing respiratory droplets (i.e., larger and smaller droplets and particles) exhaled by an infectious person. Transmission is most likely to occur when someone is close to the infectious person, generally within about 6 feet.
- Airborne transmission is infection spread through exposure to those virus containing respiratory droplets comprised of smaller droplets and particles that can remain suspended in the air over long distances (usually greater than 6 feet) and time (typically hours).
- Contact transmission is infection spread through direct contact with an infectious person (e.g., touching during a handshake) or with an article or surface that has become contaminated.

UPDATES: What will I need to do if there is an outbreak in my workplace

1. Exclude employees reporting fever or COVID-19 symptoms from the workplace. Error on side of caution and exclude employees from workplace until other diagnosis is confirmed. COVID-19 symptoms overlap with other common viruses.
2. Increase cleaning and disinfecting protocols, following CDC cleaning and disinfection recommendations. In many cases, you do not need to shut down the facility, but it is recommended to close off areas used for prolonged periods of time by the sick employee.
3. If an employee tests positive for COVID-19 infection, co-workers with close contact should be notified within 24 hours. Contact the local public health department for reporting and assistance with contact tracing or latest protocols. In Dubuque County, contact Stacey Killian, Visiting Nurses Association (Stacey.Killian@unitypoint.org / 563-556-6200 Ext 1901)
4. *Close contacts should self-monitor for symptoms at home for 14 days after the last known exposure.** Testing is also recommended for close contacts whether symptomatic or not.
5. **UPDATED:** A close contact is (defined by CDC as being within 6 feet of a person with COVID-19 a cumulative total of 15 minutes or more over a 24-hour period, from 2 days before illness onset [or, for asymptomatic patients, 2 days prior to a positive test] until the time the patient is isolated.

*With two caveats

CAVEAT 1: Potential Exception to 14-day quarantine of close contacts

In September, Iowa Department of Public Health released guidance related to quarantine for non-healthcare businesses that departs from CDC guidance:

- 14-day quarantine is not recommended for close contact when both parties were wearing face coverings consistently and correctly during exposure.
- If one or both parties were not wearing masks consistently and correctly, the 14-day quarantine is recommended.
- Individuals who are a close contact due to exposure to a household member are required to quarantine for at least 14 days.

**Worksites can decide if they implement the IDPH interpretation of close contacts or CDC, which represents more widely accepted protocols. IDPH exception was developed in response to schools with a lot of exposures*

CAVEAT 2: Potential Exception to 14-day quarantine of close contacts

Critical Infrastructure “essential” workers who have had an exposure but remain asymptomatic may be allowed to continue work in select instances. **This option should be used as a last resort and only in limited circumstances, such as when cessation of operation of a facility may cause serious harm or danger to public health or safety.** If so, the following mitigation strategies should be implemented:

Pre-Screen: Employers should measure 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 fever 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.

Social Distance: The employee should maintain 6 feet spacing 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, and shared electronic equipment routinely.

**If the exposed employee becomes sick during the day, they should be sent home immediately and treated as a positive COVID-19 case.*

QUESTION: When can employees return to work?

Positive Employees, Symptomatic:

- The employee has had no fever for at least 24 hours (without the use of fever reducing medication) AND
- Symptoms have improved significantly AND
- At least 10 days have passed since their symptoms first appeared.

Symptomatic Employees, without positive test (treat like a positive case unless symptoms are definitively attributed to other cause)

- The employee has had no fever for at least 24 hours (without the use of fever reducing medication) AND
- Symptoms have improved significantly AND
- At least 10 days have passed since their symptoms first appeared.

Positive Employees, Asymptomatic:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.

QUESTION: When can employees return to work?

Close Contacts, Testing Positive (asymptomatic or symptomatic)

- Treat as positive case (previous slide)

Close Contacts, Testing Negative

- Should still self-quarantine for 14 days from their last close contact to the confirmed or probable COVID-19 case, as a negative test doesn't mean the virus couldn't develop after.

Appropriate and inappropriate use of testing

APPROPRIATE USE OF TESTING

- Testing can be used to confirm symptoms are COVID-19 vs. another illness (i.e. allergies, influenza, strep, common cold, etc.)
- Testing can be used for close contacts if they are asymptomatic and isolating or taking extra precautions but want to determine if they have asymptomatic COVID-19 to protect other close contacts.
- A positive test is important to trigger public health contact tracing processes and accurate data

INAPPROPRIATE USE OF TESTING

- Testing should not be used to end 14-day quarantine or monitoring period of close contacts early
- Testing should not be used to confirm when a positive employee returns to work (someone may test positive beyond the 10 days when they are shedding the virus)
- Testing is not a way to shorten the 10-day quarantine period for people with COVID-19 symptoms (depending on the test false negatives range from 67% prior to symptoms, 38% on day 1 of symptoms to 20% on day 3 of symptoms; antigen tests have even higher false negatives.)

BOTTOM LINE: A positive test tells you more than a negative test.

UPDATES: What if an employee previously infected with COVID is exposed or gets symptoms again?

- There are no confirmed reports to date of a person being reinfected with COVID-19 within 3 months of initial infection at this time.
- For employees previously diagnosed who remain asymptomatic after recovery, retesting is not recommended within 3 months after the date of symptom onset for the initial COVID-19 infection.
- In addition, quarantine is not recommended in the event of close contact with an infected person within 90 days.
- If new symptoms develop without other cause, retesting may be warranted along with isolation. Recommend follow up with a health care provider.
- CDC recommends that all people, whether or not they've had COVID-19, take steps to prevent getting and spreading COVID-19. Wash hands regularly, stay at least 6 feet away from others whenever possible, and wear masks.

Additional Considerations for Workforce

Review the U.S. Equal Employment Opportunity Commission (EEOC) rulings related to COVID-19, the Americans with Disabilities Act, the Rehabilitation Act, and other EEO laws:

- During a pandemic, employers may screen for symptoms, including taking an employee's body temperature and asking about exposures to COVID-19.
- Employers may require employees to stay home if they have symptoms of COVID-19.
- Employers may choose to administer COVID-19 testing to employees before they enter the workplace to determine if they have the virus.
- Employers should not use antibody (serology test) test results to make decisions about returning employees to the workforce.
- Employers may require employees to wear protective gear (i.e. masks, gloves, etc.) and observe infection control practices (i.e. social distancing protocols).

Additional Considerations for Workforce

- Employers may provide telework, modified schedules, or other benefits to employees with school age children due to school closures or distance learning as long as they are not treating employees differently based on sex or other EEO protected characteristics.
- Employers may disclose the name of an employee to a public health agency when they learn that employee has COVID-19.
- The ADA does not interfere with a designated representative of the employer interviewing the employee to get a list of people with whom the employee possibly had contact through the workplace, so that the employer can then take action to notify those who may have come into contact with the employee, without revealing the employee's identity.

Additional Considerations for Workforce

Families First Coronavirus Response Act (FFCRA) leave policies generally apply to all employers with fewer than 500 employees and provides:

1. Two weeks of fully paid sick leave for employee illness or quarantine, OR
 2. Two weeks paid sick leave at two-thirds pay because an employee is caring for an individual subject to quarantine, ill with COVID-19, or caring for a child with a closed child care provider or school, AND
 3. Up to 10 additional weeks of paid expanded FMLA at two-thirds pay where an employee is unable to work due to care for a child with a closed child care provider or school.
- Leave can be used intermittently and applies to employees teleworking as well as on site. ***Covered employers qualify for dollar-for-dollar reimbursement through tax credits for all qualifying wages paid under the FFCRA.***
 - Covered reasons for CARES Act unemployment: A child or other person in the household for which the individual has primary caregiving responsibility is unable to attend school or another facility that is closed as a direct result of the COVID-19 public health emergency and such school or facility care is required for the individual to work;
 - Work from Home Policy
 - Remote Work or Flexible Work Policy

Covid-19 Resources

greaterdubuque.org/covid-19 regular updates

greaterdubuque.org/safe updated as needed;
includes local PPE and cleaning vendors;
framework; specific IDPH and CDC guidance

COVID-19 Business Helpline

Business owners may call **(563) 588-3350** between 8:30 a.m. – 4 p.m.,
Monday through Friday, or email at sbhelpline@nicc.edu.

Questions?

Thank you!

Kristin Dietzel

kristind@greaterdubuque.org

563-557-9049

IowaWORKS Workforce Development

- State Extended Benefits – ended 10/31/20
- Pandemic Unemployment Assistance Program – ends 12/26/20
- Employers are being charged for UI starting 3rd Qtr, if the layoffs are not COVID related. 2nd Qtr rates were the only ones that were waived.

Questions?

Thank you!

Marla Loecke

marla.loecke@iwd.iowa.gov

A3 Problem Solving

Mark Geistkamper, CAMSO

NICC A3 Problem Solving Training

The participants will learn the 8 steps of A3 Problem Solving made popular by Toyota.

This will take place in the form of a virtual sessions
Four – 2 hour session each Thursday in February, 8 – 10 AM

Walk away with general skills and concepts of how to progress the A3 and how to engage their front line in the process.

- Becoming a problem solving culture and why this matters
- How problems are currently tackled and approached
- Understanding roles & responsibilities when using 8 Step Problem Solving Method
 - Step 1: Define the problem
 - Step 2: Break the problem down
 - Step 3: Set a target and generate accountability
 - Step 4: Root cause analysis
 - Step 5: Develop Countermeasures
 - Step 6: Create a Countermeasure Plan
 - Step 7: Monitor Results
 - Step 8: Standardize
- A3 “Roadmap” template review

NICC A3 Problem Solving Training

SABRINA L. MOON, MEng & CDTLF LEADERSHIP & OPERATIONS SPECIALIST



Sabrina L. Moon, MEng is the founder and owner of the Problem Solving Institute, a management consulting firm based in Fort Wayne, IN. She has 20 years of leadership experience for corporations like General Motors, BNSF Railway, Amtrak and Norfolk Southern Railroad. She is known as a "servant of the front line." She is a Certified Dare to Lead™ Facilitator by Dr. Brené Brown and enjoys developing leaders and organizations in the skills of courage and authenticity. She is a devout operations problem solver, change agent and mentor who actively seeks ways to engage in the community. She has led initiatives in various communities and organizations across the US and is a believer and practitioner of a continuous improvement mindset. Sabrina's Education/Certifications: Associate of Applied Science in Automotive Technology & Repair, Bachelor of Science in Mathematics, Master of Engineering Management, 6 Sigma Black Belt, University of Kentucky & Toyota's True Lean Certified Practitioner, Positive Discipline Encouragement Consultant, Certified Dare to Lead™ Facilitator.

For more information, please contact your NICC sales consultant:

Greg Willging
Alison Holten
Amy Green
Wendy Mihm - Herold



NICC Resources Available

Services

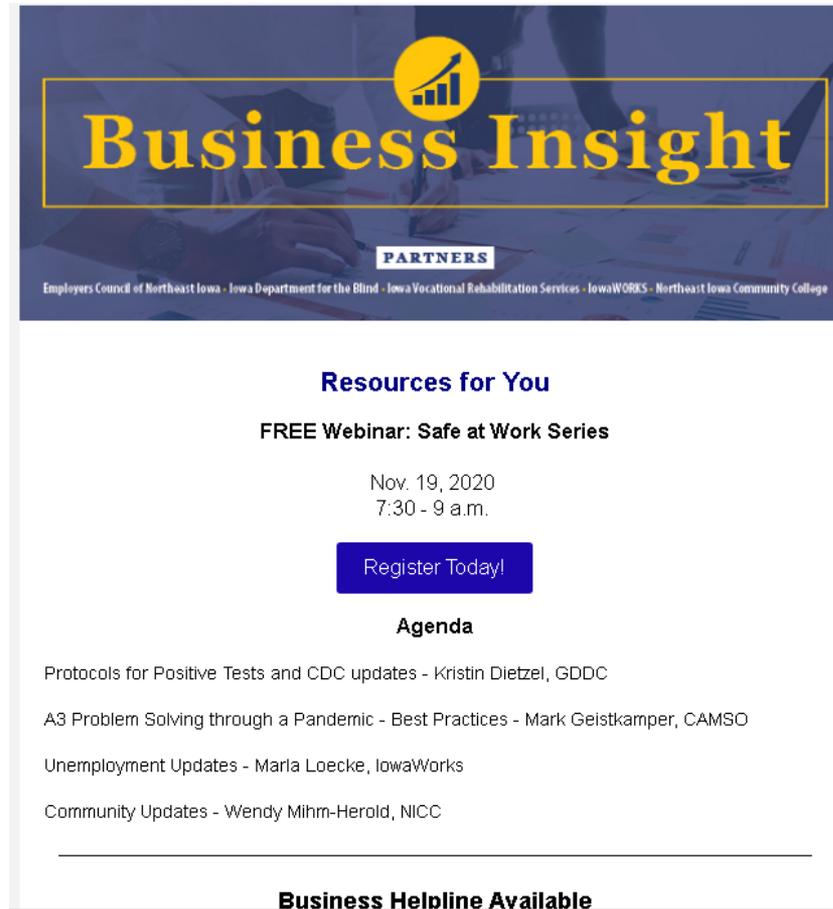
- COVID- 19 Business Helpline
563-588-3350
sbhelpline@nicc.edu
- Strategic Consulting Group
- [Virtual Hybrid Coaching](#)
- Essential Worker Training
- [Career Pathway Certificate \(CPC\) Programs](#)
- [Manufacturing CPC Program](#)

- [NICC Contract Training Booklet](#)
- [NICC Contract Training Handout](#)
- [Opportunity Dubuque](#)
- [All Professional Development Webinar Training Opportunities](#)

Funding Opportunities may be available

<https://www.ciras.iastate.edu/covid-19-webinar-library/>

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The graphic features a dark blue background with a yellow bar at the top containing the text "Business Insight" in a serif font. To the left of the text is a yellow circular icon with a white bar chart. Below the title is a white box with the word "PARTNERS" in blue. Underneath, a list of partners is provided in small white text: "Employers Council of Northeast Iowa - Iowa Department for the Blind - Iowa Vocational Rehabilitation Services - IowaWORKS - Northeast Iowa Community College". The main content area is white and contains the following text: "Resources for You", "FREE Webinar: Safe at Work Series", "Nov. 19, 2020", "7:30 - 9 a.m.", a blue button with "Register Today!", "Agenda", and a list of agenda items: "Protocols for Positive Tests and CDC updates - Kristin Dietzel, GDCC", "A3 Problem Solving through a Pandemic - Best Practices - Mark Geistkamper, CAMSO", "Unemployment Updates - Marla Loecke, IowaWorks", and "Community Updates - Wendy Mihm-Herold, NICC". At the bottom, a horizontal line is followed by the text "Business Helpline Available".

Business Insight

PARTNERS

Employers Council of Northeast Iowa - Iowa Department for the Blind - Iowa Vocational Rehabilitation Services - IowaWORKS - Northeast Iowa Community College

Resources for You

FREE Webinar: Safe at Work Series

Nov. 19, 2020
7:30 - 9 a.m.

Register Today!

Agenda

Protocols for Positive Tests and CDC updates - Kristin Dietzel, GDCC

A3 Problem Solving through a Pandemic - Best Practices - Mark Geistkamper, CAMSO

Unemployment Updates - Marla Loecke, IowaWorks

Community Updates - Wendy Mihm-Herold, NICC

Business Helpline Available

To subscribe:

<https://nicc.genoo.com/business-insight-newsletter>



NICC Available Resources

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THANK YOU- Q/A

Q/A from Experts - Next Steps

Topics for next meetings?

Thanks everyone for your time.

Please let us know in the Chat box if the meeting has been helpful and if you have further ideas for education topics.