

The header features a light green background with a dark blue diagonal stripe on the left and a dark red diagonal stripe on the right. The dark blue stripe contains white virus-like icons. The text is centered in the green area.

# SAFE AT WORK

## IN GREATER DUBUQUE

COVID-19 guidance related to safety in the workplace from  
Centers for Disease Control (CDC)  
& the Iowa Department of Public Health (IDPH)

Updated December 4, 2020

# SAFE AT WORK

**Safe at Work** is a local collaboration to assist our Dubuque Area employers in implementing COVID-19 guidance put forth by the Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and the Iowa Department of Public Health (IDPH) related to safety in the workplace. It is a response to employers asking for best practices and a support team to navigate federal and state guidance as it is released and modified.

**Safe at Work** information applies to employers who may be [critical infrastructure employers](#), as well as employers who may be reopening after a closure.

**Safe at Work** does not issue any new guidance, nor recommend a specific employer plan. It is not legal or medical advice. Instead, it puts forth a framework for employers to consider in responding to existing guidance, as well as a support process for employers as questions arise. This information will continue to evolve as new information or guidance is put forth by the Iowa Department of Public Health, Centers for Disease Control, or other federal, state, and local entities.

**Safe at Work** is a partnership of Greater Dubuque Development and Northeast Iowa Community College through the COVID-19 Business Helpline and informed by the Center for Industrial Research and Service (CIRAS).



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# EMPLOYER FRAMEWORK

The following represents a collection of practices recommended to respond to COVID-19 in the workplace. They are not exhaustive and they do not represent medical or legal advice to an employer in any form.

**LINK:**  
[Skip to  
Guidance Sources](#)

**Review of existing state and national guidance on COVID-19 management best practices calls for employers to ask and act on FOUR key questions:**

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: How do I organize my workforce to create the safest possible environment?**

Known as “Workforce Assessment and Risk Mitigation” this first step asks the employer to do two things:

1. Remove as many people from risk as possible.
  - Consider flexible working arrangements for staff including working remotely.
  - Move as many job functions (e.g. office/admin) to remote working arrangements as possible.
  - Move as many meetings as you can to a virtual format (or eliminate them).
  - Identify a workplace coordinator and communication flow to provide employees with ongoing information and support.
  - *If your business is identified by the Department of Homeland Security as essential critical workforce, this guidance still applies. Employers are urged to implement remote work where possible for specific positions, departments or functions.*
    - *To identify critical workforce sectors and essential workers, review [www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce](http://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce)*
2. When on-site work occurs, identify where and how workers might be exposed to COVID-19 at work.
  - Conduct a thorough hazard assessment of the workplace to identify COVID-19 hazards and what type of controls or PPE are needed for specific job duties.
  - Encourage workers to wear a cloth face covering at work if the hazard assessment has determined that they do not require PPE, such as a respirator or medical facemask for protection. COVID-19 can be spread by people who do not have symptoms and do not know that they are infected. That’s why it’s important for everyone to wear masks in public settings and practice social distancing (staying at least 6 feet away from other people).

**For more information on State and Local Ordinances, see page 14.**

- Remind employees and customers that CDC recommends wearing cloth face coverings in public settings.
3. Provide “at risk” employees with options.
- Review employee leave policies and modify them as necessary to support extended sick or home quarantine periods. Consider paid leave for these periods to encourage appropriate use.
  - Be aware of employees who are older or have chronic medical conditions. Consider minimizing face-to-face contact for these employees or assign work tasks that allow them to maintain a distance of six feet from other workers, customers and visitors, or to work remotely if possible.

**Good references when thinking about risk mitigation:**

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

**QUESTION: How do I organize my workspace to create the safest possible environment?**

Known as “On-site Prevention” the second step asks the employer to do three things:

1. Support social distancing in how employees and visitors arrive, leave, and interact at work.
  - Stagger start times so all employees are not entering the facility and operating floor at the same time.
  - Schedule shifts to avoid overlap so an entire shift can vacate the premise before the next shift arrives.
  - Stagger break and lunch periods to minimize the number of staff in your break and lunch rooms.
  - Zone your operation and limit staff to only the zones they need to be in to do their work.
  - Create new shifts and split employees between shifts to limit exposure to a single shift.
2. Support social distancing in how employees perform their work.
  - Rearrange workstations on the floor to maintain a minimum 6-foot separation.
  - Where a minimum separation can’t be maintained, consider installing clear physical barriers or shields between operators.
  - Limit outside access/exposure from customers, visitors, vendors, contractors and other non-employees.
  - Implement flexible meeting and travel options (e.g., postpone non-essential meetings or events in accordance with state and local regulations & guidance).
  - Close or limit access to common areas where employees are likely to congregate and interact.
  - Prohibit handshaking.
  - Deliver services remotely (e.g., phone, video, or web).
3. Routinely clean and disinfect all frequently touched surfaces in the workplace.
  - Clean workstations, keyboards, phones, handrails, & doorknobs between shifts.

- Discourage workers from using other workers' phones, desks, offices, or other tools and equipment, when possible. If necessary, clean and disinfect them before and after.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before and after each use.

**A good reference for facility management:**

[www.ciras.iastate.edu/files/publications/Operations\\_Management\\_Best\\_Practices\\_COVID.pdf](http://www.ciras.iastate.edu/files/publications/Operations_Management_Best_Practices_COVID.pdf)

**REOPENING GUIDANCE**

***If reopening to the public, how do I organize my workspace to ensure it is safe for employees and the public?***

1. Have a plan to protect employees:
  - Continue telework and other social distancing practices
  - Require employees to stay home when sick
  - Provide appropriate PPE and cleaning supplies and include training on proper usage to employees
  - Consider excluding high risk employees from face to face contact tasks
2. Before reopening a workspace or opening up to the public or visitors, develop, implement, and maintain a cleaning and disinfection plan based on CDC recommendations to reduce transmission.
3. Implement social distancing, including discouraging handshaking, increasing space between employees and customers, erecting partitions, and marking floors.
4. Implement touchless payment options and offer curbside pickup or delivery where possible.
5. Implement flexible meeting and travel options, including remote or virtual meetings and conferences. Consider postponing or stopping nonessential travel.
6. Consider requiring members of the public and employees to use cloth face coverings. CDC recommends all people 2 years of age and older wear a mask in public settings and when around people who don't live in your household.  
**For more on local mask mandates, see page 14.**
7. If providing direct services to clients, provide services on an appointment basis only; provide face shields and face coverings for employees to use when providing services to clients; and require clients to wear face coverings.
8. Post signage at the door indicating no one should enter the establishment (including employees) if they currently have symptoms or have been around anyone with a confirmed or probable COVID-19 diagnosis in the last 14 days.
9. Communicate your plan to workers, customers, and the public where appropriate.

*Signage and posters can be downloaded and printed from:*

- [Iowa Economic Development Authority](#)
- [Iowa Small Business Development Center](#)
- [City of Dubuque Face Covering Ordinance](#)
- [Mask of Wellness Initiative](#)
- [OSHA Ten Steps Poster](#)

**Good references for reopening public spaces or businesses:**

[www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html](http://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html)

[idph.iowa.gov/Emerging-Health-Issues/Novel-Coronavirus/Guidance](http://idph.iowa.gov/Emerging-Health-Issues/Novel-Coronavirus/Guidance)

[www.iowaeconomicdevelopment.com/UserDocs/GeneralGuidelines.pdf](http://www.iowaeconomicdevelopment.com/UserDocs/GeneralGuidelines.pdf)

[www.osha.gov/Publications/OSHA3994.pdf](http://www.osha.gov/Publications/OSHA3994.pdf)

COVID-19 Symptoms continue to be updated by the CDC and currently include:

- 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

## **QUESTION: How do I monitor my workspace to ensure it stays safe for employees?**

1. Consider encouraging individuals planning to enter the workplace to self-screen prior to coming onsite and not to attempt to enter the workplace if any of the following are present:
  - Symptoms of COVID-19
  - Fever equal to or higher than 100.4°F
  - Are under evaluation for COVID-19 (for example, waiting for the results of a viral test to confirm infection)
  - Have been diagnosed with COVID-19 and not cleared to discontinue isolation.
2. If you prefer to screen on-site, screen employees and visitors for temperature of 100.4°F or less and COVID-19 symptoms and exposure, following one of the three recommended CDC methods:
  - Reliance on social distancing: Ask employees to take their own temperature either before coming to the workplace or upon arrival at the workplace.
  - Reliance on Barrier/Partition Controls: A screener stands behind a physical barrier and reaches around barrier to conduct temperature check, relying on disposable gloves and hand washing between checks.
  - Reliance on Personal Protective Equipment (PPE): Upon arrival, the screener should wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol, put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with an employee is anticipated.
3. Employee temperature and other health information should be kept confidential, but not in the employee's personnel files. One option is to store only the name, job position, date, and time connected to a measured fever, along with person's contact information.
4. Employers searching for infrared non-contact temperature measuring devices should look for wording such as "medical," "forehead," or "patient" to ensure the equipment is suitable for human temperature readings.
5. Create a policy for handling employee domestic travel:
  - CDC confirmed that travel increases the chance of spreading/getting COVID-19.
  - If an employee is traveling domestically, they should consider getting tested 1-3 days before travel and again 3-5 days after travel.
  - Travelers should reduce nonessential activities for 7 days after travel with a negative test or 10 days without a test.
6. Actively encourage employees with COVID-19 symptoms to stay home, with or without a positive test. Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home.
7. Have a plan for when a positive case occurs:
  - Communicate what will be required of the employee and visitor to re-enter the workplace.
  - Communicate the impact on compensation, if any, for such restriction.
9. Plan for disrupted business operations
  - Assess leave policies for quarantined/isolated workers and workers caring for sick family members.
  - Employers that do not currently offer sick leave to some or all of their

employees may want to draft non-punitive “emergency sick leave” policies consistent with public health guidance.

- Employers should not require sick employees to provide a COVID-19 test result or a health care provider’s note to validate their illness, qualify for sick leave, or to return to work.
  - Determine how you will operate if absenteeism spikes. Prepare to institute flexible workplace and leave policies.
  - Cross-train employees to perform essential functions
10. 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.
  - Employers may require employees to stay home if they have symptoms.
  - 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).
  - 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.

### **TRANSMISSION OF COVID-19**

**According to an October 5, 2020 CDC update, COVID-19 is spread three ways:**

- 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.
- 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).

To prevent the spread, deploy interventions, which include social distancing, use of masks in the community, hand hygiene, and surface cleaning and disinfection. Ventilation and avoidance of crowded indoor spaces are especially relevant for enclosed spaces, where circumstances can increase the concentration of suspended small droplets and particles carrying infectious virus.

#### **General references for employee screening:**

[www.ciras.iastate.edu/files/publications/CIRAS\\_Checklist\\_Screening\\_Employees.pdf](http://www.ciras.iastate.edu/files/publications/CIRAS_Checklist_Screening_Employees.pdf)

[www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

## **QUESTION: What will I need to do if there is a positive case or an outbreak in my workplace?**

Known as “Response and Reporting” this step asks the employer to do the following:

1. Immediately exclude employees reporting COVID-19 symptoms from the workplace. This exclusion applies for all symptomatic employees regardless of COVID-19 test results or even if the test is negative. Also, exclude asymptomatic employees who were in close contact with individuals who tested positive or are presumed positive. These can be identified through contact tracing conducted by public health or self-disclosure in the absence of contact tracing.
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 (*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*) should self-quarantine for 7-14 days.
  - A positive test will trigger an investigation including contact tracing. Close contacts to someone with COVID-19 should be notified within 24 hours.
  - Employers may choose to notify close contacts on their own. The identity of the patient does not have to be revealed.
  - If a business is deemed essential, employers may consider allowing exposed and asymptomatic critical infrastructure workers to continue to work in select instances when it is necessary to preserve the function of critical infrastructure workplaces. **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.** Employees should take additional precautions, social distance from other workers, wear a face covering, and be regularly monitored for the development of symptoms.
  - See CDC guidance for critical workers: [www.cdc.gov/coronavirus/2019-ncov/community/critical-infrastructure-sectors.html](http://www.cdc.gov/coronavirus/2019-ncov/community/critical-infrastructure-sectors.html)
5. Quarantine: CDC continues to endorse quarantine for 14 days. However, local public health authorities make the final decisions about how long quarantine should last in the communities they serve, based on local conditions and needs.
  - Iowa Department of Public Health and CDC now recommend two additional options for how long quarantine should last for people without symptoms:
    - On day 10 without testing
    - On day 7 after receiving a negative test result if that test was taken on day 5 or later after last exposure to positive COVID-19 case.
  - Persons who discontinue quarantine earlier than 14 days should do so only if they meet the following criteria:
    - No evidence of COVID-19 symptoms
    - Continue daily monitoring of symptoms through day 14
    - Adhere strictly to social distancing, mask wearing, and crowd avoidance

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

- 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, quarantine is recommended.
- Individuals who are a close contact due to exposure to a household member are required to quarantine for 7-14 days.

6. Reporting: Employers may contact the local public health department to report positive cases. In Dubuque County, contact Stacey Killian, Visiting Nurses Association, at [Stacey.Killian@unitypoint.org](mailto:Stacey.Killian@unitypoint.org) or 563-556-6200 ext 1901. Reporting is recommended to ensure contact tracing is conducted in coordination with the employer and to provide the latest guidance and available resources to employers.
7. Testing and Isolation: Testing is recommended for all close contacts of confirmed or probable COVID-19 patients whether symptoms are present or not. Employers may direct identified close contacts to their health care provider, the closest Test Iowa clinic, or other testing locations.
  - If testing is not available, symptomatic close contacts should self-isolate and be managed as a probable COVID-19 case. Asymptomatic close contacts should self-quarantine and monitor themselves for symptoms for 7-14 days after their last exposure (See #5 for quarantine recommendations).
  - If your business is deemed essential, consider implementing a testing strategy along with a comprehensive approach to reducing transmission as recommended by CDC. This includes robust contact tracing and testing, identifying tiers of workers based on their exposure to a positive coworker, testing them or continuing self-monitoring, and then excluding them from work if positive or if exposure is deemed high.
8. Symptomatic employees who test positive or are presumed to be positive for COVID-19 should not return to work until:
  - The employee has had no fever for at least 24 hours (without the use of fever-reducing medication) **AND**
  - symptoms have improved ([see page 7](#) for list of symptoms) **AND**
  - at least 10 days have passed since their symptoms first appeared.
  - *CDC is no longer recommending a test-based strategy to end home isolation or for an employee to return to work. Data to date shows that a person who has had and recovered from COVID-19 may have low levels of virus in their bodies for up to 3 months after diagnosis. This means that if the person who has recovered from COVID-19 is retested within 3 months of initial infection, they may continue to have a positive test result, even though they are not spreading COVID-19.*
  - Employees who test positive for COVID-19 but do not have symptoms should not return to work until at least 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms. If they develop symptoms, then the symptom-based strategy (See #8) should be used.
9. Close contacts testing negative should still self-quarantine for 7-14 days from their last exposure (i.e., close contact with confirmed or probable COVID-19 case) If testing is not available, symptomatic close contacts should self-isolate and be managed as a probable COVID-19 case. If testing is not available, asymptomatic close contacts should self-quarantine and be monitored for 7-14 days after their last exposure (see #5 for quarantine recommendations).

*Note:* It is possible that an asymptomatic close contact who tests negative may be isolated from work longer than a positive COVID-19 employee. This recommendation will prevent most, but cannot prevent all, instances of secondary spread.

10. Reinfection: There are no confirmed reports to date of a person being reinfected with COVID-19 within 3 months of initial infection. However, additional research is ongoing. Therefore, if a person who has recovered from COVID-19 has new

symptoms of COVID-19, the person may need an evaluation for reinfection, especially if the person has had close contact with someone infected with COVID-19. The person should isolate and contact a healthcare provider to be evaluated for other causes of their symptoms, and possibly retested.

CDC recommends that all people, whether or not they have 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.

**Good references for responding to outbreaks:**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response)

[www.ciras.iastate.edu/files/publications/Responding to a COVID-19 Exposure.pdf](https://www.ciras.iastate.edu/files/publications/Responding_to_a_COVID-19_Exposure.pdf)

[www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients](https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients)

# EMPLOYER SUPPORT

## COVID-19 Business Helpline

Business owners may call (563) 588-3350 between 8:30 a.m. – 4:00 p.m., Monday through Friday, or email at [sbhelpline@nicc.edu](mailto:sbhelpline@nicc.edu) for assistance in navigating **Safe at Work** protocols.

The Helpline is a joint partnership established between Northeast Iowa Community College, Greater Dubuque Development Corporation (GDDC), The Small Business Development Center (SBDC) and the East Central Iowa Intergovernmental Association. It has helped over 500 area businesses navigate a wide range of COVID-19 issues—from the impacts of new unemployment programs to assistance with the application process for federal, state and local funding. Staff from these organizations will assist by answering questions and guiding businesses to experts for more information.

## COVID-19 Business Webinars

Business owners will be invited to participate in or view webinars related to **Safe at Work**. Webinars will be conducted by Helpline staff or shared from other experts and authorities.

**View the schedule of upcoming webinars:**

[www.greaterdubuque.org/safe](http://www.greaterdubuque.org/safe)

## Free COVID-19 Testing in the Dubuque Area

### *Dubuque Test Iowa Clinics*

**Epic Health & Wellness:** 1075 Cedar Cross Road, Dubuque. To be tested at this location, you must first take the assessment at [www.testiowa.com](http://www.testiowa.com). All testing at this location is by appointment, Monday-Thursday by calling 563-583-6595.

**Grand River Medical Group Respiratory Clinic:** 1400 University Ave., Dubuque. To be tested at this location, you must first take the assessment at [www.testiowa.com](http://www.testiowa.com). Following the assessment, you will be directed to schedule online.

### *Additional Free Local Testing Options*

Hartig Drug pharmacies and Union Family Pharmacy are offering free COVID-19 test collection by appointment in Dubuque. This test collection program is not affiliated with Test Iowa and is implemented in collaboration with the U.S. Department of Health and Human Services (HHS) and eTrueNorth, a laboratory services company.

Hy-Vee Pharmacies on South Locust Street, Asbury Plaza, and Dodge Street added a drive-thru testing option, also coordinated through eTrueNorth. Tests are free but must be scheduled through the online application process.

## Convalescent Plasma

Donating convalescent plasma can help patients recovering from COVID-19. All three donation locations in Dubuque have a slightly different registration process. However, in order to donate at any location, you must:

1. Have had a positive COVID-19 test;
2. Be recovered from COVID-19 for 28 days;
3. Be at least 17 years old.

## Mississippi Valley Regional Blood Center

Complete the online donation form and a Patient Services team member will follow up with you. Donations are kept locally to supply Dubuque County hospitals.  
[www.bloodcenter.org](http://www.bloodcenter.org)

## BioLife Plasma Services

If you would like to donate, call to talk to a nurse after receiving your positive COVID-19 test result. Donations do not stay local, but are sent throughout the country as well as internationally. (563) 583-3637

## American Red Cross – Eastern Iowa Chapter

Complete the online donation form in order to be contacted by a nurse about your donation. Donations are kept locally to supply Dubuque County hospitals.  
[redcrossblood.org](http://redcrossblood.org)

The online portal to register for test collection appointments can be found at [DoINeedACovid19Test.com](http://DoINeedACovid19Test.com). Any individual, regardless of their state of residence, is eligible, even if they are not experiencing symptoms. Local test collection sites for this program are: Hartig Drug locations at 2255 John F Kennedy Rd, Ste. 16; 2225 Central Ave.; 1600 University Ave.; the Union Family Pharmacy at 2541 Central Ave; and the Hy-Vee Pharmacies at 400 South Locust St.; 2395 NW Arterial, and 3500 Dodge St.

## Paid COVID-19 Testing

MercyOne Pharmacy in Dubuque is offering rapid COVID-19 testing, with results available in approximately two hours. This curbside test is only appropriate for those experiencing symptoms of COVID-19, and should not be used as a screening for asymptomatic persons. The cost for the test is \$50, and payment is required at time of registration. [Learn more about COVID-19 testing at MercyOne Pharmacy.](#)

## UnityPoint Health Visiting Nurses Association

The Dubuque VNA has the capability to work directly with businesses that are reopening on any public health concerns or questions. Contact:

Stacey Killian, *Director*

UnityPoint Health Visiting Nurse Association

563-556-6200 ext 1901

[Stacey.Killian@unitypoint.org](mailto:Stacey.Killian@unitypoint.org)

## COVID-19 Business Sample Documents

*The following is a list of documents your business should consider creating and utilizing. It should not be considered an exhaustive list.*

- Communication to Employees Regarding COVID-19 and Employment Impacts
- COVID-19 Memo to Employees on Essential Business Operation
- Employee Questionnaire to Evaluate for COVID-19
- [Visitor Questionnaire to Evaluate for COVID-19 \(IDPH\)](#)
- COVID-19 Notice Regarding Measuring Temperature
- Employee Authorization to Disclose COVID-19 Diagnosis
- Announcement to Employees concerning Positive Test
- Communication to Employees regarding remedial measures and return to work
- Employee self-certification to return to work
- Separation Letter for Employees Who Refuse to Return to Work
- Employee Notice on Face Coverings
- Travel Authorization Letter for Essential Business Employees
- Work from Home Policy
- Flexible Hours Agreement
- Domestic Travel Policy
- [Preventing COVID-19 at Work Poster \(IDPH\)](#)
- [Families First Coronavirus Response Act \(FFCRA\) Poster \(Dept. of Labor\)](#)

## A good resource on documentation:

[www.shrm.org/ResourcesAndTools/tools-and-samples/hr-forms/Pages/default.aspx](http://www.shrm.org/ResourcesAndTools/tools-and-samples/hr-forms/Pages/default.aspx)

# STATE AND LOCAL REQUIREMENTS

## STATE OF IOWA

Effective Tuesday, Nov. 17 at 12:01 a.m. until Thursday, Dec. 10 at 11:59 p.m.  
The following sections, among others, apply to all Iowa businesses:

**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
- All people two or older must wear a mask or other face covering when inside an indoor space that is open to the public and within six feet of individuals who are not members of their household for 15 minutes or longer

**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: [www.cityofdubuque.org/DocumentCenter/View/47214/Governors-Public-Health-Proclamation---Nov-16-2020](http://www.cityofdubuque.org/DocumentCenter/View/47214/Governors-Public-Health-Proclamation---Nov-16-2020)

## DUBUQUE COUNTY FACE COVERING REQUIREMENT

The Dubuque County Board of Health and Board of Supervisors have approved requirements for face coverings and social distancing in order to lower the community spread of COVID-19. These requirements take effect Wednesday, November 18 and expire March 1, 2021 unless extended or terminated early.

### **Who has to wear a face covering?**

Every person in Dubuque County three (3) years of age or older must wear a face

covering that covers the person's nose and mouth when in a public place as follows:

**Where are face coverings required?**

- In public, as opposed to being in one's place of residence, when one cannot stay six (6) feet away from others;
- Inside of any indoor public settings, for example, but not limited to:
  - Grocery stores
  - Pharmacies
  - Hardware stores
  - Retail stores
  - Other public settings that are not one's place of residence and when with persons who do not live in the household;
- Outside, if keeping six (6) feet away from others is not possible; and
- Using public transportation or a private car service (including taxis, rideshare, or carpooling).

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.

**When and where are face coverings NOT required?**

- While traveling in a personal vehicle alone or with household members
- While a person is alone or in the presence of only household members
- While outside, if keeping six (6) feet away from others is possible
- While exercising at moderate or high intensity such as jogging, biking, swimming, or being in or around a body of water.
- While seated at a food establishment in the process of eating or drinking
- While obtaining a service that would require temporary removal of the person's face covering
- When federal or state law prohibits wearing a face covering or requires the removal of the face covering

**Who is exempt from wearing a face covering?**

- Persons younger than three (3) years of age due to the risk of suffocation
- Anyone who has trouble 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 actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, although a mask should be worn if possible

**Does the countywide mask mandate apply to private businesses or only those that are public?**

The countywide mask mandates applies to all residents and public-serving businesses within Dubuque County. 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.

**Where can businesses get masks?**

Business should contact their local City Clerk for masks. These masks should be used to provide to customers who do not have a mask when entering the building/space. Businesses may also contact the Dubuque County Health Department for assistance in obtaining masks

**If an employee is working in a business without a mask, is the employee or business owner at fault?**

In this situation, the business owner would be at fault.

**If a customer refuses to wear a mask in a Dubuque County business, is the customer or business owner at fault?**

In this situation, the individual customer would be at fault for refusing to wear a mask.

**If I live/work in the City of Dubuque, where there is already a mask mandate, what changes for me?**

Nothing changes for those living/working in the City of Dubuque. The City of Dubuque mask mandate is still in effect and must be followed by all City residents, business owners, and employees.

View Dubuque County's Frequently Asked Questions Page:

[www.dubuquecountyiowa.gov/DocumentCenter/View/3109/Dubuque-County-Mask-Mandate-Frequently-Asked-Questions-PDF](http://www.dubuquecountyiowa.gov/DocumentCenter/View/3109/Dubuque-County-Mask-Mandate-Frequently-Asked-Questions-PDF)

## CITY OF DUBUQUE FACE COVERING ORDINANCE

On August 6, 2020 the Dubuque City Council adopted a city ordinance that requires everyone within the city limits to wear a face covering, with some exceptions, beginning August 8, 2020 until the City Council deems it safe to revoke.

**Read Ordinance on Face Coverings Requirement:**

[www.cityofdubuque.org/DocumentCenter/View/46491/Ordinance-No-31-20-Title-6-Facing-Covering-Requirement](http://www.cityofdubuque.org/DocumentCenter/View/46491/Ordinance-No-31-20-Title-6-Facing-Covering-Requirement)

**Who has to wear a face covering?**

Every person in the city of Dubuque three years of age or older is required to wear a face covering that covers their nose and mouth when in a public place, unless they qualify for one of the exemptions.

**Where are face coverings required?**

- Face coverings are required outdoors whenever one cannot stay at least six feet away from others.
- Face coverings are required inside any indoor public setting, for example, but not limited to:
  - Grocery stores
  - Pharmacies
  - Hardware stores
  - Retail stores

- Any other indoor public setting when with persons who do not live in the person's household.
- Face coverings are required when using public transportation or a private car service, including taxis, ride sharing, or carpooling.

### **When and where are face coverings NOT required?**

- While traveling in a personal vehicle alone or with household members.
- While a person is alone or in the presence of only household members.
- While outside, if keeping six feet away from others is possible
- While exercising at moderate or high intensity, such as jogging or biking.
- While seated at a food establishment in the process of eating or drinking.
- While obtaining a service that would require temporary removal of the person's face covering.
- When federal or state law prohibits wearing a face covering or requires the removal of the face covering.

### **Who is exempt from wearing a face covering?**

Those who are exempt from wearing a face covering under the mandate include:

- 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.

### **When are face coverings required at restaurants and bars?**

Restaurants and bars are open to the public and therefore may not provide service to a customer or allow a customer to enter its premises unless the customer is wearing a face covering. Face coverings may only be removed while eating and drinking.

### **Who is enforcing the face covering mandate ordinance?**

The Dubuque Police Department began enforcement on August 10. Violators will be informed of the ordinance and will be given a face covering. With questions on enforcement, contact the Police Department at 563-589-4410 or 563-589-4424.

### **What if I don't wear a face covering?**

Those who violate the ordinance and refuse to wear a face covering could receive an initial fine of \$10. If payment is not made within 30 calendar days, the fine will increase to \$15. Violators who choose to contest the fine in court will have to pay court costs.

### **Additional Guidance for Business**

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. [Signage is available for download through the City of Dubuque.](#)

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, or 911 in an emergency situation.

**View the City of Dubuque's Frequently Asked Questions Page:**

[www.cityofdubuque.org/2941/Face-Covering-Mandate-What-You-Need-To-K](http://www.cityofdubuque.org/2941/Face-Covering-Mandate-What-You-Need-To-K)

# DUBUQUE-AREA VENDORS

## HAND SANITIZER

### **Higley Chemical**

563-557-1121

## FACE COVERINGS

### **Envision Tees**

[store.envisiontees.com/collections/face-mask](https://store.envisiontees.com/collections/face-mask)

Contact: Tom Rauen, [tom@envisiontees.com](mailto:tom@envisiontees.com) or 563-584-8000

### **DDI**

Randy Shofield, [randy@ddicorp.com](mailto:randy@ddicorp.com) or 563-690-0971

*Local customers can pick up same day from 10 a.m. to 4 p.m. at 7425 Chavenelle Rd, Ste 100 with printed online receipt. Online store is Xtreme Outdoor Products: [3-ply mask](#) or [KN95 mask](#)*

## CLEANING SERVICES (CDC COMPLIANT GUIDELINES)

### **Service Master**

Contact: Mike Armstrong, 563-580-4510

### **Kann-Do**

Contact: Tom Kann, 563-542-1710

### **Midwest Janitorial Services**

Contact: Phil Decker, 319-640-8045

### **SERVPRO of Dubuque**

563-584-2242

## SANITIZING WIPES

*This product continues to be difficult to procure through just about any source. Our recommendation is that companies use the process from the CDC, using any of the approved cleaners and cloths or paper towels.*

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility)

## PROTECTIVE BARRIERS

### **Dubuque Glass**

563-582-5475

[www.dbqglass.com/virus-guard](http://www.dbqglass.com/virus-guard)

### **Fusion Products**

888-522-0110

[www.fusion-products.com/product/personal-protection-shield/](http://www.fusion-products.com/product/personal-protection-shield/)

### **IBI Scientific**

Custom or ready-made acrylic barriers

[www.ibisci.com/collections/shields](http://www.ibisci.com/collections/shields)

## MISCELLANEOUS PPE FOR BUSINESSES

### **Safeguard**

Contact: Brian Maiers, [bmaiers@gosafeguard.com](mailto:bmaiers@gosafeguard.com)

*Faceshields, acrylic barriers, hand sanitizer, gowns, gloves, thermometers, safety message stickers/labels/signage, shelter tents/outdoor stations*

*If your business offers these products or services and would like to be included, please contact Greater Dubuque Development at [gddc@greaterdubuque.org](mailto:gddc@greaterdubuque.org).*

# SPECIFIC GUIDANCE

## **Casinos and Gaming Operations**

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/casinos-gaming-operations](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/casinos-gaming-operations)

## **Child Care**

[www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare)

## **Construction**

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/construction-workers](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/construction-workers)

## **Essential Services Personnel**

[idph.iowa.gov/Emerging-Health-Issues/Novel-Coronavirus/Essential-Services-Personnel](http://idph.iowa.gov/Emerging-Health-Issues/Novel-Coronavirus/Essential-Services-Personnel)

## **Faith-based Organizations**

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/index](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/index)

## **Financial Institutions**

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/bank-employers](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bank-employers)

## **Fitness Centers & Gyms**

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/gym-employers](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/gym-employers)

## **Healthcare**

[idph.iowa.gov/Emerging-Health-Issues/Novel-Coronavirus/Healthcare](http://idph.iowa.gov/Emerging-Health-Issues/Novel-Coronavirus/Healthcare)

## **Higher Education**

[www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index](http://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index)

## **Long-Term Care**

[idph.iowa.gov/Emerging-Health-Issues/Novel-Coronavirus/Long-Term-Care](http://idph.iowa.gov/Emerging-Health-Issues/Novel-Coronavirus/Long-Term-Care)

## **Manufacturing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-manufacturing-workers-employers](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-manufacturing-workers-employers)

## **Restaurants and Bars**

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/bars-restaurants](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/bars-restaurants)

## **Retail**

[www.osha.gov/Publications/OSHA3996.pdf](http://www.osha.gov/Publications/OSHA3996.pdf)

## **Schools**

[www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools)

[educateiowa.gov/article/2020/06/29/covid-19-guidance-and-information](http://educateiowa.gov/article/2020/06/29/covid-19-guidance-and-information)

## **Youth Sports**

[www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports)

**Note:** The Dubuque County Public Health Incident Management Team will assist groups and organizations review their plans for events, teams, sports etc. Assistance requests and reviews can be emailed to [health@cityofdubuque.org](mailto:health@cityofdubuque.org).

# ORIGINAL SOURCES FOR GUIDANCE

- **Iowa Department of Public Health (IDPH)** [Guidance for Business](#) includes information for preventing, detecting, reporting, and managing outbreaks.
- **Centers for Disease Control (CDC)** Guidance on how to implement pre-screening, monitoring, social distancing, and disinfecting workplaces, as well as procedures when exposure or illness occurs: [Implementing Safety Practices for Critical Infrastructure Workers](#)
- **CDC** Guidance on how to prepare your employees and work environment for an outbreak: [Interim Guidance for Businesses and Employers](#)
- **CDC** Guidance on how to clean and disinfect your facility: [Cleaning and Disinfecting Your Facility](#)
- **OSHA** guidance to identify high, medium, and low risk occupations in workplace settings and to determine appropriate safety measures to implement: [Guidance on Preparing Workplaces for COVID-19](#)
- **Center for Industrial Research and Service (CIRAS)** provides how-to guides and checklists to implement best practices to keep your business safe and manage disruptions: [COVID-19 Business Resources](#)
- **CDC** [General Business Frequently Asked Questions](#)
- **CDC** [Guidance on Preparing your business and employees for effects of COVID-19](#)
- **CDC** [Guidance on discontinuation of Isolation with COVID-19 symptoms or positive test](#)
- **CDC** [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- **IDPH** [Reopening Guidance](#)
- **CDC** [Education on Face Coverings](#)
- **CDC** [Testing Strategy for COVID-19 in Critical Infrastructure Workplaces](#)
- **Iowa Economic Development Authority (IEDA)** [COVID-19 Recovery Guidance](#)
- **OSHA** [Guidance on Returning to Work](#)
- **City of Dubuque** [Face Covering Ordinance](#)
- **IDPH** [Guidance on When to Quarantine](#)
- **CDC** [Domestic Travel During the COVID-19 Pandemic](#)
- **CDC** [When to Quarantine](#)
- **IDPH** [Iowa COVID-19 Vaccine Planning](#)