Policy Statement: COVID-19 Precautions

Hardin County Board of Supervisors value the safety and well-being of the community members and our employees. As the State of Iowa continues to ease regulatory restrictions in areas impacted by COVID-19 the Hardin County Board of Supervisors continue to ensure reasonable precautions are implemented to slow the spread of COVID-19 and protect the safety of those we serve. The Hardin County Board of Supervisors continues to encourage all citizens to take the following precautions during normal routines and when conducting business with Hardin County.

- If you have a fever, cough, or shortness of breath please do not enter the Courthouse.
- Limit social gatherings to only members of the same household who reside together.
- Call your doctor if you develop symptoms such as a cough, fever, or shortness of breath, and have been in close contact with a person known to have COVID-19.
- Cover coughs and sneezes with a tissue or your elbow/upper arm and avoid touching your eyes, nose, and mouth.
- Wash hands frequently with soap and water for at least 20 seconds or use the hand sanitizer provided around the Courthouse.
- Wear a facial mask when making essential trips where distancing is not possible.
- Maintain a 6-foot distance from people outside your household, including co-workers when possible.

In addition to public health mitigation practices, several Hardin County Departments have implemented additional precautions to reduce the risk of exposure to the public and employees, these measures include, but are not limited to;

- Installation of transparent protective shields in areas of frequent face-to-face interaction.
- Increased daily sanitization schedule in accordance with CDC guidelines.
- Conduct web or telephone-based meeting or use scheduled appointments to minimize congregation.
- Increased signage related to public health mitigation measures, including encouraging the use of facial masks while conducting county business.
- Placement of adequately spaced floor markers.
- Relaxed leave policies for employees who are potentially ill.

Actions to be taken if an employee or member of the public is suspected or confirmed to have COVID-19 infection:

- In most cases, the facility does not need to be shut down. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person
- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees and public being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

If it has been 7 days or more since the sick employee or member of the public used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

The Hardin County Board of Supervisors are not requiring the use of face masks to enter the Courthouse, but you are welcome to wear one. If you prefer for us to wear a mask while assisting you, just ask! We are happy to do that. Health screenings will not be conducted to members of the public upon their arrival at the Courthouse but the number of individuals allowed in at once will be limited to increase physical space. Anyone who is high risk for more severe COVID-19 illness should continue to stay home and do Courthouse business via phone or internet.

Hardin County Courthouse "Public Health Emergency" Operating Guideline

1. Courthouse will maintain one entrance and exit per Courthouse Security Protocol already in place.
2. Each office will set appointments for customers, directing them through process of stopping for colored card at security desk and asking them to bring cell phone if possible, in the event they need to be called from the outside for appointment.
3. Each office will maintain no more than two customers in the area or in Rotunda for social distancing purposes.
4. Floor signage will be placed to remind everyone of social distancing within the courthouse. These will be replaced as needed by Custodian.
5. Each Office will maintain a list of the customers with, at Minimum- Name, Address and Phone number to contact them for the purposes of "contact tracing" if the need arises. This list will be provided to Security by 8 am and again at 1 pm. Security will maintain these lists in a notebook for contact tracing purposes and after 20 days shred the 20th day.
6. There will be different colored cards assigned to the identifying the "Office Name"- "Visitor". These will be kept at the Security desk and as individuals come in, they will be given one of these. It must be clipped in a visible location for identification while visiting in the courthouse. If there are walk-ins, security will direct them to please call for an appointment from outside or homme.
7. If an individual is going to have to wait for more than 10 minutes for the assistance, the staff person will take down their name and phone and ask them to wait outside and call when the paperwork is ready for them to come back in. This will lessen the number of people waiting in the rotunda.
8. As everyone is finished with business the staff person assisting them will remind them to return the card to security before leaving the building.
9. Court service will continue to work with the EOC and ISAC/Judicial Group to develop the procedure for when court opens. Until that time the clerk of court office will get one card to maintain the social distance on that floor and in that area and elevator.
10. Restrooms will remain open. These will be cleaned thoroughly at the end of each day and as needed throughout the day. It is expected that everyone will use soap and water to wash hands before leaving the restroom.
    a. As Sign will be posted with a number to call if more supplies, towel, soap hand sanitizer are needed in each restroom.
    b. Another sign will be posted reflecting the need to wash to help "Stop the Spread of Infectious Diseases.
11. Each office will clean the counter after each customer.

12. IF a customer or Staff request a mask during interaction the staff member will comply with request. There will be Isolation/procedure masks available at each office customer service station.
13. Hand Sanitizer will be available for staff in the office as well as a bottle setting at each counter space for visitor use. There is also hand sanitizer placed throughout the building.
14. Signs will continue to be posted stating if you are sick or have any symptoms to please not visit that day and return when they have no illness or symptoms. (This is a CDC or IDPH sign.)
15. Every employee is expected to continue to monitor and document their temperatures, and if requested forward the record to their supervisor.
16. Employees are still expected to self-report if they have symptom of infectious disease (COVID-19) to their supervisor who will then decide if they need to be sent home or to medical care.
17. If a staff member becomes positive for COVID-19 the office in which they work will be closed immediately. custodial staff will wait 24 hours and then disinfect the office with D7, and the office will need to remain closed for no less than 2 hours after disinfectant process.
    a. D7 leaves both a slight residue and an odor. The residue will be removed by the office staff with microfiber clothes per their choice. The odor should be gone after two hours. The SDS will be kept in the Custodial office. If is not harmful to human contact but can be irritating to breath.
18. Signs will be posted in the elevator for no more than two persons at a time in the elevator.
19. Each Department will maintain clean pens for each patron use.
20. Deliveries and vendors will be logged by Security and where they are going.

These guidelines have been developed through collaboration with Public Health, Emergency Management, Sheriff and District Court Judge Haney.