

Guidance and Expectations for In-person Education and Business

August 10, 2020

Beginning June 1, 2020, Iowa State University Extension and Outreach issued an invitation for a phased re-opening. As of August 10, our phased re-opening is continuing. Employees are expected to follow and conduct programming in accordance with the most current federal, state, local, and university COVID-19 guidelines.

This document states best practices based on a slow transition back to in-person education and programming. Iowa State University President Wendy Wintersteen, Vice President for Extension and Outreach John Lawrence, ISU Extension and Outreach [Open for Iowa](#) committee, and Iowa State University committees provide expectations and recommendations. The university's focus is on reopening for business while mitigating risks. We are unified and committed to providing specific expectations and recommendations that are meant to strengthen and complement the university and ISU Extension and Outreach expectations and recommendations.

ISU Extension and Outreach wants to continue to build a #StrongIowa, which includes keeping our employees and the people we serve safe. Please follow these guidelines to mitigate risk.

Expectations and Communication

It is important that employees on campus, in the field, and in county offices are continuously communicating so expectations are clear related to office visits, consultations, programming, training, and meetings. Please be respectful knowing some employees may have alternate work arrangements that allow them to have flexible work arrangements. Ongoing conversation between employees and their supervisors is encouraged. If individual program units have specific guidance, they will provide it and this guidance will be reflected on the Open for Iowa website.

Please Remember

- **Local ordinances:** Be aware of local ordinances and local public health directives and include these in your decision-making process. Employees are not expected to enforce an ordinance from local governing bodies as it pertains to compliance by the public.
- **Health monitoring:** [Self-monitor](#) for symptoms before reporting to work.
- **Sick employees:** If you are sick or are experiencing [COVID-19 symptoms](#), [stay home](#) and contact your supervisor

- **Clean workspaces:** All employees should take responsibility to keep their workspace clean (e.g., copiers, printers, desks, tables). [CDC has additional guidance](#).
- **Personal hygiene:** Use proper hygiene practices. During COVID-19, keeping hands clean is especially important to help prevent the virus from spreading. Follow [CDC handwashing guidance](#).
- **Face coverings:** Employees who are able are expected to wear cloth face coverings when in the presence of others where physical distancing is not maintained [consistent with CDC guidance](#) and [university guidance](#).
- **High-risk:**
 - County employees who may be at [high risk for illness](#) should communicate with their councils and supervisors to request accommodations. Iowa State employees and supervisors should follow the process on the [University Human Resources COVID-19 website](#).
 - Employees are not required to disclose their health status to their employer.
 - Employees may indicate they have health concerns that affect their work without sharing personal health information. Remember, an employee's concern may be due to a person who lives in their home who is high risk and the desire is to reduce exposure for that reason.
 - Employee health information is confidential.
- **Signage:** Use office signage, signs for in-person education, social media images, and other resources for communicating with clients during the COVID-19 pandemic on [MyExtension](#).
- **Workplace Flexibility:** Please refer to the Staff-friendly Return to Work guidance on the [Open for Iowa](#) website.

In-person Education and Business

The following guidance is for all gatherings, including but not limited to meetings, events, and other programs taking place indoors or outdoors.

- **Location and capacity:**
 - In-person business should be limited to participant capacity that allows for the required physical distancing (6 feet between individuals).
 - It is also important to consider slowly moving toward a full class to allow employees to learn how to implement safety precautions.
 - Hold gatherings outside when possible.
- **Food:** Providing or serving food must be done in accordance with the guidance issued by the assistant vice president for County Services. Refer to the [County Services Insurance Update under Food](#) on the Open for Iowa website (updated link to provide the most current update on food).

- **Supplies:**
 - It is expected that facilities have adequate sanitization supplies such as hand sanitizer, surface disinfectant, etc. Many supplies can be purchased from the [Extension Store](#).
 - Do not share supplies (e.g., provide a pair of scissors for each member).
- **Participants:**
 - Remind individuals to stay home if they have fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, or other identified [CDC symptoms](#).
 - Participants who are able are encouraged to wear a face covering in accordance with [Open for Iowa guidance](#), Face Covering Training and Guidance.
 - The willingness of participants to participate in an in-person event may vary. They may still prefer virtual or other online participation at this point. Continue to provide online educational programs and event participation options where appropriate.
- **Event registration and planning:**
 - Use the [COVID-19 Program Registration Statement and Registration Thank You Message](#) to inform participants of safety protocols.
 - As the COVID-19 situation evolves and guidance from government and public health agencies is refined, event organizers should create emergency contingency plans for how to modify, postpone, cancel, or virtualize events.
 - Maintain a spreadsheet of event attendees for [contact collection](#).

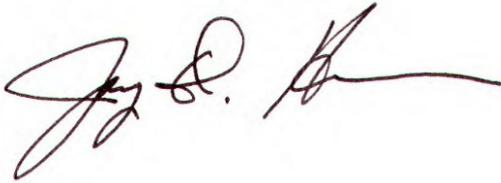
In-State Travel

ISU Extension and Outreach approves travel within Iowa for the purpose of conducting essential, in-person extension related business as approved by the unit leader. Please consult with your supervisor related to your individual needs.

Specialists and county employees should work together to ensure in-person education is feasible. Use good judgment when deciding if and where to travel for in-person meetings with employees and internal stakeholders. Consider how to use technology to meet at a distance. We ask for your continued understanding and flexibility as work plans may require ongoing modifications to support health and safety. When using a private vehicle for extension related activities, consider [CDC best practices](#):

- Avoid carpooling.
- Practice hand hygiene and respiratory etiquette.
- Wear a cloth face covering while riding with passengers.
- Practice physical distancing.
- Stay home when appropriate.
- Have adequate sanitization supplies.
- High risk individuals should limit their travel.

With these steps we hope to mediate risk and continue to serve Iowans as we have for over 100 years. As our state recovers from COVID-19, we'll continue to deliver research-based information and education to help Iowans care for their families, manage stress, and support their communities, businesses, and farms. We're here for Iowans now – and for the next 100 years.



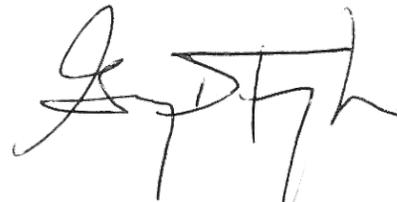
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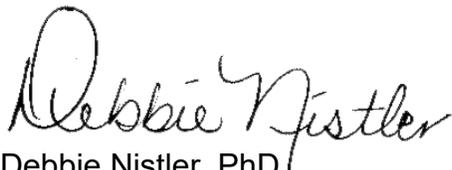
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