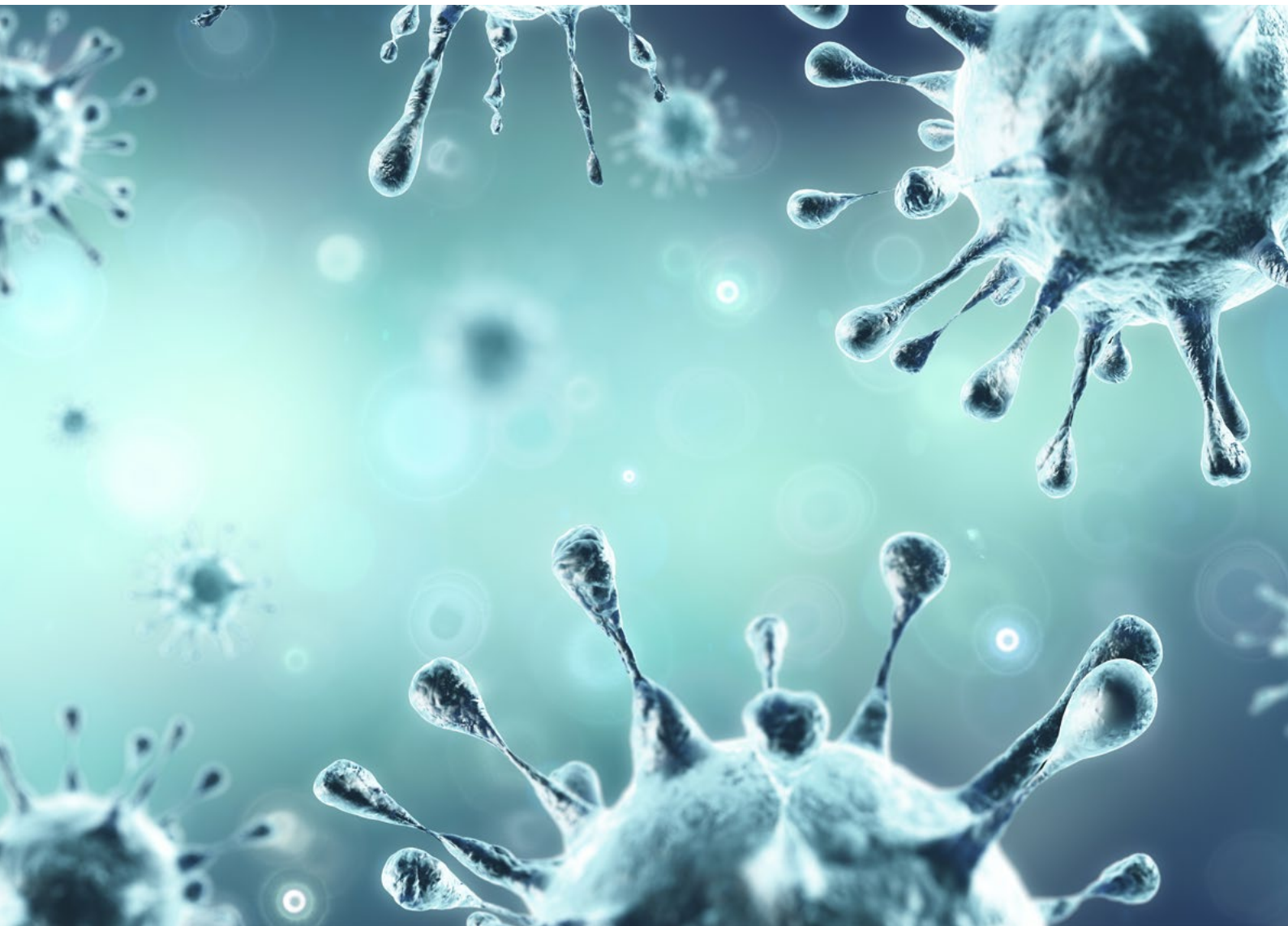


THE ICAP UPDATE

The coronavirus issue.



A special edition to help keep you safe.

#icapiowa



ACCORDING TO THE WORLD HEALTH ORGANIZATION (WHO), coronaviruses are a large family of viruses which may cause illness in animals or humans. They are zoonotic, meaning they are transmitted between animals and people.

“In humans, several viruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19.” (www.who.int)

COVID-19 is the infectious disease caused by the most recently discovered coronavirus. COVID-19 is highly contagious and can cause a variety of symptoms amongst humans. In its most severe cases, the disease can be fatal.

The WHO declared the coronavirus outbreak a Public Health Emergency of International Concern on January 30, 2020; however, the disease itself was not named COVID-19 until February 11, 2020.

At the time of publication, there were 470,000 global cases - and a resulting 21,270 deaths - of COVID-19. As most of you well know, that number is increasing drastically each day.



CORONAVIRUS DISEASE COVID-19 was recently declared a global pandemic. There's so much to know. And yet, there's still so much to learn.

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This isn't about us, as individuals. It's about us, as citizens of the same state. The same country. The same world.

CORONAVIRUS

PEOPLE CAN CATCH COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets. This is why it is important to stay more than six (6) feet away from a person who is sick.

Illness due to COVID-19 infection is generally mild, especially for children and young adults. However, it can cause serious illness: about 1 in every 5 people who catch it need hospital care.

Most estimates of the incubation period (the time between catching the virus and beginning to have symptoms of the disease) for COVID-19 range from 1-14 days, most commonly around five days.

(www.who.int)

SYMPTOMS OF THE VIRUS

PER THE WORLD HEALTH ORGANIZATION (WHO), REPORTED ILLNESSES have ranged from mild symptoms to severe illness and even death. Common signs of infection include:

- Respiratory symptoms
- Fever
- Cough
- Shortness of breath and/or breathing difficulties*

IT'S IMPORTANT TO NOTE this list is not comprehensive. In fact, one of the struggles in containing and diagnosing this virus is the fact not all infected individuals display the same symptoms. Some are even asymptomatic, which means they present no symptoms at all.

*Difficulty breathing and/or shortness of breath may be considered emergency symptoms which require immediate medical attention. So, too, are the following:

- Persistent pain or pressure in the chest;
- New confusion or inability to arouse;
- Bluish lips or face.

This list was obtained from the [Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov) and is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

Letter from the editor

We're publishing this issue outside of our normal publication date – and solely as a digital copy – due to the time sensitive nature of the current situation. It is, to be frank, unlike anything we've ever seen or experienced before. Like you, we are learning as we go, and taking things as they come.

And, like you, we can find the ever-changing nature of the situation overwhelming.

If it seems like facts and recommendations are changing by the minute, it's because, in a large sense, they are. And we're all doing our best to keep up.

We know there is a large amount of information on the new coronavirus (COVID-19) out "there," and we urge you to explore the websites for the [Centers for Disease Control \(CDC\)](https://www.cdc.gov) and the [World Health Organization \(WHO\)](https://www.who.int) to learn more. However, because we know many of you are limited on time, we've also created this issue so you can have all current (at the time of publication) information in one place.

With exception of the included risk control recommendations and best practices tips, we have not created or authored the information contained within; we have simply compiled it with the goal of helping simplify things for you.

Though information on the global outbreak and its effects on affected populations will continue to change, one thing will remain a constant: we are all in this together.

The ICAP team has taken measures to implement and practice social distancing, and we encourage all Iowans to do the same. Remember, this isn't about you, as an individual. It's about us – all of us.

Be safe and stay healthy. We hope to see you all very soon.

The ICAP Team

THE ICAP TEAM IS TAKING STEPS. HERE'S WHAT WE'RE DOING:

- Social distancing
- Working remotely
- Temporarily halting site visits, planned events and other situations that require face-to-face interaction
- Developing resource materials to help member entities understand, manage and mitigate risks related to the global pandemic
- Communicating with you

WHAT YOU CAN DO:

- Social distancing
- Clean
- Think ahead
- Use your resources



Now, here are THINGS YOU CAN DO.

According to the National Institute of Health, the virus that causes coronavirus disease 2019 (COVID-19) can last up to several days on certain surfaces. A scientific report published in *The New England Journal of Medicine* found the virus was detectable in aerosols for up to three hours.

It can also live up to four hours on copper, up to 24 hours on cardboard and up to several days on plastic and stainless steel (www.nih.gov).

The virus can also be spread by individuals before they show any symptoms (respiratory droplets are the primary method of spread), which makes it especially easy to contract.

The World Health Organization (WHO) offers the following standard recommendations to prevent infection spread:

- **Wash your hands** regularly (wash for a minimum of 20 seconds at a time), ensuring to clean the backs of your hands, between your fingers, your thumbs and underneath your fingernails.
- **Avoid touching your face.** The average person touches their face 16 times per hour ([Healthline](#)). We touch our cheeks, we wipe our eyes, scratch our nose and more. These actions encourage the spread of the virus, because the eyes, nose and mouth are the easiest paths for the virus to enter the body. Be mindful of how many times you touch your face, and avoid it whenever you can.
- **Distance yourself** - literally. This is big. See more on [page 10](#).
- **Keep it clean.** Keep *everything* clean. If you are social distancing at home, wipe packages, groceries and other supplies before settling them in the house. If you are in an office or other workplace, regularly wipe down surfaces and limit contact beyond your work space. When you contact other surfaces (say, a door handle), avoid touching your face and wash your hands.
- **Cough and/or sneeze into a tissue or the elbow**, if possible. If not possible, ensure you fully cover your mouth and nose. If you cough or sneeze into a tissue, discard it immediately, then wash your hands.
- **Ensure meats and eggs are cooked thoroughly.** Avoid eating them raw or undercooked.
- **Think ahead.** Plan your next grocery and supply shop. Write out your "to do" list. Create healthy, new habits, and make every effort to keep organized. We're in this for the long haul - let's make it as easy on ourselves as we possibly can.
- **Use your resources.** These are uncertain times for all of us. It goes without saying ICAP cannot make this situation go away, but we hope we can help you work through it. See pages [18](#) and [20](#) to learn more.
- **Obtain your information from a trustworthy source.** Generally speaking, social media does not fall into this category. Perhaps try the [CDC](#), the [WHO](#), [CNN](#) or the [BBC](#), instead.

[For more on the use of face masks, click here.](#)

IF YOU HAVE medical or construction face masks laying around, please consider donating them to a local medical provider. We all know medical providers on the frontlines do not have adequate protection against this virus, and it goes without saying they need them! Dozens of health care workers in the U.S. have already fallen ill, and hundreds more are waiting in self-isolation. As a country, we cannot afford to be down on healthcare workers. Please consider donating any surgical masks or N95 respirators (those often used in the construction industry) to a nearby hospital or your local healthcare provider.

Let's talk about **FACE MASKS**

THERE HAVE BEEN QUITE A FEW QUESTIONS about whether public citizens should wear surgical face masks, and many individuals have purchased them "just in case." The question is, do you need them? And the answer, likely not.

At the time of publication, many governments around the world suggest the only individuals (aside from medical staff) who should be wearing the masks are those who have actually contracted the virus, or those taking care of them. This is to limit the spread of respiratory droplets and prevent further infection to others.

Healthy individuals who have not contracted the virus should not be wearing the masks. This is because there is no evidence doing so is beneficial or protects against the virus, *and* there is currently a shortage of such masks, and they would be much more advantageous for the medical professionals who need them.

Encourage your local tattoo parlor or beauty salons to donate any surgical masks they might have, and take a look in your garage to see if you might be able to donate an N95 mask or two, yourself.

that enables manufacturers to sell N95 masks to hospitals without fear of liability. These masks are generally intended for construction/industrial use, which means you might have some without even realizing it.

Donate any masks you are able. Your parents, grandparents, siblings, neighbors, coworkers, friends and other Iowans will thank you for it.

Remember: we're all in this together. We need our medical professionals to remain in good health. If they don't, who will look after us if this virus strikes close to home?



Look familiar? You may have purchased such masks for home improvement projects. They are often sold at stores like Menards, Home Depot, Target, etc., and were recently approved for use by medical professionals.



QUESTION: Which of the individuals shown here will contract coronavirus?

ANSWER: Some? None? All? The virus doesn't discriminate, which means it is impossible to know.

Alas, we must **DISTANCE OURSELVES**

[CNN published a comprehensive piece on social distancing. We encourage you to read their article \(simply click here to view it!\), and, for convenience, will offer a brief summary below.](#)

GOVERNMENTS AROUND THE WORLD have encouraged the public to practice social distancing in order to help slow the spread of coronavirus.

The term is new to most of us, and the concept is practically foreign. This means it raises questions.

To put it simply, social distancing means:

- Staying home whenever possible;
- Avoiding crowds;
- Maintaining a safe distance between people (typically at least six feet); and
- Refraining from touching others.

You can still go to the grocery store, pharmacy, doctor's office (only if essential!) and out to purchase other essential supplies, with the idea of being smart about it.

Try to avoid peak hours of operation, and go to the store when you suspect fewer people will be shopping. This could be early morning or late at night.

Other food sources, such as takeout from local restaurants, are a great option during this time. Again, though, it is

important to avoid contact when others when you pickup your food or have it delivered.

It may sound excessive, but wipe any containers the food comes in, and wash your hands thoroughly before digging in.

Take a similar approach when it comes to other purchases and materials you might pick up.

Remember: just because someone appears fine doesn't mean they are - anyone can be a carrier of this virus, and not everyone will show it.

Be safe and be smart.

The idea here isn't just to protect yourself, but to slow the spread of the virus so as not to overwhelm medical providers and hospitals.

If you've read the news, you already know there is a shortage of supplies and personal protective equipment for medical personnel.

Think of them - think of others - and stay home.

// Our team will continue to service the ICAP membership by responding to special requests, addressing questions and providing assistance with resources - we'll just do it from afar for the time being."

Dan Cruse, ICAP Risk Control Field Manager

How the ICAP team is distancing itself

DUE TO THE RECENT HEALTH CONCERNS created by COVID-19, all ICAP team members will be working remotely until further notice. This is for the safety of team members, agents and member representatives alike.

We are fortunate ICAP team members telecommute regularly and are already accustomed to working remotely, and we expect the change will go unnoticed by our members and agents.

The only exceptions to this will be meetings and events, which have been postponed until further notice. This includes risk control site visits and 101 sessions.

Though meetings and events have been put on hold, the countless other services ICAP provides will be available as always.

All Pool representatives are working to ensure members have the information they have, whenever they need it.

If you have questions about any of the offerings or resources ICAP affords, please contact your risk control representative for assistance. They are working diligently to respond to special requests, answer questions and provide assistance with the Resource eLibrary (visit www.icapiowa.com and click "eLibrary login" to access).

If you are unfamiliar with the team member that services your area, please [click here](#). The contact information for each risk control representative is listed at the bottom of the page.

If you have questions or wish to explore the other resources and services ICAP affords, please visit the [ICAP website](#).



The ICAP team has long engaged in the practice of telecommuting, which means the temporary closure of the ICAP office will not affect the operations of the Pool. With the exception of halting onsite visits and events, it's business as usual for ICAP. Contact your ICAP representative if you have questions or require guidance during this challenging time.



WORKING REMOTELY: things to know

LET'S NOT SUGAR COAT IT, this might be tough. Regardless of whether or not you have children, working from home can be challenging if you're not used to it.

Add kids and/or pets to the equation, and it can be all the more demanding. But, as regular telecommuters, we wish to assure you: it can be done.

There are, of course, major differences between working in the office and working from home (stretchy pants, anyone?). And, like anything, the

change of scenery comes with both pros and cons.

Let us offer a few pieces of advice to help ensure your home workdays are both manageable and productive.

And remember, no matter how challenging your days right now may be, the important thing is we all get through it.

If we come out of this exhausted, bored, stir-crazy and/or frustrated, we will be the lucky ones.

- 1 Get dressed.** It sounds silly, but it's important. Your attire will affect your mood and, ultimately, your productivity in working from home. Resist the temptation to stay in your pajamas or sweats, and try donning a business casual outfit, instead. Maintaining a sense of professionalism, even if it's more relaxed, can help preserve a degree of normalcy in these uncertain times.
- 2 Communicate.** You are home, yes, but you are not on an island. Communicate with your supervisor to find out what is expected from you, and establish a check-in call to help keep on track. Also communicate with coworkers to ensure you provide whatever is needed for them to complete their given task(s), and to ensure you get what you need from them.
- 3 Socialize.** It seems counterintuitive right now, right? But trust us, it's not. If you're used to working in an office environment and chatting around the figurative watercooler, the adjustment to working remotely might feel a bit isolating. Take a few moments on work calls to have informal conversations; talk about your weekend, your frustrations or the perks of being at home.
- 4 Set a schedule - but be flexible.** You've got a to-do list as long as your left arm, and only eight hours to get through it. But...your kids are home. Or the dog wants a walk. Or the internet goes down. This is life! And these are extenuating circumstances. We find it helps to tack a bit of extra time onto our day, so we can make up for "necessary breaks," whatever they may be.
- 5 Designate a workspace.** The couch is comfy, right? Soooo comfy, and so appealing. But don't sit there! As comfy as it is, it isn't ideal for work. Set yourself up at a desk, if possible, or settle for a seat at the table. Set your haunches somewhere you can maintain an ergonomic, upright position.

A few other notes on telework

WE GAVE YOU A LIST OF THE "DOs," now, here's a few of the "don'ts."

- 1. Don't turn the television on.** It's tempting, we know, but Netflix can wait. So, too, can the news. If you just can't do without your news fix right now, turn it on only before work, during lunch and after your work concludes.
- 2. Don't stay in your pajamas.** See item 1 on the previous page. Getting dressed is important and can have a huge impact on your productivity.
- 3. Don't snack all day.** Again, tempting. But try to resist. Maintain a similar eating pattern to the one you'd typically follow in the office.
- 4. Don't forget to take breaks.** You'll likely be moving a bit less while you practice social distancing, but try to remember movement is essential. Even the smallest amount can have a profound impact on your health and wellbeing. Schedule 15-minute breaks just as you would do in the office. Go for a stroll, do some lunges or stretch gently. Find what works for you, and make a point to squeeze it in..
- 5. Don't just settle in.** It may be tempting to sit down on the couch - or even in your bed - but it's unwise. For a start, doing so is horrible for your back and your posture. With that, it's also not good for productivity. Find a hard seat with an upright back, and settle yourself there.
- 6. Don't limit yourself to workday hours.** See item 4 on the previous page. There are certain hours you'll need to be available, yes. There are also certain hours you'll be most productive. It's important to find a balance between the two. If you have children at home right now, you already know sitting down to work without interruption can be difficult, and settling in at 8 AM might not be feasible. You might also know you're more likely to get things done early morning, before the rest of the family starts to rise, or late-evening, after they've gone to bed. Use that to your advantage.

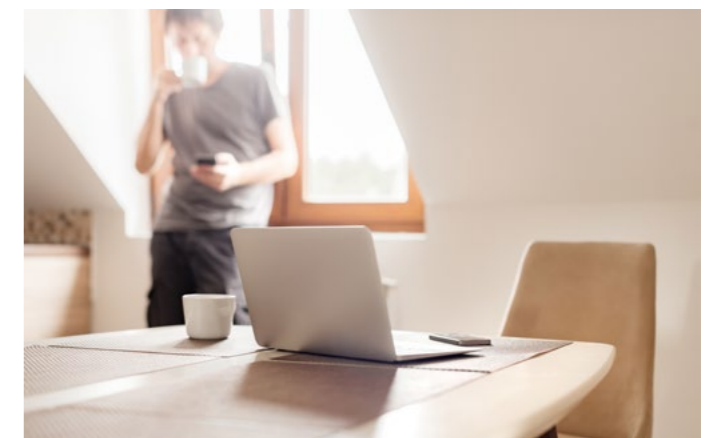
DO YOUR EMPLOYEES REGULARLY WORK REMOTELY?

If so, you must have certain other measures in place. ICAP provides all members access to sample telework policies in its [Resource eLibrary](#).

Every member can access the site and obtain this - along with thousands of other resources, materials and sample policies & procedures - at no additional cost.

If you do not yet have login credentials for the site, please complete the [login form on the site](#), then click "register."

Working remotely forces you to become a more skillful communicator. It also forces you to be more resourceful.



ICAP is currently working on a sample telecommuting policy that may help members address current employee needs. Look for the policy to be made available on the ICAP website soon! Visit www.icapiowa.com/coronavirus for additional resources and updates.



WORKING REMOTELY: Ergonomic Seating

FOUND YOURSELF SUDDENLY working from home and feeling a kink in your neck? Is your lower back bothering you? Or perhaps you're starting to feel a bit tight in the shoulders? You're not alone!

Working remotely can be an adjustment, and if you're not used to it, well, it can lead to certain aches and pains you might not otherwise have had.

Fortunately, this is a temporary measure. We hope and expect municipal employees will be back in their offices soon. Until then, though, there are things you can do to help make your life easier (and your days more comfortable).

We sat down with Dean Schade, Loss Control Manager for the Iowa Municipalities Workers' Compensation Association (IMWCA), to put together a few recommendations, measures and movements for employees who have found themselves temporarily working from home. Take a look!

Take some of the ergonomics you've learned from the office and apply them to your work at home!

- 1 Elevate your screen.** Looking down at a laptop is hard on the neck, and after a few days, you're bound to feel it. If possible, elevate your screen to help relieve some of the strain on the neck. Even if the only thing you have to place under it is a stable box, it will be worth it.
- 2 Go wireless.** If you're able to successfully complete the recommendation above, you might notice doing so makes it slightly less convenient to type. Go wireless! If possible, use a wireless mouse and keyboard, instead. Your neck, shoulders and wrists will thank you.
- 3 Sit in a neutral position.** As noted on the previous page, the sofa, armchair and bed aren't the place to set up shop. Find a chair where you can sit with your back at a 90-degree angle. Your thighs should be parallel to the floor, with feet flat on the floor. If the floor isn't an option for you, find an object on which to rest your feet.
- 4 Take breaks.** Set an alarm on your phone to stand up and stretch every 15-20 minutes. It doesn't have to be for long. A few shoulder rolls (slowly, in both directions) and some neck rotations (slowly, being cautious not to overdo it) will do wonders for your body.
- 5 Get moving.** A walk can be a great remedy for any stiffness or discomfort that might set in. Use your breaks to get moving. If a walk isn't in the cards, try going up and down the steps a few times, instead.

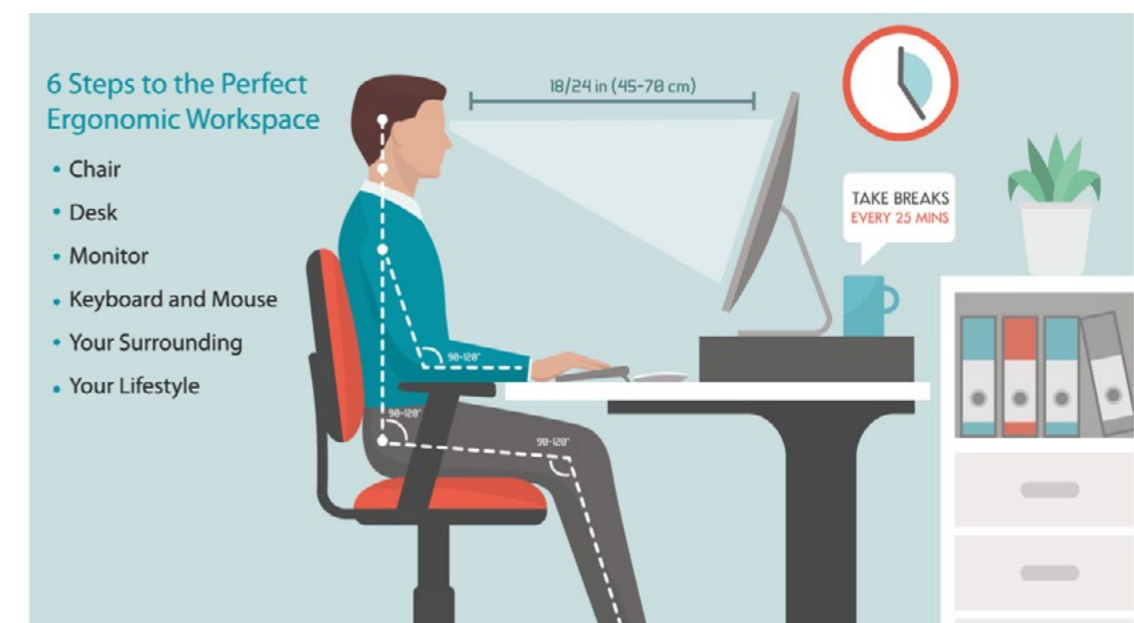


Image credit: Ergonomic Trends

Cleaning Recommendations for Home and Office

- 1 Make sure workplaces are clean and hygienic.** Dust and clutter-free? That's excellent! But we're going to have to go a bit further right now. Think disinfection of surfaces, and sterilization of mugs, silverware and other shared dining supplies. That quick rinse folks do of the coffee mug each day? Uh-uh...give it a good clean, every time you use it.
- 2 Repeat.** Unfortunately, in current times, a one-off deep clean isn't going to cut it. We need to be disinfecting surfaces and objects regularly. Think desks, tables, chairs, door handles, door windows, telephones, keyboards, copy machine buttons and other shared devices or supplies.
- 3 Vacuum.** The jury is still out on how long this virus can remain airborne; however, at present it is thought it can "hover" for several hours. Avoid using air dusters, aerosols, pressure washers and other devices that may cause the virus to go airborne. Instead, use vacuum attachments to clean certain objects (keyboards, corners, etc.) then use disposable disinfectant wipes to clean.
- 4 Use the right stuff.** The CDC suggests diluted household bleach or alcohol solutions (never mix the two together!) with at least 70% alcohol, as well as most common EPA-registered household disinfectants, should be effective. For bleach solution, mix five tablespoons (1/3 cup) bleach per gallon of water, or 4 teaspoons of bleach per quart of water. Use only on appropriate surfaces.
- 5 Don't forget soft, porous materials.** Cushions, carpets, pillows, curtains, coats and clothes... Remove visible contamination and clean with appropriate cleaners. If items can be laundered, wash in accordance with the manufacturer's instructions using the warmest listed water setting. Do not shake any soft items, as doing so can disperse the virus through the air.

When, where & why **YOU MUST CLEAN**

Wherever you are, the virus can follow. Thus, it is essential we all establish cleaning protocols and use them regularly.

ICAP recommends all members conduct a SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis to determine whether the policies and procedures in place for cleanliness are adequate in the current situation.

What protocols does your entity/organization adhere to? Is your custodial staff increasing its cleaning and disinfection of touch surfaces? Does this include door handles, keyboards, restrooms and kitchen/dining areas? How often do they do it? Do they have the correct personal protective equipment (PPE) for use during cleaning?

Do your cleaning methods utilize aerosolize pathogens (think pressure washing, steam cleaning and other methods that might cause surface contaminants to go airborne)? If so, what other method of cleaning can be used during this time?

These are just a few of the many areas that should

be addressed when evaluating whether your current cleaning protocol is sufficient during the coronavirus outbreak.

Your entity should also have a plan in place to address emergency situations, such as an instance in which one of your team members becomes infected with the current strain of coronavirus. In that instance, entire rooms should be quarantined and deep cleaned, ensuring no surface/material is missed.

It's...a lot. A lot to think about; a lot to plan for; and a lot to do.

For convenience, we are listing some of the top recommendations from the [Centers for Disease Control \(CDC\)](#) and the [World Health Organization \(WHO\)](#) at right.

For additional information, please click the linked text above to visit their respective websites.



Distinguish between cleaning and disinfecting. And remember: you must do both!

Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.

Disinfecting works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.



IT IS UNCLEAR HOW LONG governmental restrictions and social distancing measures will continue, which means it is unclear what may come of events planned for the coming spring and summer months. What to do?

Let's review **UPCOMING EVENTS**

WE KNOW the social distancing order will last until at least the end of April, but we don't know much more than that.

This leaves many public entities and private organizations wondering what to do about upcoming festivals, parades, races and other events.

A number of local events have already been canceled; others are tentatively planned to go ahead.

What's the right thing to do here?

We don't have a timeframe. We don't know when it will be safe and acceptable for groups to gather; we don't know when the risks of catching the virus (or infecting others) will pass; and we don't know what the risks are of moving forward with event planning in these uncertain times.

Will the virus continue? Will we be liable if it spreads? Will we lose money, or upset participants? Will we be left in the lurch if vendors or participants pull out?

These are a few of the many unknowns related to the spread of this virus, and, when it comes to postponing events, we cannot tell you what to do.

Quite frankly, no one can.

Discussions of the virus's spread or a possible end date for resulting restrictions are divisive, even for the federal government, which means we cannot predict what is to come.

What we can do, however, is make a few recommendations that may help your entity prepare for upcoming events. We can also offer resources.

Take a look on the following page to explore a few planning considerations (noting the list is not all-inclusive), and review the resources that are available to all members of the Pool.

If you have questions, contact your [ICAP Risk Control Representative](#) for assistance.

Tentative Event Plans

- 1 Review your calendar.** We've already established the time period for social distancing is unknown, but we can expect it will continue for several weeks, at minimum. Which events follow in the month or two after that? Evaluate each event individually and determine whether it can be postponed.
- 2 Evaluate the risks.** What does your entity - and your community - stand to gain if the event goes ahead? What do you stand to lose? Are there risks to public health? What are the financial implications? Do you have coverage for any risks that may present themselves if the event goes ahead? Look at each event from all angles, and plan accordingly.
- 3 Communicate.** Now, more than ever, we must communicate with residents, businesses, event participants and sponsors. Everyone has worries and concerns, and everyone wants to know what is happening. Give it to them straight. Host a televised announcement, offer a press release or post to your website. Do what you can to let your community know where things stand.
- 4 Provide a deadline.** Odds are, most event participants will be relatively understanding of the predicament your entity faces when deciding whether or not you'll host the event. That said, it's also likely they'll need to make plans accordingly. Provide a guaranteed date, and advise whether your event will proceed before then.
- 5 Use your resources.** We keep saying it, because, well, this is what they are for. This - the questions you have regarding issues that have arisen out of this outbreak - are at the core of many of the services ICAP provides. You, as a member of the Pool, are entitled to free legal advice via ICAP Legal Access. We encourage you to use it!

When it comes to canceling or postponing, notify all parties



It's better to overcommunicate than it is to miss someone. Cross your "Ts" and dot your "Is" - message everyone who might be affected by a cancellation. Think of:

- Participants
- The community/spectators
- Ticket holders
- Vendors
- Local businesses
- Team members
- Volunteers

The spread of COVID-19, and the issues created by employee layoff due to quarantine, has created unprecedented challenges for employers. Throughout this time, employers must work to create and implement fair and legal policies that govern employees while maintaining the essential functions that are vital to the operation of communities throughout Iowa. This includes issues regarding unemployment, FMLA, ADA, and Wage and Hour Laws as well as the effects of the newly created Families First Coronavirus Response Act ("FFCRA") and its effect on Federal and Iowa Law."

Brent Hinders, Attorney at Law | Hopkins & Huebner, P.C.



Not sure **WHAT TO DO?**

Take a look at the number above, because, odds are, you're going to need it.

Write it down; commit it to memory; [bookmark the web page](#); do whatever you've got to do to ensure you have quick, easy access to the legal hotline ICAP provides its members. Did we mention it's **free of charge**?

And this situation is exactly why it exists.

Sometimes, things happen - they come up unexpectedly - and we, municipalities and organizations - aren't sure what to do.

We need legal advice but can't afford to hire an attorney that can provide it. Cue ICAP Legal Access, a free legal consultation service provided exclusively to ICAP members.

Through the program, every ICAP member is entitled to receive up to 300 minutes of free legal consultation each calendar year. Services are offered by [Hopkins and Huebner, P.C.](#), a full-service law firm with offices in Des Moines, the Quad Cities and Adel.

Handling attorneys are ready and able to respond to member inquiries regarding the current coronavirus outbreak, and operations related to it.

Visit the [ICAP website](#) to learn more.

EXPANDED PAID SICK LEAVE

[Hopkins and Huebner, P.C.](#)

On Thursday, March 19, 2020, Congress passed two laws to extend paid leave to employees working for employers with less than 500 employees. They go into effect on April 2 and expire on December 31, 2020. There is currently no small employer exception, though the Department of Labor is given authority to adopt exceptions for employers with less than 50 employees. The first new law is federally required sick leave for two weeks, and the second is for FMLA expansion to provide paid leave. The intent was for both provisions to work together to provide for some paid leave up to 12 weeks.

1. Paid Sick Leave. This paid sick leave is in ADDITION to any current leave you are providing now. You cannot make the employee take the currently available employer-provided leave first. It applies to any employee, even if they just started yesterday. There are six (6) conditions when this law applies:

1. The employee is subject to quarantine order;
2. A health care provider has advised the employee to self-quarantine;
3. The employee experiences symptoms of COVID-19 and is seeking medical diagnosis;
4. The employee is caring for someone who has been advised or ordered to quarantine;
5. The employee is caring for a son/daughter whose school has closed or childcare provider has become unavailable due to COVID-19;
6. The employee is experiencing other substantially similar condition specified by Secretary of Health and Human Services.

The dollar amount of paid sick time depends upon whether an individual is taking the leave for conditions 1-3 or 4-6. If conditions 1-3 apply, then you pay sick leave at the employee's regular rate, but it is capped at \$511/day or \$5,110 aggregate. If conditions 4-6 apply, then the employer pays sick time at a rate of 2/3 of regular rate pay with a cap of \$200/day or \$2,000 aggregate. In conditions 1-3, if the employee earns \$10 an hour and works 8 hours per day, then you pay \$80 per day. In conditions 1-3, if the employee makes \$100 an hour and works 8 hour days, then the caps come into play - the employee is capped at \$511 per day. If the employee takes leave for conditions 4-6 and she makes \$10 an hour and works 8 hours a day, then the amount of sick leave is \$53.29 (2/3 of \$80). If conditions 4-6 apply and the employee makes \$100 an hour for 8 hours, then the cap of \$200 a day applies. There are provisions for part-time employees at a proportion to full-time employment.

2. FMLA Expansion. Unlike the prior version of the FMLA, this applies to all employers under 500 employees, not simply those with more than 50 employees. An employee can take 12 weeks of FMLA leave for these reasons:

- a) care for son or daughter under 18 whose school or care place closed;
- b) childcare provider is unavailable;
- c) because of emergency declared by state, federal, or local government.

These are the only reasons where paid leave comes into play.

This leave is paid, again unlike the prior version of the FMLA. The employer pays as follows:

- A) For the first 10 days employer pays \$0.
- B) Thereafter, employer pays not less than 2/3 of the employee's regular rate and the number of hours normally scheduled to work but CAPPED at \$200 a day or \$10,000 in aggregate.

Any employee who has worked for you for 30 days is eligible for this FMLA expansion.

The law takes effect on April 2, 2020. It expires on Dec. 31, 2020. There are tax credits which assist the employer to pay for these benefits. There are penalties for non-compliance and for retaliation.

ICAP provides **FUNDING FOR PPE**

REMEMBER: The ICAP Grant is intended to help ICAP members mitigate risks and can be used for the purchase/reimbursement of emergency supplies and personal protective equipment (PPE), including the items necessary to protect employees and volunteers against the spread of coronavirus. Personal protective equipment includes face masks, head coverings, gloves, hazmat suits, and safety glasses, among many other items.

In addition, in light of the current pandemic, funding from [The ICAP Grant](#) can be used to purchase materials and services necessary to sanitize, clean and protect against the outbreak.

Visit www.icapiowa.com/grant to request funding now.



If your entity has already purchased emergency supplies, you can request reimbursement up to \$1,000. Simply email grant@icapiowa.com with a copy of your invoice/receipt to request funding.

Information for **LAW ENFORCEMENT**

BASED ON THEIR DAILY INTERACTIONS and regular operations, law enforcement officials may face more exposure to infected individuals than many other municipal officials.

Like all individuals, we encourage officers to maintain a safe social distance and limit their direct contact with others when possible.

Given their exposure, however, we'd also like to outline certain measures intended to help protect law enforcement officials and all other individuals in holding or jail facilities.

Please note the suggestions on the following page are based on current CDC recommendations.

Given these recommendations are changing frequently as

more is learned about the virus, it is essential officials review the [CDC website](#) to stay up-to-date on the resources and recommendations available to them.

We also encourage law enforcement departments to contact their county public health department, which may offer recommendations that differ from - or go beyond - CDC measures based on local conditions and local resources.

It is also essential jail medical directors have ultimate clinical responsibility for the health of inmates in a county/department's custody. Those officials may recommend different or additional steps based on your jail's respective needs.

Visit the [CDC website](#), contact your local officials, and take a look at the recommendations listed on the following page.

Hey law enforcement, partner with your County Health Department! This is the authority for public health responses in your community, including information on the availability of testing kits and PPE.

Prevent the introduction of respiratory germs INTO your facility

1. We recommend visitation to prisons be suspended until further guidance is issued.
2. If for any reason visitation is permitted, post signs instructing visitors, employees, and other persons not to visit if they have symptoms of respiratory infection – fever, cough or shortness of breath.
3. If visitors, employees, or any other persons seeking entrance have symptoms of respiratory infection such as fever, cough, or shortness of breath do not allow them to enter your facility.
4. Ensure sick leave policies allow employees to stay home if they have symptoms of respiratory infection.
5. Assess symptoms of respiratory infection upon inmate intake to the facility and implement appropriate infection prevention practices.

Prevent the spread of respiratory germs WITHIN your facility

1. Keep employees and inmates informed.
2. Monitor employees and inmates for symptoms of respiratory infection.
3. Support hand and respiratory hygiene, as well as cough etiquette by inmates, visitors, and employees.
4. Ensure employees are properly trained on infection control procedures.
5. Maintain appropriate PPE supplies and practice PPE conservation (PPE includes N95 filtering facepiece respirators or a higher-level particulate respirator, goggles, aprons, and nitrile gloves).
6. Isolate persons that are symptomatic, provide them with PPE, along with the person transporting them and caring for them.
7. Designate clean teams who may need PPE and consistently disinfect high traffic areas or known contaminated areas.
8. Set up stations within the facility where all persons can easily access hand sanitizers.
9. Mobilize, inventory, and track all necessary resources.

Prevent the spread of respiratory germs BETWEEN facilities

1. Notify facilities prior to transferring an inmate with an acute respiratory illness, including suspected or confirmed COVID-19, to a healthcare facility.
2. Report any possible COVID-19 illness in employees and inmates. Call the Iowa Department of Public Health.

We also recommend all holding and jail facilities use a **COVID-19 Screening Process** ([a sample can be found here](#)). If any person is entering the correctional facility, use the attached screening process regarding:

- Temperature
- Respiratory symptoms
- Quarantine recommendations

The screening process must apply to all persons entering the jail – including staff and inmates.



S T O P T H E
S P R E A D

Come on, Iowa. Together we can,
because **together we must.**

Let's work together and do our part to limit the spread of this nasty virus, which has claimed more than 21,000 lives to date.

Let's work together to help our neighbors, who might need help with groceries while they are self-isolating.

Let's work together to help our children, who might feel scared, anxious or a little stir-crazy while they spend time out of school.

Let's work together to help our food service industry and delivery drivers, who are going the extra mile (literally) and risking their health to get us the products we need, when we need them.

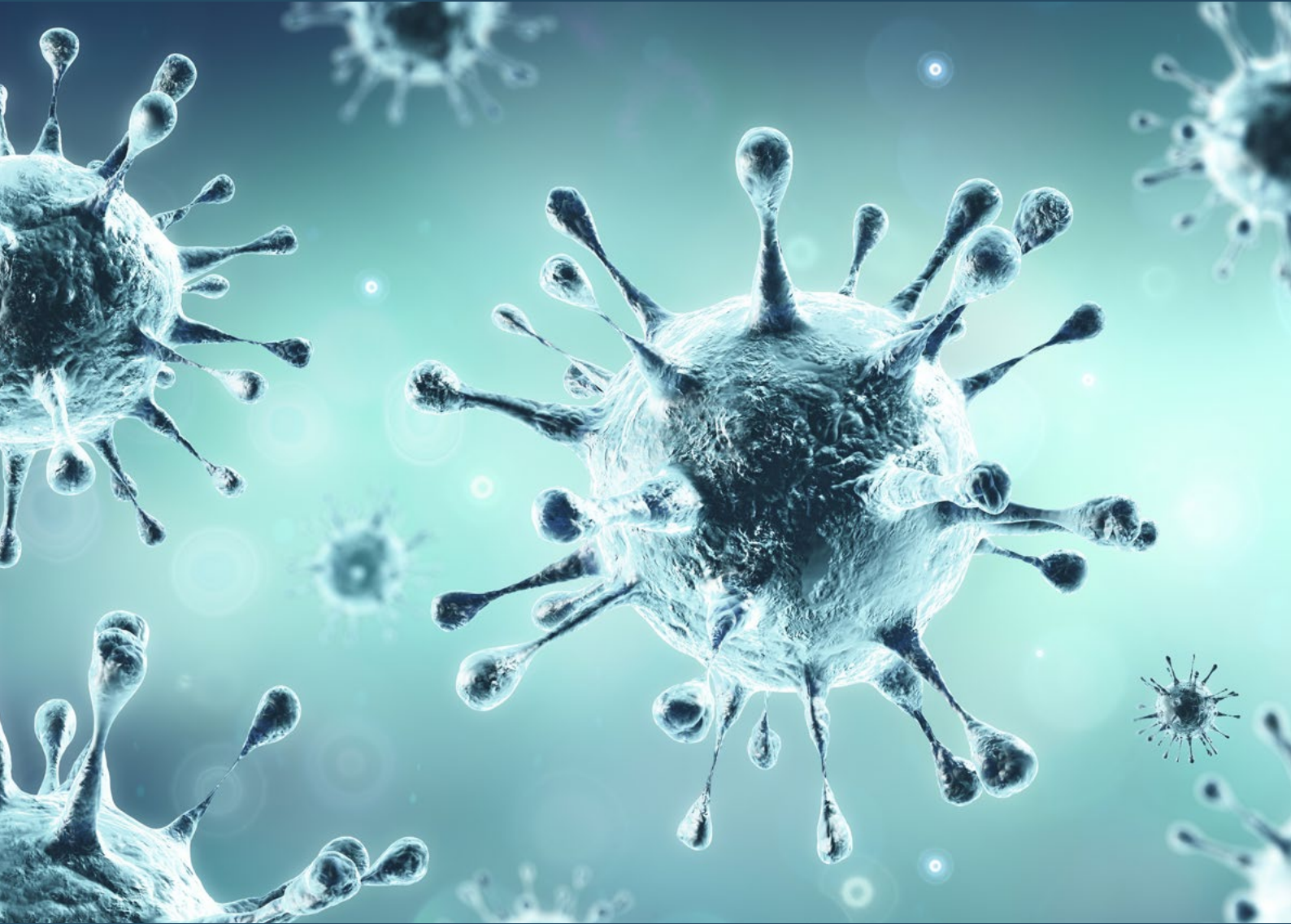
Let's work together for our healthcare workers, who are on the frontlines, spending time away from their homes and families while the rest of us are able to stay safe indoors.

Let's work together to help ourselves.

Let's work together to help our families.

Let's work together to help each other. To help Iowa. America. And the world.

For additional resources and information, visit www.icapiowa.com/coronavirus.



Iowa Communities Assurance Pool (ICAP)
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Johnston | IA 50131
www.icapiowa.com

