

# Black Hawk County Business Guidelines

07/13/2020



The intent of this document is to provide Black Hawk County businesses guidelines for how to prevent and contain the spread of COVID-19 in their business. This document is meant to supplement guidance developed by the Iowa Department of Public Health, Centers for Disease Prevention and Control (CDC) and other professional agencies.

### **What can I do to protect my staff and customers?**

- Follow social distancing guidelines to allow 6ft distance between individuals. In instances where distancing cannot be maintained face coverings should be worn. Businesses may also consider other methods to maintain social distancing such as:
  - Installing physical barriers such as plexiglass barriers
  - Limiting the number of customers in the business at one time
  - Allowing staff to telework when able
  - Rearranging furniture to create additional space or discourage congregating
- Have ready access to hand washing, or hand sanitizer when soap and water is not available.
- The health department recommends that face coverings be worn by staff and customers, particularly in situations when social distancing of 6ft cannot be maintained.
- Consider screening staff at the beginning of each shift for COVID-19 symptoms (i.e. cough, shortness of breath, fever).
- Be flexible with staff time off to support isolation and quarantine after an exposure or for staff who are ill.
- Conduct regular cleaning particularly of shared paces and frequently touched surfaces.
- Consider posting signage that directs staff and customers to not enter the business if they are experiencing COVID-19 symptoms.

### **What should I do if a staff member is ill?**

- Staff ill with COVID-19 symptoms should be excluded from work according to the guidelines below.
  - Staff who have symptoms of COVID-19 that test positive by PCR **OR** are not tested should self-isolate at home until:
    - At least 10 days have passed since their symptoms started **AND**
    - They have no fever for 3 days (without the use of fever-reducing medication) **AND**
    - Their other symptoms have improved
  - Staff who test positive for COVID-19 by PCR and did not have any symptoms should self-isolate at home until:
    - At least 10 days have passed since the day they were tested **AND**
    - They continue to have no symptoms since the day they were tested
  - Staff with symptoms of COVID-19 who test negative by PCR **AND are not** a close contact to a person who tested positive for COVID-19 should self-isolate at home until 24 hours after their symptoms resolve

- Staff with symptoms of COVID-19 who test negative by PCR **AND** are a close contact to a person who tested positive for COVID-19 should self-isolate at home until 14 days after their last contact with the person who tested positive for COVID-19
- People are considered infectious up to 2 days before the day their symptoms started, or two days before the day they were tested if they were not having any symptoms. When a staff member is ill it is important to look at schedules to see what days the staff member worked while they were infectious. Any days the staff member worked should be reviewed to determine if any other staff members or customers would have been exposed. An exposure is considered to be spending 15 minutes or more within 6ft of an individual who tests PCR positive for COVID-19. The 15 minutes within 6ft do not need to be all at once, and that time can accumulate throughout the work day. Staff who are exposed should be excluded from work and self-isolate at home for 14 days following their last exposure to the positive staff member.
- Staff and customers that were exposed to the ill staff member should be notified to self-isolate at home for 14 days following the exposure. Notification should be kept general and should not include any personal or identifying information about the ill staff member. Additional notification beyond those exposed is not necessary, however businesses can conduct additional notification at their discretion provided it does not include any personal or identifying information.
- It is not recommended that staff be required to provide a doctor's note in order to return to work. It is also not recommended that staff be required to test negative before returning to work.

### **What should I do if a staff member has been exposed?**

- Staff members who have been exposed to COVID-19 should be excluded from work and self-isolate at home for 14 days following their last exposure. An exposure is considered to be spending 15 minutes or more within 6ft of a person who is PCR positive for COVID-19, or having a person in their household who is PCR positive for COVID-19 or is having COVID-19 symptoms.
- Staff who have an ill household member the day of last exposure if considered to be the day the ill household member starts to self-isolate away from others in the home. If the ill household member is not able to self-isolate away from others, such as an ill child that requires care, then the staff member's last day of exposure is when the ill household member is considered no longer infectious, 10 days after the start of symptoms AND 3 days without fever AND symptoms improved.
- People who have been exposed should be tested for COVID-19 at least 2 days after their exposure, and preferably 4-7 days after the exposure. If the person develops symptoms they should be tested as soon as possible. It is important to note that a negative test does not allow the person to end their 14 day self-isolation, and that the person continue to self-isolate the full 14 days.

- Notification of a staff member that has been exposed does not need to be made. As long as the staff member has not tested positive by PCR or does not start showing symptoms within 2 days of their last day of work, then there would be not risk to other staff members or customers. If a staff member starts showing symptoms or tests positive by PCR then they should be treated as a case, and any days the staff member worked while infectious should be reviewed for potential exposures.

### **Who is considered an essential worker and what does that mean?**

- Essential workers are those who have an important role in maintaining critical infrastructure. Essential workers include personnel in 16 different sectors of work including:
  - Federal, state, & local law enforcement
  - 911 call center employees
  - Fusion Center employees
  - Hazardous material responders from government and the private sector
  - Janitorial staff and other custodial staff
  - Workers – including contracted vendors – in food and agriculture, critical manufacturing, informational technology, transportation, energy and government facilities
- For more information on identifying critical infrastructure and essential workers please visit the CDC and DHS CISA webpages.
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>
  - <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>
- A staff member is not considered essential based off of the businesses discretion, and must fall into one of the 16 sectors outlines above.
- Essential workers who are ill with COVID-19 symptoms or have tested positive for COVID-19 by PCR are not handled any differently than other staff.
- Essential workers that have been exposed to COVID-19 may continue to work during their 14 day self-isolation provided that they:
  - Are not having any symptoms
  - Wear a mask while they are at work
  - Have their temperature screened at the beginning and end of each shift
  - They are self-isolating at home while they are not at work
- A business is not required to have essential workers continue working after an exposure if they can meet their staffing needs without the exposed worker.