

Welcome

UPDATED Covid-19 Safe at Work Webinar

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
- Jenny L. Weiss, Fuerste, Carew, Juergens & Submeier, P.C.
- Marla Loecke, Iowa Works
- Wendy Mihm-Herold , NICC-ISU/CIRAS

Safe at Work Practices

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



City of Dubuque Face Covering Ordinance

- Every person in the city of Dubuque three years of age or older is required to wear a face covering when they cannot stay at least 6 feet away from others in a public place.
- Dubuque businesses that are *open to the public* must post signs at each entrance instructing customers of the legal obligation to wear a face covering while inside the business. ([Signs available for download on City of Dubuque website/ Greater Dubuque website](#))
- If customers, patients, clients, or other members of the public are allowed into the building either by appointment or during regular hours of operation then the business is considered *open to the public* and the face covering mandate is applicable.
- No business that is open to the public may provide service to a customer or allow a customer to enter its premises unless the customer is wearing a face covering. If a patron refuses to comply with any business rule or any law, Dubuque businesses can call the non-emergency dispatch number (563.589.4415)

City of Dubuque Face Covering Ordinance

- There are some exemptions and businesses can take customer claims for exemptions at face value without requiring proof:
 - Persons two years of age and younger.
 - Anyone who has difficulty breathing or is on oxygen therapy or a ventilator.
 - Anyone who is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
 - Anyone who has been told by a medical, legal, or behavioral health professional not to wear face coverings.
 - Anyone actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, although a face covering should be worn if possible.
 - A student participating in co-curricular activities when participating according to the Iowa High School Athletic Association rules for wearing face coverings.

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?

QUESTION: 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.
- 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.Consider excluding high-risk employees when outbreaks are ongoing.
- 4.If an employee tests positive for COVID-19 infection, co-workers with close contact should self-monitor for symptoms at home for 14 days after the last known exposure. (*unless business is “essential”*)
- 5.For COVID-19, a **close contact is generally defined as anyone who was within 6 feet of an infected person for at least 15 minutes or more** total starting from 48 hours before the person began feeling sick until the time the patient was isolated. It is a close contact regardless of whether face coverings were worn or not.
- 6.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, at Stacey.Killian@unitypoint.org

QUESTION: What if my employees are considered “essential” and are exposed but not symptomatic or positive?

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 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 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.

*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:

- Fever free for 24 hours without medication AND other symptoms improved AND at least 10 days passed since symptoms appeared.
- *NOTE: For patients with severe illness, duration of isolation for up to 20 days after symptom onset may be warranted.*

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.
- *For employees previously diagnosed with symptomatic COVID-19 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. If new symptoms develop without other cause, retesting may be warranted along with isolation.

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 exposure (i.e., close contact with confirmed or probable COVID-19 case) as a negative test doesn't mean the virus couldn't develop after.

Additional Considerations for Workforce

- PREPARE: Changes to school calendar and child care arrangements due to potential virtual learning days, etc.
It is likely if children are quarantined, parents will also be exposed and have to be quarantined, particularly if the child tests positive
- 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 updated daily

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

www.cityofdubuque.org/2941/Face-Covering-Mandate-What-You-Need-To-K city of Dubuque Face Covering Mandate FAQ

Covid19 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

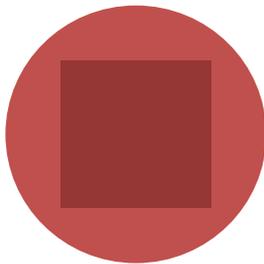
kristind@greaterdubuque.org

563-557-9049

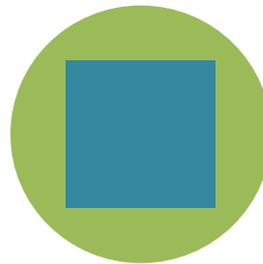
LEGAL ISSUES

Jenny L. Weiss, Fuerste, Carew, Juergens & Submeier, P.C.

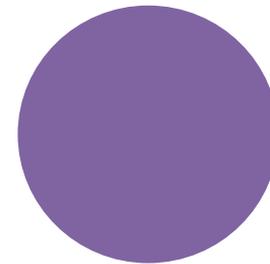
TOPICS



SAFETY



TRAVEL



EMPLOYMENT

SAFETY

Employers have a responsibility to protect their employees and decrease the spread of COVID-19. This includes activities focused on

- Preventing and Reducing Transmission among Employees;
- Maintaining a Healthy Business Operation; and
- Maintaining a Healthy Work Environment

COMMUNICATING CV-19 INCIDENTS V. PRIVACY CONCERNS – HOW DO EMPLOYERS STRIKE A BALANCE?

1. Duty to provide a safe workplace under Iowa/OSHA and federal OSHA
2. If an employee is confirmed to have COVID-19, employers should inform fellow employees of possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
 1. Under the ADA, employers are required to maintain the confidentiality of any medical information they receive, including the name of the affected employee.
3. Employers should try to determine which, if any, employees were exposed to COVID-19.
 1. Contact Tracing (health department, schedules, work locations)
 2. Policy re Notification
4. DO NOT IDENTIFY THE COVID-19 POSITIVE EMPLOYEE BY NAME
5. Refer to the CDC regarding how to conduct a risk assessment

WHAT CAN YOU LEGALLY DO

1. Actively Encourage Sick Employees to Stay Home
2. Daily In-Person or Virtual Health Checks (i.e, Symptom and/or Temperature Screening)
3. Face Coverings
4. Separate Sick Employees
5. Educate Employees About the Steps they can take to protect themselves at work and at home
6. Remote Working
7. Implement Flexible Sick Leave and Other Supportive Practices

TRAVEL

Employment Related

1. Limit employment related travel to essential trips only
2. Look at whether there are travel restrictions in place re International Travel
3. Look at COVID-19 information for specific state travel
4. Self-quarantine post-travel?

TRAVEL

Non-Employment Related

1. Can an employer require employees to notify them of their travel plans?
2. Can an employer prohibit employee travel?
3. Can an employer require an employee to self-quarantine post-travel?
4. Is an employer required to pay an employee whom it requires to self-quarantine?

WHAT STEPS SHOULD EMPLOYERS TAKE TO HELP PROTECT THEMSELVES LEGALLY

1. Have a Plan
2. Know the Law and how it applies to you:
 1. CDC Guidance
 2. Wage and Hour Considerations
 3. WARN Requirements

3. The Families First Coronavirus Response Act
 - A. The Emergency Family Leave and Medical Leave Expansion Act
 - B. The Emergency Paid Sick Leave Act
4. The CARES Act
5. Unemployment Insurance
6. State and Federal Employment Discrimination Considerations
 - A. Title VII, the Age Discrimination in Employment Act, the Rehabilitation Act, the Genetic Information Nondiscrimination Act, the American with Disabilities Act, and the Iowa Civil Rights Act
7. Workplace Safety and OSHA Issues
8. Workers' Compensation Issues
9. Immigration Issues
10. Affordable Care Act

RESOURCES TO LEARN MORE

CDC's Website: <http://www.cdc.gov>

CDC COVID-19 Resource Page: <http://www.cdc.gov/coronavirus/2019-ncov/index.html>

CDC Email Alerts: <https://www.cdc.gov/Other/emailupdates>

DOL: COVID-19 and the Fair Labor Standards Act Questions and Answers: <https://www.dol.gov/agencies/whd/flsa/pandemic>

DOL: Families First Coronavirus Response Act: Questions and Answers: <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

Iowa Workforce Development: COVID-19 Information Page: <https://www.iowadivisionoflabor.gov/covid-19-information>

Iowa Workforce Development: WARN Page: <https://www.iowaworkforcedevelopment.gov/worker-adjustment-and-retraining-notification-act>

Federal OSHA's COVID-19 webpage: <https://www.osha.gov/SLTC/covid-19/index.html>

Iowa Department of Public Health Business Reopening: https://idph.iowa.gov/Portals/1/userfiles/61/covid19/resources/IDPH%20Reopening%20Guidance%20Direct%20Client%20Services%205_13_20.pdf

Questions?

Thank you!

Jenny L. Weiss
JWeiss@fuerstelaw.com
563-556-4011

Sources:

Richard J. Simmons, Brian D. Murphy, & Adam R. Rosenthal, Employer's Guide to COVID-19 and Emerging Workplace Issues (2020)
CDC's Website: <http://www.cdc.gov>
CDC COVID-19 Resource Page: <http://www.cdc.gov/coronavirus/2019-ncov/index.html>
CDC Email Alerts: <https://www.cdc.gov/Other/emailupdates/>
DOL: COVID-19 and the Fair Labor Standards Act Questions and Answers: <https://www.dol.gov/agencies/whd/flsa/pandemic>
DOL: Families First Coronavirus Response Act: Questions and Answers: <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>
Iowa Workforce Development: COVID-19 Information Page: <https://www.iowadivisionoflabor.gov/covid-19-information>
Iowa Workforce Development: WARN Page: <https://www.iowaworkforcedevelopment.gov/worker-adjustment-and-retraining-notification-act>
Federal OSHA's COVID-19 webpage: <https://www.osha.gov/SLTC/covid-19/index.html>
Iowa Department of Public Health Business Reopening:
<https://idph.iowa.gov/Portals/1/userfiles/61/covid19/resources/IDPH%20Reopening%20Guidance%20Direct%20Client%20Services%205-13-20.pdf>

IowaWORKS Workforce Development

Marla Loecke, IowaWORKS Workforce Development

UI COVID – 19:

<https://www.iowaworkforcedevelopment.gov/COVID-19>

State Extended

Benefits: <https://www.iowaworkforcedevelopment.gov/state-extended-benefits>

How to apply for unemployment:

<https://www.iowaworkforcedevelopment.gov/file-claim-unemployment-insurance-benefits>

Weekly benefit reporting:

<https://www.iowaworkforcedevelopment.gov/weekly-claims>

UI COVID-19 Videos/Tutorials (English & Spanish) on how to file a claim and how to do weekly reporting. Also link to UI Handbook:

<https://www.iowaworks.gov/vosnet/Default.aspx>



Questions?

Thank you!

Marla Loecke

marla.loecke@iwd.iowa.gov

NICC Available Resources

For more information contact:

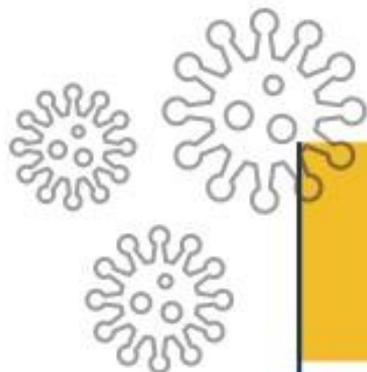
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Employee COVID-19 Exposure Protocol



COVID-19 SYMPTOMS

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Symptoms may appear 2-14 days after exposure to the virus.

source: <https://www.cdc.gov/coronavirus/2019-nCoV/symptoms-testing/#symptoms-test>



Confirmed COVID-19 infection
Symptomatic/probable case:

- Tested positive
- Waiting for test results
- Exhibiting symptoms

ISOLATE

Stay home, separate from others, monitor symptoms and if necessary, seek medical care.

NOTIFICATION

- Your direct supervisor: Your supervisor will contact Human Resources and, if applicable, the Pandemic Response Team (PRT)
- Identify all you've been in close contact with at the College
- Complete a COVID-19 Notification & Leave Request form in Etrieve

ENDING ISOLATION

SYMPTOMATIC PERSONS. *(must observe all)*

- At least 10 days since symptoms first appeared
- At least 24 hours with no fever *(w/o medication)*
- Symptoms have improved

PERSONS WHO TEST POSITIVE AND DO NOT HAVE SYMPTOMS.

- 10 days have passed since test

CLOSE FOR CLEANING

Close the office/area for at least 24 hours. Increase air flow if possible. Deep clean and disinfect the area prior to reopening.



Close contact with a PRIMARY EXPOSURE with or without cloth face covering:

- Contact within 6 feet for at least 15 minutes
- Provided care at home
- Direct physical contact *(touched, kissed, hugged)*
- Shared eating or drinking utensils
- Sneezed, coughed or were somehow exposed to respiratory droplets

QUARANTINE

- Stay home
- Separate from high risk people
- Monitor for symptoms
- Follow directions from public health agencies

NOTIFICATION

- Notify your direct supervisor
- Your supervisor will contact Human Resources and, if applicable, the Pandemic Response Team (PRT)
- Complete a COVID-19 Notification & Leave Request form in Etrieve

ENDING QUARANTINE

Stay home for 14 days after your last contact with the PRIMARY EXPOSURE regardless of test results.

DEEP CLEANING

Temporarily close office/area(s) to clean and disinfect.



Limited contact with a PRIMARY EXPOSURE

- Proximity of more than 6 feet
- Duration less than 15 minutes
- Community exposure

NO ADDITIONAL ACTION REQUIRED

Standard workplace practices

- Self-monitor symptoms
- Practice social distancing
- Practice proper hygiene
- Wear a cloth face covering

NOTIFICATION

If social distancing is not easily maintained, contact your supervisor to discuss adjusting your work assignment, schedule or location for enhanced social distancing.

CLEANING

Standard cleaning and disinfection procedures.



Contact with a CLOSE CONTACT or SECONDARY EXPOSURE

- Contact within 6 feet for at least 15 minutes of a close contact or secondary exposure

NO ADDITIONAL ACTION REQUIRED

Standard workplace practices

- Self-monitor symptoms
- Practice social distancing
- Practice proper hygiene
- Wear a cloth face covering

NOTIFICATION

- None required

CLEANING

Standard cleaning and disinfection procedures.



**NORTHEAST IOWA
COMMUNITY COLLEGE**

NICC Resources Available

New Services

- COVID- 19 Business Helpline
563-588-3350
sbhelpline@nicc.edu
- Strategic Consulting Group
- [Virtual Hybrid Coaching](#)
- [Leadership Mastermind Series](#)
- Essential Worker Training

Current Services

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

Funding Opportunities may be available

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



Subscribe to Business Insight e-newsletter



Free Webinar: Restoring Revenue and Safe at Work Updates

Northeast Iowa Community College, CIRAS and Greater Dubuque Development Corporation are hosting a free webinar on Tuesday, July 7, at 3 p.m.

Zoom: <https://nicc.zoom.us/j/3561437910>

Meeting ID: 356 143 7910

To RSVP and also to submit topics for discussion during the webinars, please email Wendy Mihm-Herold, NICC Vice President of Business and Community Solutions, at mihm-heroldw@nicc.edu

1. Restoring Revenue in a Post-COVID, B2B Marketplace

CJ Osborn from CIRAS will share a framework and growth options for restoring revenue.

Are you struggling to make sense of the new normal? COVID-19 has redrawn large portions of the Iowa economy, forcing many companies to rethink the ways they do businesses. The Center for Industrial Research and Service (CIRAS) has a variety of services that can help Iowa companies restore lost revenue – from government contracting and market research to help understanding internet marketing and Customer Relationship Management software.

To subscribe:

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



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.