COVID-19:
Best Practices Guide

Table of Contents

General Overview
For the Municipality/Public Entities

01. Establish A Team

Establish a team from different departments to assess your organization's coronavirus needs and risks. Determine the team's command and decision-making structure. Choose one person to be the spokesperson for the public entity.

02. Create A Communications and Contingency Plan

It's important to agree internally about what will be communicated before any announcements are made to assure that messaging will be consistent across different audiences. Should an outbreak occur near your offices, what should happen first, second and third? Who is authorized to make prompt decisions? Who should be informed? By what communication methods? What messages should they hear? What are the protocols for providing updates?

03. Create A Human Resources Plan

Explore what the rules will be if your employees need to work from home. Regarding travel, see the World Health Organization's (WHO) written travel guidelines for COVID-19. Will pay continue as normal? What about non-salaried employees? What does your government require? Review telecommuting policies and accountability. Beware of bias, discrimination and exclusion at your organization, and always be protective of employee personal privacy and confidentiality as required by law. Follow up on reports of discrimination and respond to concerns.

04. Communicate With Your Staff

Communicate with your staff on a regular basis to prevent fear-based rumors. Prepare statements/intranet news and continue to educate the employees and regularly pass on information to them including what the company is doing to handle COVID-19.

05. Establish A Cleanliness Protocol

Do a SWOT (Strengths, Weaknesses, Opportunities, Threat) Analysis. What protocols for cleanliness does your organization have or need? Is your custodial staff increasing its cleaning and disinfection of touch surfaces (restrooms, doorknobs, kitchen and dining areas)? Do they have the correct personal protective equipment? They should avoid cleaning methods that might aerosolize pathogens (pressure washing, steam cleaning). What emergencies should you plan for?

COVID-19:

COVID-19:
Best Practices Guide

Resource
eLibrary

---

06. Monitor The CDC Website For Updates

Develop a protocol system for monitoring daily, hourly and emergency information. Your organization should seek advice from scientific and medical officials with experience in epidemiology, such as those in the WHO, the U.S. CDC, or similar national government health organizations in other countries.

07. Communicate With Your Public

Maintaining their trust and confidence during a potential coronavirus-related disruption is critical (identify concerns, steps taken to protect public from exposure to the virus, provide resources, update frequently).

08. Prepare For Media Inquiries

It is recommended that organizations only discuss their policies relating to the outbreak, their advice to employees on staying healthy, and their plans to keep meeting customer/public needs.

09. Plan For The Future

Evaluate your practices and plan to sustain them in the event the virus grows stronger or comes back. Monitor the effectiveness of communication to different audiences. Immediately address fear and prejudice against different groups of people directly and with science-based facts.

COVID-19: Best Practices

Recommended precautions to avoid exposure to the virus:

Hygiene and General

01. Wash your hands often with soap and water for at least 20 seconds.

02. If soap and water aren't available, use hand sanitizer that contains at least 70% alcohol.

03. Avoid touching your eyes, nose and mouth with unwashed hands.

04. Avoid close contact with people who are sick.

05. Stay home when you are sick and do not return to work or school until you have been fever- free without the use of fever reducing medication for at least 24 hours.

06. Avoid large crowds. Put distance between yourself and other people if Covid-19 is spreading in your community.

07. Keep sugars to a minimum.

08. Keep your exercise regimen, if you feel well.

09. Get plenty of sleep. A good night's sleep boosts your immune system.

COVID-19: Best Practices

Recommended precautions to avoid exposure to the virus:

Your Staff

01. Instead of meeting face-to-face, consider any form of telephonic/video chat apps/websites.

02. Allow staff to work from home, where possible. The fewer people in contact with each other, the better we can contain this virus.

03. Sick employees should be sent home immediately.

04. If employees feel sick before coming to work, require them to stay home until they are without a fever for 24 hours or more.

05. Require handwashing for at least 20 seconds for all staff and members of the public (where applicable).

06. Discourage gatherings of people in small areas (meeting rooms, kitchens, etc.).

07. Prohibit gatherings/events by large groups of people (more than 100, though that number can be much lower, if needed).

COVID-19: Best Practices

Recommended precautions to avoid exposure to the virus:

Social Distancing

Public Safety Organizations – Fire, EMS, Law Enforcement – in consultation with their medical director and local public health officials, should consider taking any or all actions below to reduce opportunities for coronavirus transmission and increase social distancing:

01. Restrict building access with locked doors or a secured indoor lobby. Designate most areas of the station for only currently on-duty personnel.

02. Cancel station tours by youth and school groups.

03. Postpone non-essential in-person continuing education of all types - lecture, hands-on and high-fidelity simulation.

04. Deliver company training, roll call or shift briefing virtually with a conference call or web meeting.

05. If a group of personnel must gather in a meeting room, ensure that chairs, tables and all training equipment are disinfected before and after the meeting.

06. Require any face-to-face meeting attendees to spread out so they are at least six feet apart. Don't pass snacks, training materials or other items from person to person.

Recommended precautions to avoid exposure to the virus:

Social Distancing Cont.

07. Postpone non-essential station visit for equipment demonstrations or checks. Ask the vendor to provide demonstrations by live or recorded web video.

08. Reduce the frequency of or cancel citizen visits to the station for questions, permits or blood pressure check. If necessary, set-up a specific room or area where these visits might continue, but don't allow the citizen (often a friendly neighbor) to linger or visit other areas of the station.

COVID-19: Best Practices

Recommended precautions to avoid exposure to the virus:

Travel

The U.S. government has taken unprecedented steps with respect to travel in response to the growing public health threat posed by this new coronavirus:

- Foreign nationals who have been in China or Iran within the past 14 days cannot enter the United States.

- U.S. citizens, residents, and their immediate family members who have been in China or Iran within the past 14 days can enter the United States, but they are subject to health monitoring and possible quarantine for up to 14 days.

- On March 11, a similar policy was expanded to include 26 European countries for a period of 30 days.

- On March 8, CDC recommended that people at higher risk of serious COVID-19 illness avoid cruise travel and non-essential air travel.

- For additional travel information visit:
  www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html

COVID-19: Best Practices

Information Technology And
Cyber Security Recommendations

Here are some helpful tips on IT and Cyber Security during COVID-19:

01. Be very cautious with real interactive dashboards of Coronavirus infections and death rates. They are being used in malicious websites and emails to spread password-stealing malware.

   (For Example: Cyber - Criminals have started disseminating real-time, accurate information about global infection rates to the pandemic in a bid to infect computers with malicious software.)

02. Cyber - Criminals have also started selling digital Coronavirus infection kits that use the interactive maps as part of Java-based malware deployment schemes.

   (For Example: They offer $200 kit costs if the buyer has a Java code signing certificate and $700 if the buyer wants to use the seller's certificate.)

03. Cyber - Criminals have started sending email scams that prey on a person's desire to help during the Coronavirus crisis. These malicious emails inform the recipient to open an attached document that includes information about safety measures which then directs users to a page that asks for their email address and password. Please do not provide email address, passwords or personal information.

   It is important you are cautious on attachments in emails. Sometimes these malicious attachments will be PDFs, MP4s and Docx files indicating they are coming from the US Centers for Disease Control and Prevention (CDC). Any grammatical errors in the address or message may be indicative of a potential cyber attack.

04. Ensure backups are adequately being completed and test restoring data from the backups. There should be one backup disconnected from the network in case of a ransomware attack.

05. Update VPNs, network infrastructure devices, wireless devices, and devices being used to remote into work environments with the latest operating systems, software patches and security configurations.

Information Technology And
Cyber Security Recommendations Cont.

Here are some helpful tips on IT and Cyber Security during COVID-19: Cont.

06. Ensure IT personnel are prepared to ramp up remote access log review, attack detection, and incident response/recovery.

07. Implement multifactor authentication on all VPN connections. If it's not implemented, require remote workers to use very strong passwords.

08. Ensure there's a telephone system or mobile business phone for the remote workers along with the monitors, laptops, and printers. Document any changes in personnel phone numbers for emergencies.

09. Create a Telework policy that outlines expectations, hours, duration, equipment, software, monitoring, confidentiality, removable media, security, reviews, travel expenses, performance standards, communication, accessibility, and emergency operations including dependent care and other non-employment responsibilities.

10. Having a security awareness training program implemented is very important. When discussing your security awareness training program, we encourage to steer away from in-person (large group) training due to the current COVID-19 virus threat.

Working From Home - Cyber Security Recommendations

- Ensure Virtual Private Networks (VPN) and other remote access systems are fully updated with the latest operating systems, patches, and security configurations. Unpatched network infrastructure equipment, servers and end user equipment continue to be an attractive target for malicious actors.

- If a VPN is not implemented, require all users, especially remote, to use very strong passwords. A minimum length of 16 characters containing numbers, symbols, upper/lower case letters, and spaces is recommended. Attackers can steal a weak password using dictionary attacks and automated tools.

- Avoid using Remote Desktop Protocol (RDP), if possible. This protocol connects a user to another computer remotely over a network connection. This leaves RDP client ports open to the Internet, leaving vulnerability to attackers that scan blocks of IP addresses for open RDP ports.

- Enhance system monitoring to receive early detection and alerts on abnormal activity. Ramp up remote access log review and attack detection.

- Implement multi-factor authentication protection methods to reduce the potential for malicious activity.

- Ensure all machines and wireless devices have properly configured network firewalls as well as anti-malware and intrusion prevention software installed. Most operating systems include a built-in firewall feature to enable for added protection.

- Test the remote access solutions capacity and increase capacity, if needed.

- Ensure disaster recovery, continuity of operations plans, or business continuity plans are up to date. Update incident response plans to consider workforce changes in a distributed environment.

- Ensure backups are adequately being completed and test restoring data from the backups. There should be one backup disconnected from the network in case of a ransomware attack.

- Ensure there's a telephone system or mobile business phone for the remove workforce along with the monitors, laptops, and printers. Document any changes in personnel numbers for emergencies.

- Create a Telework policy that outlines expectations, hours, duration, equipment, software, monitoring, confidentiality, removable media, security, reviews, travel expenses, performance standards, communication, accessibility, and emergency operations including dependent care and other non-employment responsibilities.

COVID-19: Best Practices

Working From Home - Cyber Security Recommendations

- Increase awareness of information technology support mechanisms and support phone numbers for employees who work remotely.

- Having a security awareness training program implemented is very important. When discussing your security awareness training program, we encourage to steer away from in-person (large group) training due to the current COVID-19 virus threat.

- Be aware of an increase in phishing attacks that use a combination of email and fake websites to trick users into revealing sensitive information.

- Be very suspicious of interactive dashboards COVID-19 infections and death rates being used in malicious websites and emails to spread password-stealing malware. Criminals have also started selling COVID-19 infection kits for deployment of malware.

    (For Example: Cyber - Criminals have started disseminating real-time, accurate information about global infection rates to the pandemic in a bid to infect computers with malicious software. Also, offering $200 kit costs if the buyer has a Java code signing certificate and $700 if the buyer wants to use the seller's certificate.)

- Be cautious of disinformation campaigns that spread discord, manipulate public conversation, influence policy development, and disrupt markets.

- Use extreme caution. Avoid clicking on links in unsolicited emails and be wary of email attachments.

- Never reveal personal information or financial information in emails and do not respond to email solicitations requesting this information.

- Use only trusted national online medical resource websites for up-to-date and fact-based information about COVID-19 at: www.cdc.gov/ and https://www.who.int/

- Verify a charity's authenticity before making donations. Review the Federal Trade Commission's blogs for current information on avoiding COVID-19 related scams at: www.consumer.ftc.gov/blog/2020/02/coronavirus-scammers-follow-headlines

- Visit only official state agency websites and social media accounts such as: Public Health, Governor's Office, Homeland Security and Emergency Management, Attorney General, and Department on Aging.

- Volunteer your due diligence by helping to report scams and identity theft and other cyber-related crimes.

Families First Coronavirus Response Act

Employers need to be aware of the changes to federal employment law effective April 2, 2020 concerning new paid sick leave requirements and expansion of the Family and Medical Leave Act (FMLA). This Act, the Families First Coronavirus Response Act affects all employers with fewer than 500 employees (FFCRA) and most public employees.

Employer Eligibility

At present, the FFCRA applies to private employers with fewer than 500 employees, and most public employers.

For many smaller employers, the FFCRA could introduce FMLA coverage into your workplace for the first time. Prior to this law, FMLA only applied to employers with more than 50 employees. FFCRA does not limit its coverage to employers with more than 50 employees so all employees may be subject to FMLA through the new FFCRA. The FFCRA allows the U.S. Department of Labor to issue regulations to exclude emergency responders and/or businesses with less than 50 employees where the requirements "would jeopardize the viability of the business as a going concern." However, at this time, The U.S. Department of Labor has not issued any exclusions. We will continue to update any changes to employer eligibility under the FFCRA.

Cost Mitigation: Tax Credits

To help offset the cost of this required paid leave, the Act provides for credits against quarterly payroll taxes imposed on the employer in an amount equal to 100 percent of the qualified family leave wages and paid sick leave wages paid by an employer, subject to the requirements of forthcoming Treasury Department regulations.

Two Main Provisions Under the FFCRA: Child Care/FMLA and Emergency Leave

Employers are required to give employees two types of paid leave when employees must miss work because of the COVID-19 outbreak: (1) FMLA related to an employee's care of a child, and (2) emergency sick leave for employees who cannot work because the employee meets one of the six separate categories described below.

Emergency Family and Medical Leave Expansion

Employee Eligibility: The Act will apply to any employee who has worked for the employer for at least 30 days prior to the designated leave.

Families First Coronavirus Response Act

Reasons for Emergency Leave: Any individual employed by the employer for at least 30 days may take up to 12 weeks of job-protected leave to allow an employee, who is unable to work or telework, to care for the employee's child (under 18 years of age) if the child's school or place of care is closed or the childcare provider is unavailable due to a public health emergency.

Paid Leave: The first ten days of such leave are unpaid under the Act, though an employee may elect to use existing accrued paid leave (like vacation or sick leave) to cover some or all of the 10-day unpaid period.

After the 10-day period, the employer generally must pay full-time employees at two-thirds the employee's regular rate for the number of hours the employee would otherwise be normally scheduled. The FFCRA does not require employers to exceed a rate of pay equal to $200 per day and $10,000 in the aggregate per employee. Nothing in the FFCRA prohibits employers from going beyond these limits in compensating their employees, but the employer may not be eligible for tax deductions under the FFCRA beyond the limits.

Calculating Pay for Non-Full Time Employees: Employees who work a part-time or irregular schedule are entitled to be paid based on the average number of hours the employee worked for the six months prior to taking Emergency FMLA. Employees who have worked for less than six months prior to leave are entitled to the employee's reasonable expectation at hiring of the average number of hours the employee would normally be scheduled to work.

Job Restoration: Employers with 25 or more employees will have the obligation to return any employee who has taken Emergency FMLA to the same or equivalent position upon the return to work. However, employers with fewer than 25 employees are generally excluded from this requirement if the employee's position no longer exists following the Emergency FMLA leave, due to an economic downturn or other circumstances caused by a public health emergency during the period of Emergency FMLA.

Emergency Paid Sick Leave Act

An employer must allow an eligible employee to take paid sick leave when the employee is:

1. subject to a Federal, State or local quarantine or isolation order related to COVID-19;
2. advised by a health care provider to self-quarantine due to COVID-19 concerns;
3. experiencing COVID-19 symptoms and is seeking medical diagnosis;
4. caring for an individual subject to a Federal, State or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns;
5. caring for the employee's child if the child's school or place of care is closed or the child's care provider is unavailable due to COVID-19 precautions; or
6. 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.

Families First Coronavirus Response Act

Employee Eligibility: This provision requires employers to provide full-time employees (regardless of the employee's duration of employment prior to leave) with 80 hours of paid sick leave at the employee's regular rate when the employee is subject to any of the qualifying reasons contained in 1, 2 or 3 above (i.e., the employee is the individual subject to quarantine or isolation). The employer is required to provide 80 hours of sick leave at two-thirds the employee's regular rate to care for others as set forth in qualifying reasons 4, 5, or 6 listed above.

Cap on Paid Sick Leave Wages: Another significant change in this Act is that employers are only required to pay an employee $511 per day, up to $5,110 total per employee when the employee is the affected individual, and $200 per day up, to $2,000 total to care for others and if they are experiencing any other substantially similar condition. Nothing prohibits an employer from paying an employee at a higher rate for paid sick leave, but the FFCRA does not require employers to pay higher rates and there could be a limit on the tax deduction available under the FFCRA.

Notice Requirements: We expect that the Department of Labor will shortly issue notices for the new Act which will have to be posted in your workplace and distributed to employees. We will provide updates on these developments, as well.

Important Compliance Guidelines

This is a federal law and it will also be important for employers to monitor whether state or local governments issue new workplace laws/regulations.

Likewise, in this rapidly-changing environment, employers ought to pay close attention to, and follow, any new directives or mandatory instructions from Federal, State or local authorities related to COVID-19.

For further assistance with your implementation of the Families First Coronavirus Response Act, contact any of the following Heyl Royster attorneys:

- **Brian Smith**, bsmith@heylroyster.com, Champaign, IL office
- **Tobin Taylor**, ttaylor@heylroyster.com, Chicago, IL office
- **Michael Schag**, mschag@heylroyster.com, Edwardsville, IL office
- **Emily Perkins**, eperkins@heylroyster.com, Peoria, IL office
- **Kevin Luther**, kluther@heylroyster.com, Rockford, IL office
- **Deanna Mool**, dmool@heylroyster.com, Springfield, IL office
- **Jim Nowogrocki**, jnowogrocki@heylroyster.com, St. Louis, MO office

HEYL ROYSTER

BRADSHAWFOWLER
PROCTOR & FAIRGRAVE
A PROFESSIONAL CORPORATION
ATTORNEYS AT LAW

MEMORANDUM

TO: Iowa Communities Assurance Pool's (ICAP) Public Entities

FROM: Frank M. Swanson and Sean M. O'Brien

DATE: March 20, 2020

SUBJECT: Public Entity Response to COVID-19 & Iowa's Open Meetings Laws

I.   Introduction

As Iowans are confronted with the Novel Coronavirus a/k/a COVID-19 it has become clear that all sectors of our state are faced with the need to take strong and decisive action to limit the spread of the virus and "flatten the curve." Considering the recent orders and directives from President Trump, the Center for Disease Control ("CDC"), Governor Reynolds, the Iowa Department of Public Health, and the Iowa Public Information Board ("IPIB") we endeavor to provide ICAP members with guidance and recommendations for operating the public sector, complying with Iowa's open meetings laws, and other general administrative activities while prudently responding to the health risks posed by COVID-19.

II.   Government Directives

On March 16, 2020, President Donald Trump, in conjunction with the CDC issued guidelines which are to remain in effect for 15-days. A copy of the directives is attached, and includes the following:

- Work from home whenever possible
- Avoid social gatherings of groups more than 10 people
- Avoid discretionary travel, shopping, and social visits

The directives also include instructions to:

- Stay home if you feel sick or someone in your home is sick
- Stay home if you are an older person (65+ according to the CDC)
- Stay home if you are a person with a serious underlying health condition, such as condition that impairs your lungs or heart function, or in any way weakens your immune system

801 GRAND AVENUE, SUITE 3700 • DES MOINES, IA 50309-8004   112 WEST CHURCH STREET • MARSHALLTOWN, IA 50158-2863
PHONE (515) 243-4191 • FAX (515) 246-5808   PHONE (641) 752-5467 • FAX (515) 246-5808
www.bradshawlaw.com

17

BRADSHAWFOWLERPROCTOR & FAIRGRAVE, P.C.

On March 17, Iowa Governor Kim Reynolds issued a Proclamation declaring a Disaster Emergency for the state of Iowa. A copy of the proclamation is attached and relevantly provides

- Activation of the state's disaster emergency plans under Iowa Code section 29C.6(1) and (1).
- Closure of Iowa restaurants and bars to dine-in customers until March 31, 2020.
- Closure of Iowa fitness centers, theaters, casinos, senior citizen centers, and adult daycare facilities until March 31, 2020.
- Prohibition of Mass Gatherings over 10 people, including but not limited to parades, festivals, conventions, and fundraisers until March 31, 2020.

Today, March 20, Kim Reynolds issued an additional State Public Health Emergency Declaration. A copy of the Declaration is attached and relevantly provides:

"Pursuant to Iowa Code § 29C.6(6), and at the request of the Iowa League of Cities on behalf of numerous local governmental bodies, I temporarily suspend the regulatory provisions of Iowa Code §§ 21.8, 26.12, and 414.12, or any other statute imposing a requirement to hold a public meeting or hearing, to the extent that the statutes could be interpreted to prevent a governmental body from holding the meeting by electronic means, provided that the governmental body properly notices the meeting or hearing and includes a telephone conference number or website address that permits the public to participate in the meeting or hearing. I also temporarily suspend those statutes to the extent they could be interpreted to prevent a governmental body from limiting the number of people present at an in-person location of the meeting, provided that the governmental body provides a means for the public to participate by telephone or electronically as provided in this section."

III. Analysis

Given these government directives, one might question how a government body can hold a public meeting and still protect the public from the possible spread of COVID-19. The Iowa Public Information Board answered that question in a news release dated March 11, 2020. The release states:

- Iowa Code § 21.8 provides for electronic meetings when there are valid concerns that in-person meetings are "impossible or impractical."
- Iowa Code § 21.8 requires the following to hold an electronic meeting in any such circumstance:
  - Public access to the meeting must remain available.
  - Iowa Code § 21.4's notice provisions must still be followed.
  - Minutes must be kept, with an explanation of why in-person meetings are impossible or impracticable.
- Iowa Code § 21.4 provides the requirements that must be followed if an emergency meeting is held with less than 24 hours notice:

BRADSHAWFOWLERPROCTOR & FAIRGRAVE, P.C.

- o If 24 hours notice is impossible or impractical, provide as much notice as reasonably possible.
- o The good cause for holding the meeting without 24 hours notice must be stated in the meeting minutes.

Two common questions have arisen concerning the interpretation of Iowa Code § 21.8. First, what are the options for an "electronic meeting?" The Iowa Code does not define what constitutes an electronic meeting. The term can broadly be interpreted, however, to include any means to permit communication via an audio or video connection. If you have questions regarding your method of electronic meetings, Iowa courts remind public entities that chapter 21:

> [S]eeks to assure, through a requirement of open meetings of governmental bodies, that the basis and rationale of governmental decisions, as well as those decisions themselves, are easily accessible to the people. Ambiguity in the construction or application of this chapter should be resolved in favor of openness.

Hutchinson v. Shull, 878 N.W.2d 221, 232 (Iowa 2016). Further, the Governor's 3/20 Declaration states no reading of Chapter 21 should be read to prevent a meeting by electronic means, as long as the entity properly notices the meeting and includes a telephone number or website that allows the public to participate in the hearing. It should be noted, however that for a "meeting" to be subjected to the open meetings law, a majority of the members of the body must be present and deliberating within the body's government duties. Iowa Code § 21.2.

A second question concerns whether members of the public must be given an opportunity to pose questions or speak at electronic meetings. Iowa Code § 21.8 does not contain such as requirement. In fact, nothing in Iowa Code Chapter 21 requires the public be permitted to ask questions during a public meeting.

IV.   Recommendations

Considering the applicable guidance from the previously mentioned sources and the Iowa Code, we make the following recommendations in regard to public meetings and general governmental functions:

- Public body meetings should address only time-sensitive, essential issues and governing functions. All remaining issues should be suspended until further notice.

- Public bodies should reduce meetings to one (1) meeting per month until the state of emergency is lifted.

- The meetings must still be open to the public; however, any form of live, streaming video and audio is acceptable and, thus, encouraged. This will protect officials and members of the public alike from direct contact, as has been suggested. Streaming meetings to the

BRADSHAW**F**OWLER**P**ROCTOR & **F**AIRGRAVE, P.C.

public does not require the option for members of the public to post questions or speak to the public body. If your board can utilize this format, personal attendance by the public may be precluded.

- If electronic meetings are not possible, encourage officials and others present to avoid contact and remain 6 feet apart, consistent with CDC recommendations.

- If electronic meetings are not possible, you should limit the number of people present at an in-person location of the meeting, so long as you provide a means for the public to participate by telephone or other electronic means.

- Members of a public body may attend public meetings via teleconference.

- All zoning meetings should be delayed if possible. Applicants with pending matters before zoning bodies should be requested to defer action on their applications to a later date.

- In those instances where a zoning matter is deferred, the application should be rescheduled following the termination of the state of emergency.

- If a zoning matter must proceed, the meetings or hearing should be conducted with the same directives outlined above.

- If it is not possible to delay a zoning matter, due to statutory limits, pressing financial matters, or other unavoidable deadlines, such zoning hearing or meeting should be conducted with limited appearances. Only the zoning board members, the applicant, and the applicant's representative, and essential witnesses should be permitted to attend. The meetings should be streamed for other public access.

- In the event there is more than one applicant for a scheduled zoning hearing date, the hearings should be staggered in a manner which limits those present in the hearing room to no more than 10 persons at any given.

As for the continuance of operation of government offices, based on the above guidance, we recommend the following:

- All non-essential administrative employees should be encouraged to work from home if possible.

- Begin long-term planning for work from home or limited exposure workplace procedures for an extended period of time.

- All departments should revisit and revise cleaning protocols to ensure all safety precautions are being taken.

BRADSHAWFOWLERPROCTOR&FAIRGRAVE, P.C.

- Members of the public should be prohibited from entering all public offices.

- All inquiries from the public should be done by phone or email.

- Government offices should adopt a drop-box policy for any resident who needs to deliver materials or make payments, or otherwise conduct payment by telephone or online.

- Notices should be posted on all public entrances announcing this policy, as well as on all government websites and social media pages.

We advise all government agencies to visit the CDC website and follow all recommended procedures that presently include:

- Actively encourage sick employees to stay home.

- Emphasize good hygiene by all employees.

- Any employee who displays any symptoms such as fever, cough, or shortness of breath should be sent home immediately.

- Perform routine sanitization of surfaces, door knobs, and other areas routinely touched by employees.

- Any employee who has a family or household member displaying the symptoms should also be encouraged to stay home.

- Visit coronavirus.gov for more recommendations and up-to-date policies from the CDC.

V.   Conclusion

These times are challenging for everyone. Please let us know if we can offer any assistance as you provide strong and decisive leadership to your constituents. We wish everyone to stay healthy and calm during this unprecedented time.

NOTICE

<u>Local Adjustments for COVID-19 Declaration of Emergency</u>

_____   March 19, 2020

This notice follows the declaration of a state of emergency by Iowa Governor Kim Reynolds and other guidance issued by the Iowa Public Information Board and the Center for Disease Control ("CDC"), stemming from the COVID-19 pandemic. Fully acknowledging the import of the actions taken by the Governor, and further recognizing it is prudent to follow the best practices recommended by the CDC, we also remain cognizant that the business of local government must continue. Thus, for the remainder of the declared emergency, the _____ ("Board") will adhere to the following local procedural adjustments:

1. The regular meeting schedule (the second and fourth Tuesdays of each month at 7:00 p.m.) shall remain in place. (Can also insert new meeting schedule of the public body elects to condense to one meeting)

2. The meeting agendas will be confined to items which, in the determination of the Board, are essential or necessary for current operations and services.

3. Agenda items will be grouped in categories to expedite the Board's determination and action.

4. All staff members are excused from meeting attendance, and any particular matters requested by a department head will be addressed directly by the Board.

5. Board meetings shall remain open to public attendance; however, each attendee will be expected to comply with current, generally-accepted best practices issued by the CDC, which include: (a) "social distancing" of 6 feet: (b) refraining from handshaking and other direct contact; (c) coughing or sneezing into one's elbow; and (d) handwashing and other general hygiene practices.

6. The portions of the meetings ordinarily set aside for "public speaks" will be suspended to expedite the meetings.

Notice Live Streaming Meeting Memo

<u>Local Adjustments for COVID-19 Declaration of Emergency</u>

_____   March 19, 2020

This notice follows the declaration of a state of emergency by Iowa Governor Kim Reynolds and other guidance issued by the Iowa Public Information Board and the Center for Disease Control ("CDC"), stemming from the COVID-19 pandemic. Fully acknowledging the import of the actions taken by the Governor, and further recognizing it is prudent to follow the best practices recommended by the CDC, we also remain cognizant that the business of local government must continue. Thus, for the remainder of the declared emergency, the _____ ("Board") will adhere to the following local procedural adjustments:

1. The regular meeting schedule (the second and fourth Tuesdays of each month at 7:00 p.m.) shall remain in place. (Can also insert new meeting schedule of the public body elects to condense to one meeting)

2. The meeting agendas will be confined to items which, in the determination of the Board, are essential or necessary for current operations and services.

3. Agenda items will be grouped in categories to expedite the Board's determination and action.

4. All staff members are excused from meeting attendance, and any particular matters requested by a department head will be addressed directly by the Board.

5. Board meetings will remain open to the public by way of streaming the meetings on _____. Consistent with _____ general policy during this health crisis, the public will not have access to the administration building in order to protect the health and safety of our employees and officials.

FEMA's Public Assistance Program

FEMA's Public Assistance Program provides supplemental grants to state, tribal, territorial, and local governments, and certain types of private non-profits so that communities can quickly respond to and recover from major disasters or emergencies. FEMA also encourages protection of these damaged facilities from future events by aiding for hazard mitigation measures during the recovery process.
More detailed information can be in the **FEMA Public Assistance Program and Policy Guide.**

Click Here for FEMA Public Assistance Program and Policy Guide (Pg: 71-74)
www.fema.gov/public-assistance-local-state-tribal-and-non-profit

Resources and Links:

Centers for Disease Control and Prevention:
Coronavirus Plan and Prepare Now - Situation Summary:
www.icma.org/coronavirus-resources-plan-and-prepare-now-it-hits-your-community

Centers for Disease Control and Prevention:
Managing Anxiety and Stress - Responders:
www.emergency.cdc.gov/coping/responders.asp

Centers for Disease Control and Prevention:
Mass Gatherings or Large Community Events:
www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html

National Conference of State Legislatures:
State Fiscal Responses to COVID-19:
www.ncsl.org/research/fiscal-policy/state-fiscal-responses-to-covid-19.aspx

Legislative Sessions and the Coronavirus:
www.ncsl.org/research/about-state-legislatures/legislative-sessions-and-the-coronavirus.aspx