

		POLK COUNTY GOVERNMENT					
		Title/Subject:		COVID-19 Outbreak Prevention, Detection and Response Procedures			
		Applies to:		All Polk County Departments and Offices		Effective Date:	4/14/20
						Revised Date:	8/4/20
				End Date:	TBD		
	Policy	Approved by: Polk County Board of Supervisors		Policy #			
X	Procedure			Procedure #	110.100		
	Other	Instruction:	None				
		Number of Pages:	4				

I. Purpose

The purpose of this procedural guidance is to provide direction to Polk County Departments and Offices regarding appropriate COVID-19 outbreak prevention, detection and response measures. This procedural guidance document is consistent with federal, state and local health authority guidance.

II. Prevention

Each Department and Office should continue to evaluate ways to ensure appropriate mitigation measures are in place based upon prevailing guidance by federal, state and local authorities, with consideration to the nature of the services provided (*e.g.*, essential/non-essential). Mitigation measures may include:

- Remote work for employees who are able consistent with the Polk County FFCRA policy;
- Staggered employee shifts to reduce employee population at the worksite;
- Identify alternative methods to perform work that incorporate increased staff separation;
- Review procedures to reduce staff interactions and increase physical separation of staff;
- Require employees to wear face coverings in the workplace;
- Ensure the availability of hand sanitizing/washing resources for employees so they are able to clean their hands as often as possible.

III. Detection

Polk County employees should continue to be screened at designated worksite points of entry consistent with prevailing federal, state and local guidance. Consistent with the availability of resources, employees' temperatures should be taken and employees' conditions assessed in a manner that follows the Iowa Department of Public Health screening algorithm.¹

Employees with a fever or respiratory symptoms should be directed to remain away from the work and isolate from others until all three of the following criteria have been met:

- At least 10 days have passed since their symptoms first appeared **AND**
- Other symptoms have improved (*i.e.*, symptoms have resolved and they are feeling well again) **AND**
- Have had no fever for at least 24 hours (one full day of no fever without the use of medicine that reduce fevers)

¹ This can be accessed at the following link:

<https://idph.iowa.gov/Portals/1/userfiles/7/bscreening%20algorithm%2003222020.pdf>

The above exclusion criteria should be followed for all ill and/or symptomatic employees, regardless of whether testing has been completed and even if the employee has a previous negative test result.

For asymptomatic employees that test positive, those employees must isolate a minimum of 10 days from the date of the positive test.

IV. Response Management

When a supervisor is made aware that a Polk County employee has had a positive COVID-19 test, the following responsive procedures should be followed:

1. **Contact the Polk County Health Department.** The department head or elected official should immediately contact Helen Eddy, Polk County Health Department Director and Polk County HIPAA Officer, when they become aware of a positive COVID-19 result for an employee. Helen Eddy will address HIPAA issues and provide linkages to mitigation guidance. Additionally, the Board of Supervisor's office should be immediately notified.

State and Local Public Health officials are notified of positive test results for COVID-19 as a temporarily reportable disease according to Iowa Code. The Polk County Health Department will respond to a lab-confirmed case of COVID-19 in a Polk County resident and work directly with the individual and their household contacts in accordance with Iowa Code and HIPAA regulations. Employees living in other counties will be contacted by local public health in their county of residence.

2. **Identify and temporarily shut down the area(s) in which the employee worked or may have generated exposure,** when and if the employee testing positive for COVID-19 worked with symptoms and/or two days prior to the onset of symptoms. The work area(s) in which the employee may have generated exposure should be temporarily closed until appropriate cleaning specified in number 3, below, can occur.
3. **Perform appropriate cleaning/sanitization of the work area(s).** General Services should be immediately contacted to perform appropriate cleaning of the exposed work area(s). The work area(s) where exposure may have occurred should be cleaned in accordance with CDC guidance. (<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>).
4. **In conjunction with Health Department officials, contact trace the positive employee to determine other employees who worked in close contact and may have been exposed according to IDPH Guidance for Iowa Businesses.** When greater than 10% of employees (in a department and/or work site) are ill with COVID-19 symptoms (fever, cough, sore throat, difficulty breathing or other respiratory symptoms) and an employee tests positive for COVID-19 infection, Polk County Health Department officials and occupational health and/or human resources will work jointly in the workplace to identify close contacts including rideshare partners and co-workers with prolonged contact (within 6 feet of the case for at least 15 minutes without PPE). All of these contacts will be directed to stay at home and isolate themselves from other people and animals in the home for 14 days after the last known exposure to a person with COVID-19. Specifically, co-workers with prolonged contact (within 6 feet of the positive employee for at least 15 minutes without PPE) are considered exposed and must be provided isolation direction per #5 and #6, below.
5. **Notify others who may have been exposed and direct that they self-isolate.** The department or office should send a general notice (see italicized language at the end of this Section) to staff that simply discloses an employee has tested positive and the county is taking measures to identify any spread and necessary isolation. The identity of the employee and any information that might identify the employee must not be disclosed. **The department or office must also provide a list to Risk Management of employees who have been identified, based upon the criteria in #4, above, as potentially exposed.**

Also, when notifying other employees that have been identified in accordance with #4, above, do not disclose the identity of the employee who tested positive; rather, just indicate that an employee has tested positive and the other employee has been identified as someone who may have been exposed. Direct potentially exposed co-worker(s) to stay at home and isolate themselves for 14 days after the last known exposure to the positive employee according to the guidance in #4 and #6.

CDC guidelines recommend employees exposed through close contact to a positive person should remain quarantined for 14 days even if they test negative during that time period. Exposed employees who are able to work remotely should work from home and not come into the office during the quarantine period. Exposed employees who are unable to perform their job duties remotely and must attend a worksite to perform their job duties may be treated as “essential personnel” (see No. 6, below), meaning they can go to work so long as they are asymptomatic and wear PPE while at work.

6. **Essential services personnel** exposed to a positive COVID-19 case are allowed to go to work as long as they are asymptomatic, monitor their temperature at the beginning and end of their shift, and wear a facemask (during a facemask shortage, cloth facemasks are appropriate) while working and in the workplace. When essential services personnel are not working, they should stay home and isolate from others for 14 days. If they become symptomatic during their shift, they should be sent home immediately and self-isolate according to guidance below. Also see CDC Guidance for a list of essential personnel and additional information at: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/critical-workers-implementing-safety-practices.pdf>
7. **Consider excluding high-risk employees.** When suspected or confirmed positive COVID-19 situations arise, consider to the greatest extent operationally feasible excluding high-risk employees, as described in the below categories, from the worksite:
 - People aged 65 years and older;
 - People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma;
 - People who have serious heart conditions;
 - People who are immunocompromised;
 - People with severe obesity (body mass index equal to or greater than 40)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease
8. **After appropriate cleaning/sanitization of the work area(s), reopen with non-exposed staff.** Because most departments and offices do not have full staff present to perform essential operations, staff who were not identified as exposed can assume duties of those who were directed to self-isolate.
9. **Testing of potentially exposed employees.** Non-essential services employees who are identified as exposed as a result of a potential occupational exposure and who are or become symptomatic will be directed to Polk County Risk Management in order to facilitate testing. Symptomatic essential services employees may be tested through the Polk County Health Department. Employees who are asymptomatic, regardless of where the potential exposure may have arisen, may seek testing through their primary care provider or TestIowa.com.

Sample General Notice Language to Department/Office Staff

An employee of [Department/Office] recently tested positive for COVID-19. The [Department/Office] has taken action to remediate any work-related exposure by (1) working with the Public Health Department to identify any other potentially exposed employees and direct that they self-isolate; (2) temporarily close areas in which exposure may have occurred so appropriate cleaning can occur.

Our primary concern is the safety and well-being of our employees, and we thank you for your cooperation as we respond to this situation. Should you have any questions, please contact [department/office contact].

Contact: Human Resources
(515) 286-3200

Created: April 9, 2020

Revised: June 17, 2020; August 4, 2020