

# Second Monday Live Questions and Answers

June 8, 2020

Visit [Open for Iowa](#) for detailed information and links to resources.

There were several questions related to certain issues. We consolidated answers in the paragraphs below.

## Travel

### Questions

- Are ISU Extension and Outreach employees on a ban for out of state travel?
- Is travel for personal reasons restricted?
- Should staff self-quarantine after personal travel?
- Can staff travel between counties?

### Answers

All university-sponsored international travel and non-essential out-of-state travel is restricted. Travel between counties within Iowa is permitted.

Counties are encouraged to follow the [travel guidance provided by Iowa State University](#).

The University does not have a rule for personal travel. Faculty, staff, and students who travel out of state or internationally should be aware that they may have isolation or other restrictions imposed by other states or countries that could restrict or delay some aspects of their travel and/or their return to Iowa.

It is important to note that, aside from incidental university business such as checking email and making phone calls, university business may not be conducted while traveling out of state or internationally for personal reasons. Use extreme caution and judgment for personal travel. Please check the state and territorial health department websites for the latest information.

## Face Coverings

### Questions

- Do we have guidance for employees on requirements for cloth face coverings?
- Can we require face coverings on entry to our office?

### Answers

See face coverings [reference document on Open for Iowa website](#).

- **ISU employees:** Beginning June 1, all faculty and staff who are able are expected to wear a cloth face covering or face shield when in the presence of others where other mitigation strategies are not available or are difficult to maintain (e.g., physical distancing). See pg. 6 of the [Guide for Returning to the Workplace](#).

- **ISU Extension and Outreach county employee, council members, and volunteers:** We strongly encourage county staff, volunteers, and council members to follow state staff expectations. Wear a cloth face covering or face shield at any time you are in the presence of others and unable to maintain a six-foot physical distance. See pg. 6 of the [Guide for Returning to the Workplace](#).

## Temperature Checks

### Questions

- Can you clarify the taking of temperatures before participating in a program?
- Temperature checks - In the event a county public health agency recommends them, is it prohibited for extension staff to take temperatures of attendees?
- Are we allowed to take the temperature of youth at day camps?
- Are we able to take staff temperatures? We have staff that have come to work sick in the past and I am concerned that they will not do a good job of self-screening.

### Answers

University guidance states that temperature screening and symptom assessments are limited to frontline healthcare, public safety departments, and facilities. Therefore, we do not recommend checking temperatures of employees and participants at this time. Please visit the [Open for Iowa](#) website and review the [Guidance for Events at Iowa State University](#) for more information.

When a partner agency has more stringent guidelines, the partner should conduct the temperature checks or health screenings and assume the responsibility for record-keeping. Evaluate if this is feasible and what other strategies could be used (e.g., virtual event). Screenings must be performed in accordance with any applicable privacy laws and regulations. **Your regional director will guide discussions for county offices.** Guidance will be posted on the [Iowa Extension Council Association \(IECA\) website](#) when available.

Current university guidance for employees is to self-monitor (employees could use the [CIRAS Employee Self-Screening Tool](#)). You must monitor for symptoms every day before reporting for work. STAY HOME if you have any symptoms potentially related to COVID-19, notify your supervisor, and consult with your health care provider. If you start to feel ill or show symptoms at work, contact your supervisor, leave your workplace, and consult with your health care provider.

If county employees feel their situation requires an exception, please communicate with regional directors who will check with LMC Insurance & Risk Management (for liability questions) or the [Iowa Extension Council Association](#) website for resources from Whitfield & Eddy, legal representation for county extension councils, to come.

Supervisors and councils should communicate to staff the expectation to stay home if they show symptoms. This is for their own health, the health of their colleagues, and the health of the community. Coming to work poses a risk to all. Consider facilitating a plan for staff to be ready to work remotely in the event of illness (i.e., use CyBox consistently, take laptops home at the end of each day, etc.). Reference the [Staff Friendly Return to the Office](#), Employee Health and Safety.

Work towards developing a culture of holding one another accountable with kindness. If you notice that someone is not physically distancing or wearing a face covering in the office, you can remind that person of the office reopening plan to keep all employees safe. It is also acceptable to take your concerns to your supervisor (or extension council personnel committee) if you see patterns of behavior that is inconsistent with the reopening plan and guidelines.

## Positive COVID-19 Test Result

### Questions

- What is the county protocol if a staff or volunteer tests positive for COVID-19? And/or if someone on the county 'visit' list tests positive?
- Do we collect info on everyone that comes in, including people that are just there for a minute dropping things off?

### Answers

County public health departments are automatically informed of any positive test in the county. If contact tracing that involves Extension is required, county public health will contact Extension. A person's positive test result is private information. If they share it with county leadership or staff, it should be kept strictly confidential. In the event of questions about this, contact county public health.

Use the [COVID-19 Contact Information](#) Excel spreadsheet to collect contact information on every single person who goes through the office every single day, not just members of the public, but staff, council members, and volunteers.

## Event Guidelines/Registration

**Question:** The Open for Iowa committee has provided a [COVID-19 registration statement and thank you message](#). Will Conference Planning and Management automatically include the COVID-9 registration statement to registrations and registration websites?

**Answer:** Yes, CPM has added the COVID-19 registration and thank you messages. Please work with your [CPM representative](#).

**Question:** Is it ok to host Extension programming at ISU Research Farms within all current guidelines?

**Answer:** Yes, within the [ISU Research and Demonstration Farm COVID-19 guidelines for field days and open houses](#). If guidelines for a venue or partner are more stringent, follow the more stringent guidelines.

## Other

**Question:** Who do we contact with questions pertaining to the Iowa Extension Council Association?

**Answer:** The Iowa Extension Council Association is a valuable resource for council members. If you have questions related to the Iowa Extension Council Association, please contact Julie Baumlner, [jbaumlner@iastate.edu](mailto:jbaumlner@iastate.edu).