

**City of Creston**  
**Covid-19 FAQ**  
**November 25, 2020**

**Question 1:** What guidance is the City of Creston modeling its policies after?

**Answer 1:** The City of Creston is following the Centers for Disease Control (“CDC”) guidance. This guidance is more restrictive than the Iowa Department of Public Health (“IDPH”) guidance and Union County Public Health Guidance currently in place.

**Question 2:** What is a “critical infrastructure employee”?

**Answer 2:** A “critical infrastructure employees” is defined by the CDC as any employee that works in a government facility. The City has narrowed this definition to include local law enforcement, dispatchers, firefighters, janitorial and custodial staff, public services personnel, waste water department personnel, City Clerk, Accounting Manager, the City Administrator and/or his/her designee, and others deemed necessary by the City Administrator.

**Question 3:** What do I do if I have COVID-19 symptoms?

**Answer 3:** If you have symptoms of COVID-19 you should isolate. This means you should leave work immediately and contact your supervisor and/or the City Clerk or City Administrator. You should not return to work until:

- (1) Ten (10) days have passed; (2) you have been fever-free for 24 hours without fever reducing medication; and (3) your symptoms have improved **OR**
- (1) You have two negative tests in a row, at least 24-hours apart; (2) you have been fever-free for 24 hours without fever reducing medication; and (3) your symptoms have improved **OR**
- You have received a release back to work from a healthcare provider.

This applies to both critical infrastructure employee and non-critical infrastructure employees.

**Question 4:** What do I do if I have COVID-19 symptoms, but I think they are attributable to another medical condition?

**Answer 4:** Even if you think your symptoms are attributable to another disease, you should isolate until you receive a release back to work from your healthcare provider.

**Question 5:** What do I do if my family member or someone I live with becomes infected with COVID-19?

**Answer 5:** The CDC guidance provides that an individual is exposed to someone infected with COVID if they have close contact with the individual while infected or forty-eight

days prior to the collection of a test specimen or symptoms appearing. The CDC defines “close contact” as: (1) being within six feet someone who has COVID-19 for at least fifteen (15) minutes total; (2) you provided at-home care to someone who is sick with COVID-19; (3) you had direct physical contact (touched, hugged, kissed) with someone who has COVID-19; (4) you shared eating or drinking utensils with someone with COVID-19; or (5) someone with COVID-19 sneezed, coughed, or otherwise got respiratory droplets on you. If your contact with the infected person meets any of this criterion you should follow quarantine guidance as appropriate for your position. For non-critical infrastructure employees, you should quarantine for 14 days, even if you have a negative test. For critical infrastructure employees you should continue working as long as you remain asymptomatic and follow the practices in the City’s Infectious Disease Action Plan.

**Question 6:** What should I do if I had close contact with someone who had close contact with someone who was infected?

**Answer 6:** CDC guidance does not provide that individuals who have had close contact with someone who had close contact with someone infected with COVID-19 should quarantine or isolate. If you learn that you had close contact with someone who was infected or you begin to show symptoms, you should follow the City’s policies regarding quarantine and isolation.

**Question 7:** Do I have to quarantine if I had close contact with someone infected with COVID-19 but everyone was wearing a mask?

**Answer 7:** Yes. Under the current CDC guidance, those who have had close contact with someone infected with COVID-19 should quarantine even if everyone or some people were wearing masks during the close contact.

**Question 8:** How is paid leave applied during quarantine or isolation?

**Answer 8:** In March 2020 Congress passed the Families First Coronavirus Relief Act (“FFCRA”). Effective on April 1, 2020 law provided up to 80 hours of leave for employees who meet certain criteria as outlined in the City’s policy. If you meet that criteria your leave will be paid pursuant to that law and the City’s policies. If you do not meet that criteria, you may apply your available paid leaves consistent with the City’s policy.

**Question 9:** How many times can I take 2 weeks of leave under the FFCRA?

**Answer 9:** Each employee is entitled to take up to 80 hours of paid time off for specific criteria related to COVID. For situations where a school or daycare is closed or unavailable, the employee may take Emergency FMLA which provides up to 12 weeks of leave, part of which is paid at two-thirds your pay. This leave can also be taken intermittently. At this time both leaves are set to expire December 31, 2020.

**Question 10:** Do I receive full pay under the FFCRA leaves?

**Answer 10:** Some leave criteria apply full pay while others are limited to two-thirds pay. Please refer to the City’s policy for more specific information.

**Question 11:** What will the City do with paid leaves after December 31, 2020?

**Answer 11:** The FFCRA may be extended beyond December 31, 2020. If it is not extended, the City will provide an updated policy prior to December 31, 2020.

**Question 12:** I believe I am high risk. What should I do?

**Answer 12:** You should contact the City Clerk.

**Question 13:** What should I do if I see someone not wearing a mask or following other City policies or the Governor's proclamations regarding mass gatherings?

**Answer 13:** You should report the person to your supervisor or the City Clerk. We all have a duty to follow the CDC's guidance and keep our workforce healthy.

**City of Creston, Iowa**  
**Infectious Disease Action Plan**  
**COVID-19 Pandemic**  
**11/25/2020**

**Effective: March 20, 2020 – December 31, 2020**

**GOALS:** To protect City employees and citizens. To establish a consistent approach to an infectious disease which is potentially impactful to the quality and timeliness of City services. To provide a way to disseminate information to City employees and answer questions or concerns.

This is a working document and will be further updated as information is released and the federal and state government passes legislation. The City will strive to follow all guidelines put in place by the Centers for Disease Control (CDC), Iowa Department of Public Health (IDPH), and the Union County Department of Public Health.

**COVID-19:** Covid-19, or coronavirus, is a respiratory illness for which no vaccine exists, and people do not possess immunities from previous exposure/infection. The incubation period for COVID-19 is estimated to be approximately 14 days. COVID-19 is spread through infected aerated respiratory droplets from a host coming into contact with a recipient's mouth, nose, or eye membranes via talking, coughing or sneezing. Transmission may be human-to-human, object-to-human, fecal matter-to-human. Because of the possibility of person-to-person transmission, it is important that you stay a minimum of six (6) feet away from persons with whom you are interacting and refrain from handshakes and other forms of human touching. Common areas such as computers, mice, public countertops, chairs, tables, doors, knobs, light switches, restroom sinks and toilet handles, manual soap and sanitizer dispensers should be regularly wiped down with disinfectant. Employees using these items should wash their hands or use sanitizer with at least 60% alcohol following the contact.

**EMERGENCY PAID  
SICK LEAVE ACT:**

Pursuant to federal legislation passed March 18, 2020, the City will provide paid time off for employees who meet the following criteria:

1. A federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to (1) a federal, state, or local quarantine or isolation order related to COVID-19; or (2) advice by a healthcare provider to self-quarantine due to concerns related to COVID-19.

5. The employee is caring for a son or daughter of the employee if the school or place of care of the son or daughter has closed or the childcare provider of such son or daughter is unavailable due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Department of Labor.

Employees meeting one of these criteria shall report their desire to take this leave to City Clerk, Lisa Williamson. As soon as practicable, employees shall certify their need for leave on the City's form.

Employees shall not be required to take any other kind of leave before utilizing this leave. This leave shall not carry over from one year to the next and shall expire on December 31, 2020, unless extended by law.

Employees shall be entitled to this leave in the following amounts:

- For full-time employees, 80 hours paid at their regular rate of pay.
- For part-time employees, a number of hours equal to the number of hours that such employee works on average, over a two-week period, paid at their regular rate of pay.
- For employees taking leave under criteria 4-6, the employee shall only be paid at two-thirds their regular rate of pay. Employees eligible for EPSL under criteria 4-6 may run their accrued Family Sick Time for criteria 4 (if otherwise allowable pursuant to the City's policies) or accrued vacation for criteria 4-6 concurrent to their EPSL to make up the remaining one-third pay, however, they must make a request to do so in writing to City Clerk, Lisa Williamson.
- There are caps on the amount of money an employee taking this leave may be compensated. The City will enforce these legally required caps. Employees whose regular rate of pay is more than those legally enforced caps may supplement their leave with accrued vacation (or sick leave if applicable) to make up the difference between the limits under the law and the employee's regular rate of pay.

The City will allow employees who are requesting this leave for school or childcare closures or unavailability to use the leave on an intermittent basis. For example, for an employee requesting this leave for school or childcare closure or unavailability who is able to work part-time due to other individuals being able to care for the child(ren), that employee shall be able to use their hours intermittently for any leave experienced until the hours they are entitled to are exhausted. However, the employee shall work with the City to schedule the intermittent leave so as to minimize the impact on the City's business operations as much as practicable.

Employees seeking to use this leave for any other reason other than school or childcare closure or unavailability are not permitted to use this leave on an intermittent basis.

**EMERGENCY  
EXPANDED FMLA:**

On March 18, 2020, the federal government temporarily expanded the FMLA to include a new qualifying reason for FMLA leave related to the public health emergency, Emergency FMLA or "E-FMLA." *A qualifying need related to a public health emergency means that the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.*

In addition to the City's FMLA policy already in place, the following guidelines apply to E-FMLA:

- The only eligibility requirement for employees to be eligible for E-FMLA is that the employee has worked for thirty-calendar days prior to taking the leave.
- For E-FMLA, the first ten days for which the employee takes leave are unpaid. However, if available and as applicable, EPSL will run during an employee's first ten days of E-FMLA.
- After the first ten days of leave, the employee shall be paid for remaining leave as follows:
  - Not less than two-thirds of the employee's regular rate of pay (as determined by Section 7(e) of the FLSA).
  - For employees whose schedules vary from week to week, the employee will be paid two-thirds of their regular rate of pay for those hours that the employee would have worked if the leave was not necessary. If the hours the employee would have normally worked are not apparent, the hours the employee should be compensated for will be calculated as follows:
    - A number equal to the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes such leave, including hours for which the employee took leave of any type.
    - If the employee did not work over the 6-month period, the reasonable expectation of the employee at the time of hiring of the average number of hours per day that the employee would normally be scheduled to work.
- Under no circumstances will an employee be compensated more than \$200/day or \$10,000 in the aggregate for this leave. Employees whose regular rate of pay is more than \$200/day or \$10,000 in the aggregate (prorated to \$1000/week) may supplement their leave with accrued vacation to make up the difference between the limits under the law and the employee's regular rate of pay.
- Employees eligible for E-FMLA must run Emergency Paid Sick Leave concurrent to that leave. Employees eligible for E-FMLA may run their

accrued vacation concurrent to that leave to make up the remaining 1/3 pay, however, they must make a request to do so in writing to City Clerk, Lisa Williamson.

- As with other FMLA leaves, E-FMLA may be taken intermittently. However, the employee shall work with the City to schedule the intermittent leave so as to minimize the impact on the City's business operations as much as practicable.
- At this time, employees shall certify their need for E-FMLA on the City's form.

**ILLNESS REPORTING:** Do Not Enter a City facility if:

- You are experiencing any of the following flu-like/respiratory symptoms,
  - Fever (over 100.4 degrees Fahrenheit) or chills
  - Coughing
  - Shortness of breath
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- You have been diagnosed with COVID-19 and/or tested positive for COVID-19.
- You have been "exposed" to someone who has COVID-19. For purposes of this policy, you are "exposed" to someone with COVID-19 when you have close contact with that person. The CDC defines close contact as any of the following (1) being within six feet someone who has COVID-19 for at least fifteen (15) minutes over the course of a twenty-four (24) hour period; (2) you provided at-home care to someone who is sick with COVID-19; (3) you had direct physical contact (touched, hugged, kissed) with someone who has COVID-19; (4) you shared eating or drinking utensils with someone with COVID-19; or (5) someone with COVID-19 sneezed, coughed, or otherwise got respiratory droplets on you.

Employees experiencing any of the above should report immediately to City Clerk, Lisa Williamson -via telephone at 641-782-2000, ext. 203.

**RETURN TO WORK:** A person who tests positive for COVID-19 and is symptomatic shall self-isolate until the employee has met all the requirements of either the time-based return to work or test-based return to work.

- Return to Work for Symptomatic Employees:
  - Ten (10) days have passed from the onset of symptoms; AND

- The employee has been fever-free for twenty-four (24) hours without any fever-reducing medication; AND
- Symptoms have improved.
- Return to Work for Asymptomatic Employees:
  - Ten (10) days have passed since the test; AND
  - Continues to be symptom free.

Employees with weakened immune systems due to a health condition or medication may need to stay home longer than ten (10) days. The additional time off may be required for the employee's health and/or to ensure the employee is no longer contagious. If an employee meets these criteria, the employee should talk to their healthcare provider for more information. If the employee's healthcare provider determines the employee needs to stay home longer than ten (10) days, the employee should provide City Clerk, Lisa Williamson with a note from the employee's healthcare provider indicating that the employee requires an extended self-isolation period due to COVID-19, the employee's anticipated return to work date, and any work-restrictions or reasonable accommodations requested when the employee returns to work. If restrictions or reasonable accommodations are requested, the employee and the employer will meet to discuss them when the employee's self-isolation period has been completed.

A person who has been "exposed" as defined on page 4 of this policy, shall self-isolate until:

- 14 days after last exposure and
- Monitor symptoms

Pursuant to Iowa Department of Public Health Guidance issued on July 20, 2020, for an individual previously diagnosed with COVID-19, but that has since recovered and remains asymptomatic, quarantine is not recommended if the individual is "exposed" within three months of the individual's COVID-19 diagnosis. If an employee believes that he or she meets this criteria, the employee should provide City Clerk, Lisa Williamson with a note from the employee's healthcare provider indicating that the "exposed" employee meets this criteria and that it is not necessary for the employee to be quarantined.

If an employee experiences the flu-like respiratory symptoms listed on page 4 of this policy as a result of another illness, the employee may return to work under a different timeframe than described in this policy if the employees provide a release to duty from a healthcare provider.

**WORK ON-SITE:**

Employees shall take the following precautions when performing work for the City including on-site work and off-site work, including work in off-site facilities and work while in transportation:

The CDC recommends that employee wear cloth face coverings at work, unless required to wear PPE such as a respirator or medical face masks, to protect the workforce from COVID-19. As such, it is the City's policy that, pursuant to CDC



recommendations, all employees who are working in public settings around other people shall wear a cloth facemask or shield while working. For purposes of this policy, "around other people" shall include, but is not limited to, when more than one person is in the same room, when individuals are moving throughout a facility, if individuals are within six feet of each other, and if individuals are riding in the same vehicles. If an employee is unable to wear a cloth facemask or shield because of the employee's disability, the employee should contact the City Administrator to inquire about a reasonable accommodation.

Employees should take care to practice social distancing at work. Employees should stay at least six (6) feet away from others while at work whenever possible.

Employees should also take care to practice good hygiene while at work. This includes frequent hand washing with soap and water or an alcohol-based hand sanitizer and refrain from touching their eyes, nose and mouth.

Employees should frequently disinfect high-touch surfaces. High-touch surfaces are dependent on the facility, but often include light switches, counter tops, computer keyboards, phones and doorknobs. Workspaces should be cleaned and disinfected.

Employees who have concerns regarding the safety of their workplace or the requirements of their position shall report those concerns to their supervisor or the City Administrator immediately.

**HIGH RISK  
EMPLOYEES:**

If you are someone who is at "higher risk" for becoming ill from the virus (pursuant to the CDC's guidance, see: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>), please feel free to communicate that to City Clerk, Lisa Williamson. Lisa Williamson is responsible for administering and managing employees' confidential medical files. The information you provide Lisa Williamson will be kept strictly confidential in your medical file and will be used solely for the purposes of determining your potential need for a leave of absence or for modifications to your work schedule and/or work environment during the pandemic.

The City will assess situations with high-risk employees on a case-by-case basis. The City Clerk, the City Administrator, the employee's Department Head, and the employee will coordinate to determine a practicable solution for the employee.

**ISOLATION GUIDANCE  
FOR CRITICAL  
INFRASTRUCTURE  
WORKERS FROM  
CDC:**

“Critical Infrastructure Workers” include federal, state and local law enforcement, dispatchers, firefighters, janitorial and custodial staff, public services personnel, waste water department personnel, City Clerk, Accounting Manager and the City Administrator and/or his/her designee.

Compliant with CDC guidance, for Critical Infrastructure Workers, a potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic. 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 actively prescreen employees for any symptoms of COVID-19 prior to their shifts. This includes measuring 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 temperature 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. The employee should wear a mask pursuant to the City’s policies even after the time period following the exposure has passed.
- 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.

Critical Infrastructure Workers are allowed to go to work as long as they remain asymptomatic and monitor their temperature at the beginning and end of their shift. If Critical Infrastructure Workers become symptomatic at any point during their shift, they should be sent home immediately and self-isolate until the conditions below (recommendations for all ill Critical Infrastructure Workers) are met. Surfaces in the symptomatic employee’s workspace should immediately be disinfected. Information on persons who had contact with the symptomatic employee during the time the employee had symptoms and forty-eight hours prior to symptoms should be compiled. Others at the facility with

close contact within six feet of the employee during this time would be considered exposed.

When Critical Infrastructure Workers are not working, they should stay at home and isolate themselves from others in the home for 14 days after their last exposure.

Isolation Recommendations for symptomatic Critical Infrastructure Workers. Stay home and isolate from others in the house until:

- You have had no fever for at least 24 hours without the use of fever-reducing medication AND
- Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
- At least 10 days have passed since your symptoms first appeared.

The return to work guidance for **immunocompromised** Critical Infrastructure Workers is the same as the guidance for all **immunocompromised** employees generally in this policy.

**City of Creston, Iowa**  
**Public Health Emergency with respect to COVID-19**

**Expanded Family and Medical Leave  
And  
Emergency Paid Sick Leave**

**Employee Notice and Request Form**

Form to be completed by employee.

**Employee Name (Print):** \_\_\_\_\_

**Expected duration of leave request:**

Start Date: \_\_\_\_\_

Anticipated Return Date: \_\_\_\_\_

**Reason for Leave Request** (please check all that apply):

<b>Expanded Family and Medical Leave and Emergency Sick Leave</b>	
<input type="checkbox"/>	<p>1. I am caring for my child due to his or her school or place of care of the child has been closed or childcare provider is unavailable due to COVID-19 precautions. <input type="checkbox"/> I confirm that my child is under the age of 18;</p> <p>Please provide the name of the child being cared for: _____</p> <p>Please provide the name of the school, place of care or childcare provider that closed or became unavailable due to coronavirus reasons and the date of unavailability/closure: _____</p> <p>Or</p> <p><input type="checkbox"/> 18 years of age or older and incapable of self-care because of a mental or physical disability</p> <p>Please provide the name of the child being cared for: _____</p> <p>I certify that no other suitable person is available to care for the child during the period of requested leave: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

<b>Emergency Paid Sick Leave</b>	
( )	<p>2. I am subject to a federal, state or local quarantine or isolation order related to COVID-19.</p> <p>Please provide the name of the government entity that issued the quarantine or isolation order and the date the order issued:</p> <p>_____</p>
( )	<p>3. I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.</p> <p>Please provide the name of the health care provider and the date the health care provider advised you of the need to self-quarantine:</p> <p>_____</p>
( )	<p>4. I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.</p>
( )	<p>5. I am caring for an individual who is subject to either number 2 or 3 above.</p> <p>Please provide the name of the government entity that issued the quarantine or isolation order and the date of the order:</p> <p>_____</p> <p>OR</p> <p>Please provide the name of the health care provider and the date the health care provider advised of the need to self-quarantine:</p> <p>_____</p>
( )	<p>6. I am experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.</p>

I certify that I cannot work or telework for the reason(s) checked above:

( ) Yes; please explain:

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**Electronic Signature**

I agree that any form of electronic signature including but not limited to signatures via facsimile, scanning, or electronic mail, may substitute for my original signature and acknowledge this electronic signature shall have the same legal effect as the original signature.

**Signatures**

I certify that the above information is true and accurate to the best of my knowledge.

Employee (Signature)

Date

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FMLA Coordinator

Date Received

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