COVID-19 guidance related to safety in the workplace from Centers for Disease Control (CDC) & the Iowa Department of Public Health (IDPH)
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) 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 is a resource for employers who do not have specific guidance issued from the Iowa Department of Public Health or Centers for Disease Control at this time. Specific guidance has been issued by the Iowa Department of Public Health for Essential Services Personnel, Food Establishments, Healthcare, Long Term Care, and Schools. These employers should refer to any specific guidance released.

Safe at Work information applies to employers who may be critical infrastructure employers, as well as employers who may be reopening after a brief or extended 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 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).
TABLE OF CONTENTS

EMPLOYER FRAMEWORK. .................................................. 4
A collection of practices recommended to respond to COVID-19 in the workplace.

EMPLOYER SUPPORT. .................................................... 7
Additional resources for ongoing guidance.

DUBUQUE-AREA VENDORS. .......................................... 9
Local resources for Personal Protective Equipment and CDC-compliant cleaning.

ORIGINAL SOURCES. .................................................... 10
Links to original documentation from the Centers for Disease Control, Iowa Department of Public Health, OSHA, and CIRAS.
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.

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 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).
   • 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.
2. 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.

A good reference when thinking about employees at risk: www.osha.gov/Publications/OSHA3990.pdf
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.

3. Routinely clean and disinfect all frequently touched surfaces in the workplace.
   - Clean workstations, keyboards, telephones, handrails, and doorknobs between shifts.
   - Discourage workers from using other workers’ phones, desks, offices, or other work 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:

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

Known as “On-site Detection” this third step asks the employer to do two things:

1. Screen employees and any visitors to your facility:
   - Ensure you have controlled entry points to your facility that are separate from your general employee areas.
   - Set-up a simple, easy, and fact-based screening location or desk at these locations and ask visitors and employees to self-declare positive responses to the screening questions.
   - Stagger shift start times to allow for social distancing while employees are waiting to be screened.
• Consider implementing a plan to measure your employees’ temperatures upon entry to your facility.

2. 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.

A good reference for employee screening:
www.ciras.iastate.edu/files/publications/CIRAS_Checklist_Screening_Employees.pdf

Simple Algorithm from Iowa Department of Public Health:
idph.iowa.gov/Portals/1/userfiles/7/bscreening%20algorithm%2003222020.pdf

QUESTION: What will I need to do it there is an outbreak in my workplace?
Known as “Response and Reporting” this step asks the employer to do the following:

1. Follow Iowa Department of Public Health guidance to exclude employees reporting fever or respiratory symptoms from the workplace for at least 7 days and until they are 72 hours fever free (without use of medicine that reduces fever) and other symptoms have improved. This exclusion applies for all symptomatic employees regardless of COVID-19 test results or even if the COVID-19 test is negative.

2. Increase cleaning and disinfecting protocols.

3. Consider excluding high-risk employees when outbreaks are ongoing.

4. If an employee tests positive for COVID-19 infection, consider excluding co-workers with prolonged contact and rideshare partners for 14 days after the last known exposure. (If business is deemed critical, employees who have had exposure may remain working while asymptomatic, adhering to strict social distancing and monitoring protocols.)

5. Report:
   • Report to the Iowa Department of Public Health when 10% or greater of your employees are reporting COVID-19 symptoms regardless of testing (including fever, cough, sore throat, difficulty breathing, or any other respiratory symptoms). Report to public health by filling out the survey at this link: redcap.idph.state.ia.us/surveys/?s=NRJ4FDMDPN
   • Coordinate with your occupational health provider to define a pathway to test symptomatic or asymptomatic employees and determine employee contacts for exclusion or follow-up.

Good references for responding to and reporting outbreaks:
idph.iowa.gov/Portals/1/userfiles/61/covid19/Guidance%20for%20businesses%20COVID%20Outbreak%20%24_20%28AC%29.pdf
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 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. The webinars will be structured around what we are hearing from local employers, but will generally follow this agenda:

1. New information or guidance for business
2. Questions and answers generated from the COVID-19 Business Helpline
3. Ask The Expert Presentations—Key local, state and federal experts will be asked to address specific COVID-19 issues of interest or concern to the employer community, and to take questions.

View the schedule of upcoming webinars: www.greaterdubuque.org/safe

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
• 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
DUBUQUE-AREA VENDORS

HAND SANITIZER

Higley Chemical
Orders can be placed by calling 563-557-1121

FACE COVERINGS

Envision Tees
Two styles of face coverings available. Production time is changing daily.
store.envisiontees.com/collections/face-mask

Contact: Tom Rauen
tom@envisiontees.com
563-584-8000

CLEANING SERVICES (CDC COMPLIANT GUIDELINES)

Service Master
Dubuque and Peosta
Contact: Mike Armstrong
563-580-4510

Kann-Do
Contact: Tom Kann
563-542-1710

Midwest Janitorial Services
Contact: Phil Decker
319-640-8045

If your business offers these products or services and would like to be included, please contact Greater Dubuque Development at gddc@greaterdubuque.org.
ORIGINAL SOURCES FOR GUIDANCE

- **Iowa Department of Public Health** [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](#)