

Iowa Judicial Branch
Coronavirus: Frequently Asked Questions
Effective: March 12, 2020
Updated: December 3, 2020 10:30 AM

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SECTION A: PRECAUTIONS

Q 1. Should we take additional precautions? If so, what proactive steps can and should we take to keep our workplace healthy and safe?

A 1. Yes. The General Duty Clause of the Occupational Safety and Health Act (OSHA) requires a place of employment that is “free from recognized risk.” Following the below measures meets the General Duty Clause. We all need to promote and practice illness prevention strategies. The best way to prevent ANY viral illness is to avoid being exposed to a virus. The [virus spreads](#) from person-to-person and contact with contaminated surfaces or objects.

These are a few actions to help prevent the spread of respiratory viruses:

- Hand washing is the most important! Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use a 60% alcohol-based hand sanitizer.
 - This video is very informative, but without words, <https://m.youtube.com/watch?v=cbX0xwKORjk> .
 - The CDC also has great information on handwashing as well <https://www.cdc.gov/handwashing/>
- Avoid close contact with people who are sick or unnecessary contact with people in general (e.g., handshake).
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Eliminate any unnecessary travel.

The Center for Disease Control (CDC) is recommending the use of face masks as a preventive measure to stop transmission.

If you are sick, to keep from spreading your illness to others, you should:

- Cover your cough or sneeze, preferably into your elbow or sleeve. If a tissue is used, immediately throw the used tissue in the trash.
- [Clean and disinfect](#) frequently touched objects and surfaces, such as cell phones, keyboards, door and drawer handles, keys, countertops, etc.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use a 60% alcohol-based hand sanitizer.
 - 1) Stay home when you are sick.

If you feel sick and think you may have been exposed to a virus, please call your medical practitioner first and talk to them about the next steps (going to a clinic or ER first could unnecessarily expose others).

Q 2. If an employee is experiencing symptoms similar to the Coronavirus (e.g., fever, cough, or shortness of breath), but the employee requests to continue to work, can they be sent home?

A 2. Yes. An employee who is sick should not come to the workplace. If an employee reports to the workplace exhibiting symptoms, the employee should be sent home immediately. A manager/supervisor

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must require an employee to take leave or work from home when it has a reasonable belief based on objective evidence that the employee's present medical condition would:

- Impair their ability to perform *essential job functions* with or without reasonable accommodation, or
- Pose a *direct threat* (i.e., significant risk of substantial harm that cannot be reduced or eliminated by reasonable accommodation) to safety in the workplace.

If the employee is not too sick to work:

- For exempt employees, to the extent possible, the manager/supervisor should encourage flexible or working from home. The manager/supervisor needs to work closely with the employees to determine if their position enables temporary working from home during the period of illness.
- For non-exempt employees, the manager/supervisor needs to review whether working from home is possible, making sure the employee understands accurate documentation of hours worked. If the employee cannot work from home, then the time would be considered paid administrative leave.

For further clarification or questions, contact human resources.

Q 3. How should I screen myself prior to coming to work?

A 3. Employees are required to complete a self-assessment before coming into work each day. The self-assessment questions are found on the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html> (scroll down to the section titled "How do I know if I need to be in isolation or quarantine?"). Please follow the appropriate "Steps to take . . ." in answering the questions. **If you are sick, please stay home.**

Employees who are required to stay at home or isolate due to one of the above reasons must follow their manager/supervisor's regular call-in procedures.

Q 4. Should we require a certification of fitness to work for employees who are sick with any acute respiratory illness, including Coronavirus?

A 4. The CDC recommends that managers/supervisors do not require a medical practitioner's note for employees who are sick with any acute respiratory illness, like Coronavirus, to validate their illness or to return to work, since medical practitioner offices and medical facilities may be overburdened and unable to provide such documentation timely.

If a manager/supervisor has a special circumstance where they believe a certification of fitness to work from a medical practitioner might be necessary, please contact human resources first.

Q 5. Should a manager/supervisor treat an employee or family member differently if the employee or employee's family member is high risk as defined by the CDC?

A 5. Employees falling into the CDC [high-risk](#) categories may continue to work remotely until July 13, 2020, and may continue to do so after that with supervisor approval. The employee and supervisor will develop a return to work plan, which shall outline when the employee returns to work and enhanced measures to protect the employee while in the workplace.

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The [Families First Coronavirus Response Act](#) allows for paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. Employees seeking leave under the FFCRA should contact their supervisor. Upon requests, the manager/supervisor will discuss how to proceed with SCA HR.

UPDATED 11/03/2020 Q 6. What is the CDC's definition of high risk?

A 6. According to the CDC, the definition of [high risk](#) are:

- [Older adults](#)
- People of all ages with underlying medical conditions, including:
 - People with Chronic Obstructive Pulmonary Disease (COPD)
 - People who have serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
 - People who are immunocompromised from solid organ transplant
 - People with obesity [\(body mass index \[BMI\] of 30 kg/m² or higher but < 40 kg/m²\)](#)
 - [Severe Obesity \(BMI ≥ 40 kg/m²\)](#)
 - People with Type 2 diabetes mellitus
 - People with chronic kidney disease
 - ~~People with liver disease~~
 - People with sickle cell disease
 - People with cancer
 - [Smoking](#)
 - [Pregnancy](#)

If the employee is uncertain if they have a meet the CDC's definition of high risk, they should call/contact their medical practitioner. If the employee has self-identified as high risk and is placed on administrative leave, a medical provider verification for the medical condition will be required at a later time.

Q 7. How do I find out Coronavirus information specific to Iowa?

A 7. Governor Kim Reynolds and the Iowa Department of Public Health have developed a [website](#) for Coronavirus information specific to Iowa.

Q 8. How do I protect myself from the Coronavirus?

A 8. The [CDC recommends](#) that you:

- understand how it spreads,
- take steps to protect yourself,
 - wash your hands often
 - avoid close contact
- take steps to protect others,
 - [stay home](#) if you are sick
 - cover coughs and sneezes
 - wear a facemask if you are sick
 - [clean and disinfect](#)

Hand washing is the most important! Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use a 60% alcohol-based hand sanitizer. The following

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video is very informative but without words <https://m.youtube.com/watch?v=cbX0xwKORjk> . The CDC also has great information on handwashing <https://www.cdc.gov/handwashing/>.

UPDATED 12/1/2020 Q 9. Are wearing face coverings required?

A 9. Employees shall wear cloth or disposable face coverings in the following situations:

- From the time entering the building until arrival at cubicle/private workstation, and at any time leaving the workstation, or moving around common areas (e.g., in hallways, elevators, stairwells, restrooms, breakrooms, etc.).
- If assigned to an area where workstations are less than six feet apart, and someone is present in an adjacent cubicle.
- When entering any common areas (anywhere other than private offices) where someone else is present.

Employees are not required to wear cloth face coverings in the following situations:

- While eating in a breakroom as long as no one else is seated within six feet.
- When working alone in segregated spaces (e.g., cubicles with walls, private offices, etc.).

The judicial branch will issue cloth or disposable face coverings to employees; however, employees may choose to wear their own face covering. Nothing in these policies requires an employee to wear a mask or cloth face covering if doing so would be contrary to his or her health or safety because of a medical condition. Employees shall speak with their supervisor to obtain the granting of an exception.

UPDATED 12/1/2020 Q 10. Are there exemptions for wearing a face mask?

A 10. An employee can be exempt from wearing a face mask due to a medical condition. An employee would need to complete, sign, and submit the [Face Coverings Exemption Form](#) to their supervisor. For medical reasons, the employee needs to provide a note from a medical practitioner. If any employee is requesting to not wear a mask for non-medical reasons, the employee would need to discuss the accommodation request with their supervisor/manager and the supervisor/manager would discuss this with Human Resources before making a decision about the request.

Q 11. How do I wear a cloth face covering?

A 11. Before a cloth face covering should be used, you should wash your hands and face covering. Cloth face coverings should:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to the shape

Please review the CDC's website on [how to select, wear, and clean your mask](#).

Q 12. How should a cloth face covering be maintained?

A 12. They should be washed in hot water after every use. If the cloth face-covering becomes damp or humid, the face-covering should be replaced. Never reuse a face-covering without washing it first. Please review the CDC's website on [how to select, wear, and clean your mask](#).

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Q 13. How do I safely sterilize/clean a cloth face covering?

A 13. A washing machine after each use will suffice to sterilize/cleaning a cloth face covering. Please review the CDC's website on [how to select, wear, and clean your mask](#).

Q 14. How do I make a cloth face covering?

A 14. Doctor Jerome Adams, U.S. Surgeon General, has directions on the following link: <https://youtu.be/tPx1yqvJgf4>

Q 15. How do I safely remove my face covering?

A 15. The following instructions should be used to remove face coverings:

- Do not to touch your eyes, nose, and mouth,
- For masks with stings, untie the bottom ties before the top ties,
- Drop the mast directly into the washing machine and clean it thoroughly with soap and water (do not lay it in the laundry basket), and
- Wash hands for 40 seconds or use 60% alcohol-based hand sanitizer immediately after removing.

Please review the CDC's website on [how to select, wear, and clean your mask](#).

Q 16. Can I wear gloves?

A 16. In the workplace, it is appropriate to wear gloves when cleaning and disinfecting items and areas. Always wear gloves suitable for the chemicals being used when cleaning and disinfecting. Employees may wear gloves for the mailroom, handling cash, etc., but the gloves need to be disposed of after completing that task.

Q 17. What is the life of the COVID -19 virus on surfaces?

A 17. The New England Journal of Medicine published the following chart showing the life of the COVID-19 virus on various surfaces: [COVID-19 Surfaces Chart](#)

Q 18. How do I clean and disinfect my vehicle after someone who is sick was in my vehicle?

A 18. The following are general guidelines for cleaning and disinfecting vehicles. Similar guidance can be found for cleaning and disinfecting [homes](#), [community facilities](#), and [EMS vehicles used to transport](#) persons with suspected or confirmed COVID-19.

At a minimum, clean and disinfect commonly touched surfaces in the vehicle at the beginning and end of each shift and between transporting passengers who are visibly sick. Ensure that cleaning and disinfection procedures are followed consistently and correctly, including the provision of adequate ventilation when chemicals are in use. Doors and windows should remain open when cleaning the vehicle. When cleaning and disinfecting, individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer's instructions. The use of a disposable gown is also recommended, if available.

- For hard non-porous surfaces within the interior of the vehicle such as hard seats, armrests, door handles, seat belt buckles, light, and air controls, doors and windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application. For disinfection of hard, non-porous surfaces, appropriate disinfectants include:

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- [EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2](#), the virus that causes COVID-19. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
 - [Diluted household bleach solutions](#) prepared according to the manufacturer's label for disinfection, if appropriate for the surface. Follow the manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
 - Alcohol solutions with at least 70% alcohol.
- For soft or porous surfaces such as fabric seats, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, use [products that are EPA-approved for use against the virus that causes COVID-19](#), and that is suitable for porous surfaces.
 - For frequently touched electronic surfaces, such as tablets or touch screens used in the vehicle, remove visible dirt, then disinfect following the manufacturer's instructions for all cleaning and disinfection products. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect.

Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning; [wash hands](#) immediately after removal of gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available. If a disposable gown was not worn, work uniforms/clothes worn during cleaning and disinfecting should be laundered afterward using the warmest appropriate water setting and dry items completely—Wash hands after handling laundry.

Q 19. How do I clean and disinfect my vehicle?

A 19. With the COVID-19 pandemic upon us, our cars have become our protective bubble as we go out into the world. Just when you thought you were done cleaning your house from the Coronavirus, now you need to clean your car. But we need to make sure it's clean from the virus as well. Chances are you already have the cleaning supplies you need to clean your vehicle, and luckily it's not too complicated.

Interior surfaces to clean: High-touch areas

You should start off with the most frequently touched surfaces: the outside and inside door handles, steering wheel, gear shift, turn and wiper signal levers, any buttons on your radio and climate control unit, seat upholstery, seat belts, mirrors, driver and passenger armrests, grab handles and seat adjustment levers on both driver and passenger seats according to Consumer Reports.

Basic products to clean your car

Soap, water, and alcohol solutions such as disinfectant wipes that contain at least 70% isopropyl alcohol are the most effective household products to kill the Coronavirus, according to the Centers for Disease Control and Prevention. Just like washing your hands for 20 seconds, which applies to your car's interior surfaces too. Any product will need a few more seconds to breakdown the virus, so take your time before you wipe it clean.

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Most imitation leather and leather seats have a protective urethane coating, so using alcohol-based products can lead to damage if used too often. Therefore, soap is the safest for fabrics and leather seats. Gently clean the upholstery, making sure not to scrub too aggressively. Use small amounts of water, so you don't soak through to the cushions beneath. For leather seats, a good conditioner applied afterward is recommended to avoid cracking. Wear disposable gloves while cleaning your car's interior to protect yourself from any possible contaminants. Pay special attention to sensitive surfaces such as touch screens and electronics.

Don't use these products to clean your car's interior

It's not recommended you use bleach, hydrogen peroxide, or ammonia-based products in your car, even though they kill the virus. They can damage the upholstery, plastic, and other surfaces in the interior.

Products to keep in your car

It's a good idea to keep hand sanitizer and disinfectant wipes in your car to clean your hands before you touch the steering wheel and other surfaces.

Cleaning other modes of transportation

Just like cars, any other modes of transportation you use will need to be sanitized. Any frequently touched surfaces should get a good cleaning.

Any helmets, gloves or eye protection can use a quick wipe down with a disinfectant wipe.

Q 20. How can employees cope with job stress and build resilience during the COVID-19 pandemic?

A 20. Whether you are going into work or working from home, the COVID-19 pandemic has probably changed the way you work. Fear and anxiety about this new disease and other [strong emotions](#) can be overwhelming, and workplace stress can lead to [burnout](#). How you cope with these emotions and stress can affect your well-being, the well-being of the people you care about, your workplace, and your community. During this pandemic, it is critical that you recognize what stress looks like, take steps to build your resilience and manage job stress, and know where to go if you need help.

Recognize the symptoms of stress you may be experiencing.

- Feeling irritation, anger, or in denial
- Feeling uncertain, nervous, or anxious
- Lacking motivation
- Feeling tired, overwhelmed, or burned out
- Feeling sad or depressed
- Having trouble sleeping
- Having trouble concentrating

Know the common work-related factors that can add to stress during a pandemic:

- Concern about the risk of being exposed to the virus at work
- Taking care of personal and family needs while working
- Managing a different workload
- Lack of access to the tools and equipment needed to perform your job
- Feelings that you are not contributing enough to work or guilt about not being on the frontline
- Uncertainty about the future of your workplace and/or employment
- Learning new communication tools and dealing with technical difficulties

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- Adapting to a different workspace and/or work schedule

Follow these tips to build resilience and manage job stress.

- Communicate with your co-workers, supervisors, and employees about job stress while maintaining social distancing (at least 6 feet).
 - Identify things that cause stress and work together to identify solutions.
 - Talk openly with employers, employees, and unions about how the pandemic is affecting work. Expectations should be communicated clearly by everyone.
 - Ask your supervisor about how to access mental health resources.
- Identify those things which you do not have control over and do the best you can with the resources available to you.
- Increase your sense of control by developing a consistent daily routine when possible — ideally, one that is similar to your schedule before the pandemic.
 - Keep a regular [sleep schedule](#).
 - Take breaks from work to stretch, exercise, or check in with your supportive colleagues, co-workers, family, and friends.
 - Spend time outdoors, either being physically active or relaxing.
 - If you work from home, set a regular time to end your work for the day, if possible.
 - Practice [mindfulness techniques](#).
 - Do things you enjoy during non-work hours.
- Know [the facts](#) about COVID-19. Be informed about how to [protect yourself and others](#). Understanding the risk and sharing accurate information with people you care about can reduce stress and help you make a connection with others.
- Remind yourself that each of us has a crucial role in fighting this pandemic.
- Remind yourself that everyone is in an unusual situation with limited resources.
- Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting and mentally exhausting
- Connect with others. Talk with people you trust about your concerns, how you are feeling, or how the COVID-19 pandemic is affecting you.
 - Connect with others through phone calls, email, text messages, mailing letters or cards, video chat, and social media.
 - Check on others. Helping others improves your sense of control, belonging, and self-esteem. Look for safe ways to offer social support to others, especially if they are showing signs of stress, such as [depression and anxiety](#).
- If you feel you may be misusing alcohol or other drugs (including prescription drugs) as a means of coping, reach out for help.
- If you are being treated for a mental health condition, continue with your treatment, and be aware of any new or worsening symptoms.

Q 21. What are the social distancing requirements?

A 21. Employees shall utilize teleconferencing as much as possible to avoid in-person meetings. Employees shall practice social distancing in the workplace, including, but not limited to, common areas, elevators, break rooms, copy/supply rooms, mailrooms, meeting spaces, restrooms, and courtrooms.

Where possible, work stations shall be segmented into discrete zones and configured or reconfigured to allow for social distancing.

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Q 22. How do I clean and disinfect a face shield?

A 22. When manufacturer instructions for cleaning and disinfecting face shields are unavailable, the following instructions are available from the CDC:

- 1) While wearing gloves, carefully wipe the inside, followed by the outside of the face shield using a clean cloth saturated with neutral detergent solution or cleaner wipe.
- 2) Carefully wipe the outside of the face shield using a wipe or clean cloth saturated with EPA-registered hospital disinfectant solution.
- 3) Wipe the outside of face shields with clean water or alcohol remover residue.
- 4) Fully dry (air dry or use clean absorbent towels).
- 5) Remove gloves and perform hand hygiene.

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SECTION B: POSITIVE CASE/QUARANTINE

Q 1. What are the responsibilities of a manager/supervisor when an employee in the workplace states that they have tested positive for the Coronavirus?

A 1. Employees shall inform supervisors of any evidence of the Coronavirus that could seriously endanger the health of the public or others in the workplace.

If an employee is confirmed to have Coronavirus, managers/supervisors should inform fellow employees of their possible exposure to Coronavirus in the workplace, but maintain confidentiality by not giving the name of the employee testing positive. Employees exposed to a co-worker with confirmed Coronavirus should refer to CDC Guides to [how to protect yourself](#).

Supervisors shall also immediately notify their-district court administrator/chief judge. The district court administrator/chief judge will contact the State Court Administrator or the State Court Administrator's designee. In any health emergency, managers/supervisors shall consult with state and local health officials on an ongoing basis to determine the severity of the situation and the actions to be taken. Consistent with any directive issued by the chief justice or the chief justice's designee, the manager/supervisor and employees shall adhere to any communicable disease orders of state and local public health agencies to prevent transmission of the Coronavirus.

If your office is in a county facility, please also follow their communication plan as it relates to other county offices and citizens.

NEW 10/20/2020 Q 2. How do I determine who needs quarantined in the office that has an employee that test positive for COVID-19?

A 2. Interview with Symptomatic Employee – The symptomatic employee needs to be interviewed. Interview information can be provided verbally, electronically, or in written form. The following information will be collected from symptomatic employees:

- i. Employee's work hours
- ii. Employee's work duties
- iii. Parts of the building the employee traveled through
- iv. Did the employee feel ill while they were at work? If so, what date and what time?
- v. What was the last day the employee was at work?
- vi. Who did the employee have close contact with (physical contact **within 6 feet for more than 15 minutes of cumulative exposure over a 24 hour period up to 48 hours before employee became ill.**) 48 hours before the employee became ill or during their last day at work? (For example David has tested positive for COVID-19 on Wednesday. David was in the office on Monday and Tuesday. David reports the only employee he had contact with was Tiffany on Tuesday when he met with Tiffany within 6 feet 3 different times for a total of 15 minutes)
- vii. At the end of the interview, the symptomatic shall be advised to self-isolate at

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home, contact their healthcare provider, and follow instructions from their healthcare provider.

Q 3. If an employee is quarantined, what are our responsibilities as the manager/supervisor?

A 3. If an employee is quarantined by a public health official and is unable to work from home, the employee shall be granted paid administrative leave until/if the employee becomes sick (at which time sick leave must be taken) or returns to work. If the employee is able to work from home, the employee may not enter into the judicial branch offices while under quarantine. The manager/supervisor is not required to communicate about employees in quarantine with other employees in the work unit. The employee can be required to provide a certification of fitness to work upon return; please consult with human resources first.

Q 4. How does a manager/supervisor handle a self or medical practitioner quarantine?

A 4. Employees who self-quarantine or medical providers recommend self-quarantine can work from home, if possible. If working from home is not possible, the employee can use sick, vacation, banked compensatory time, or approved leave without pay. Employees are permitted to work from home during this time and should be paid for all time worked. (See Section 11.11 Telework of the Employee Handbook) (Chart Eliminated)

The employee should be encouraged to self-monitor their temperature and contact their medical practitioner if they develop any symptoms (e.g., fever, cough, or difficulty breathing). The employee should also notify their manager/supervisor.

If no symptoms develop, the manager/supervisor need not take additional steps with respect to other employees, but still should be careful to encourage good sanitation. If the affected employee had contact with any other employee or workplace while sick, the manager/supervisor should inform other potentially affected employees (taking care to keep the affected employee's identity and medical information private to the extent possible) and ask those who have any symptoms to self-quarantine by staying at home either on a leave status or working from home for 14 days from their last exposure.

The manager/supervisor should contact their facilities office to request the disinfecting of the workplace so that it may provide assurances to other asymptomatic employees that it is safe to return to work.

In taking the above actions, the manager/supervisor must be careful to avoid discrimination against individuals who are perceived as having contracted Coronavirus or who may be from high-risk areas. Additionally, the manager/supervisor must make sure to comply with the confidentiality restrictions imposed by the Family Medical Leave Act (FMLA) and Health Insurance Portability and Accountability Act (HIPAA), and similar state and local laws; in particular, the person who contracted Coronavirus or symptoms should not be identified to other employees.

Q 5. Is there any duty for a manager/supervisor to report potential Coronavirus cases?

A 5. State health agencies and media outlets may seek voluntary information from larger employers about the number of employees infected. With the exception of manager/supervisor-sponsored self-insured health benefit plans, the regulations of the Health Insurance Portability and Accountability Act (HIPAA) that protect individually identifiable health information do not apply to employers. However, managers/supervisors should still exercise diligence in sharing information about specific employee

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cases, both internally and externally. For affected employers that wish to disclose information, such employers may consider providing aggregate counts in response to requests from state agencies or media outlets (e.g., 14 of our employees have been infected by Coronavirus). Inquiries of this nature should be directed to State Court Administration human resources.

Q 6. Can I inform employees if an employee is quarantined or diagnosed with the Coronavirus?

A 6. The manager/supervisor can inform employees they have been exposed to someone who has tested positive for Coronavirus, but you cannot disclose the employee's name.

Q 7. What are the differences between isolation and quarantine?

A 7. Quarantine is used to **keep someone who might have been exposed to COVID-19 away from others**. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation is used to **separate people infected with the virus (those who *are sick* with COVID-19 and those with no symptoms) from people who are not infected**. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Both quarantine and isolation involve a separation of people to protect the public, help limit further spread of COVID-19, and can be done voluntarily or by required by health authorities.

Q 8. What do I do while I wait for my COVID-19 test results?

A 8. The CDC recommends taking three steps to stop the spread of COVID-19 while waiting for your test results.

- 1) Stay home and monitor your health.
- 2) Think about the people you have recently been around.
- 3) Answer the phone call from the health department.

More information about these three steps can be found in the [3 Key Steps to Take While Waiting for Your COVID-19 Test Results](#).

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SECTION C: STAFFING/OPERATIONS

Q 1. How should we handle an increase in employee absence related to potential Coronavirus illness or suspected illness?

A 1. Chief Judges, in conjunction with district court administrators, should communicate with the State Court Administrator if staffing reaches a point where only critical functions can be performed.

Q 2. If an employee is quarantined or sick, what are the call-in procedures?

A 2. The employee needs to follow normal call-in procedures. If the employee's health status changes, the employee must notify the manager/supervisor immediately.

Q 3. Am I required to allow all employees to work from home?

A 3. No. Managers are encouraged to allow employees to telework and provide flexibility in work schedules when possible. Supervisors may continue to allow employees to work remotely following the parameters outlined in Section 11.11 of the [Employee Handbook](#).

Q 4. Is the Judicial Branch going to continue having training and conferences?

A 4. All judicial branch sponsored training sessions and conferences are canceled until further notice. Online training materials specific to the various employee groups are being developed. We are also encouraging court officials throughout the judicial branch to hold any meetings by video or phone conference.

Q 5. Can a manager/supervisor require employees to work overtime?

A 5. Yes. Managers/supervisors may require employees to work more than 40 hours per pay week. However, only employees who are non-exempt from FLSA are eligible to be paid for more than 40 hours in a pay week. You should seek approval from State Court Administration human resources before requiring any non-exempt employee to work more than 40 hours in a pay week. (Note: this will have an impact on your budget.) Employees who are FLSA exempt may be required to work more than 40 hours per pay week and will receive the same pay. Refer to the [Classification and Compensation Guide FY20](#) to determine if the employee's classification is non-exempt or exempt. Managers/supervisors should also make sure to maintain a healthy work/life balance.

Q 6. Can pro se litigants who come in for personal e-filing assistance be told that the 'Clerk's Office is not providing in-person e-filing assistance at this time due to the COVID-19 virus emergency and provide written instructions to that litigant and ask them to try it at home?

A 6. As long as social distancing can be maintained, employees are expected to assist customers at the kiosks with e-filing. If social distancing can't be maintained, they may give written instructions and told to call if they have questions.

Q 7. How do I use my personal phone without a customer obtaining my personal phone number?

A 7. To block your personal phone number, the following instructions will block your personal number:

- Pick up the phone.
- Dial *67.
- Wait for a second dial tone.
- Dial the intended number.

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Q 8. What paperwork is required if an employee is going to work from home?

A 8. If an employee has been approved by their supervisor to temporarily work from home after July 13, 2020, until COVID-19 is over, neither the Telework Application, Telework Agreement, nor the Telework Safety Assessment is required from HR. However, the supervisor may require some or all of the paperwork to be completed. For more information, see Q 9 for the definitions of temporary and the end of COVID-19.

If an employee requests and is approved to work from home permanently (either part-time or full-time) after July 13, 2020, the Telework Application, Telework Agreement, and the Telework Safety Assessment are required to be completed and sent to HR to be placed in the employee's HR file.

Q 9. When talking about teleworking, how do we define temporary, and how do we know when COVID-19 is over?

A 9. Currently, if the employee is requesting to work from home due to COVID-19 and intends to return to work the office, the request constitutes as temporary. If the employee is asking to work from home and does not expect to return to work in the office, barring unusual circumstances, the request is considered permanent. At this time, we do not know when COVID-19 will be over. We will continue to assess and determine if paperwork is required if employees continue to telework due to COVID-19 into the calendar year 2021.

Q 10. Is there a difference between teleworking temporarily due to COVID-19 and permanently teleworking?

A 10. Teleworking is defined as working at an alternate location outside of the employee's regular office location, typically at an employee's home. The duration of the employee teleworking (permanently or temporarily due to COVID-19) does not impact if the employee is teleworking or not. Due to the pandemic, the telework paperwork is not required to be completed.

Q 11. Is it possible for an employee to telework and work a flexible schedule?

A 11. Teleworking is defined as working at an alternate location outside of the employee's regular office location, typically at an employee's home. A flexible schedule refers to the specific days of the week and hours during the day the employee is working. With their supervisor's permission, an employee may telework and work a flexible schedule at the same time.

Q 12. In the Temporary Judicial Officer and Employee Policies To Safely Restore Judicial Services During COVID-19, Returning to Operations, 2. Employees in High-Risk Health Categories, who is considered the employee's supervisor?

A 12. An employee's supervisor is generally defined as the person who hired them, provides day-to-day direction, approves time-off, assesses their performances, etc. The employee's supervisor is who the employee requests to telework and who can approve the request. However, higher-level supervisors (e.g., Chief Juvenile Court Officer, District Court Administrator, or Chief Judge) may request to review telework requests prior to approval.

Q 13. If employees are approved to telework due to COVID-19, when is COVID-19 over, and when can I expect the employee back in the office?

A 13. When COVID-19 is over or when it gets better is subjective. Rather than allowing employees to

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telework until COVID-19 is over or has improved, evaluate the employee's ability after a certain amount of time. That amount of time will vary depending on the employee, position, and office. Other considerations may include IDPH and CDC guidance, directives from the State Court Administrator, Supervisory Orders, and the needs of the judicial branch.

Q 14. What type of leave is an employee required to take when their child is sent home from school to quarantine?

A 14. When an employee's child is sent home to quarantine, and the employee is unable to telework, the employee is required to take family care leave, vacation, or approved leave without pay. **However, if the child is attending school virtually, the employee may be eligible for FFCRA (see Section I).**

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SECTION D: BENEFITS

Q 1. Is anytime an employee is absent due to being quarantined or actually sick covered by FMLA?

A 1. If an employee is sick, and it has been absent for three or more days, the employee needs to contact the Reed Group. Additionally, HR needs to be notified by sending an email to SCAHR@iowacourts.gov with the employee's full legal name, dates of absence, and if they have tested positive for the Coronavirus. Reed Group will determine if the employee's medical condition is covered under FMLA. If the employee is quarantined and not ill, the employee does not need to contact the Reed Group.

Q 2. Is anytime an employee is absent due to being quarantined or actually sick covered by workers' compensation?

A 2. An employee should file a First Report of Injury Form (FROI) after the diagnosis, and our third-party administrator, Sedgwick, will make a determination regarding causation and whether the claim is compensable. In addition to filling out an FROI, an employee should contact their manager/supervisor immediately and call their medical practitioner if they feel they have potential exposure. If an employee believes that he or she has been exposed to COVID-19 in the workplace or through the performance of work, Workers Compensation may cover a diagnosis of COVID-19 if the exposure can be shown to have occurred through the performance of the work and results in a positive test for COVID-19. Employees should notify their supervisor immediately and call their primary care provider if they believe they have potential exposure.

Q 3. Will the State of Iowa employees incur costs related to testing for COVID-19?

A 3. The State of Iowa has worked with Wellmark to waive testing costs for COVID-19. Please see Wellmark's [website](#) for further information.

Q 4. What additional resources do employees have to seek medical care in addition to a medical practitioner's office?

A 4. Employees are encouraged to take advantage of virtual care by utilizing [Doctors on Demand](#) to avoid the spread of germs. Email: support@doctorondemand.com Phone: 1-800-997-6196

Q 5. If an employee works from home, either part-time or full-time, may the employee submit dependent care flexible spending accounts claims for dependent care services incurred while the employee is working at home?

A 5. Yes. Claims may be submitted for any services received, which allowed the employee to work, regardless of whether the employee worked from home or the employee's workplace.

Q 6. If employee's dependents are no longer receiving services (e.g., no longer attending daycare), and they are currently contributing money in the dependent care flexible spending through payroll deduction, can the employee lower the dependent care flexible spending accounts annual election or cancel coverage?

A 6. Yes. To lower the annual election or cancel coverage, employees log into [IowaBenefits](#) and submit "daycare change" as a life event and select the new annual election amount or to cancel coverage. The update in [IowaBenefits](#) must happen within 30 days of the change in daycare. The coverage and

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contribution change will be effective for the first of the month following the month in which the life event is submitted in [IowaBenefits](#).

Once the daycare services resume, employees log into [IowaBenefits](#) and submit “daycare change” as a life event and select the new annual election amount or to re-enroll. The update in [IowaBenefits](#) must happen within 30 days of the change in daycare. The coverage and contribution change will be effective for the first of the month following the month in which the life event is submitted in [IowaBenefits](#).

More information is available on the [DAS](#) website, the [ASIFlex](#) website, or by calling ASIFlex at 800-659-3035.

Q 7. May an employee enroll in a dependent care flexible spending accounts if school closures or other events have resulted in the need for daycare?

A 7. Yes. Employees wishing to enroll in DCFSa may do so using the life event of “daycare change.” See above for more information. More information is available on the [DAS](#) website, the [ASIFlex](#) website, or by calling ASIFlex at 800-659-3035.

Q 8. Are holding fees reimbursable through dependent care flexible spending accounts?

A 8. No, holding fees (a fee charged by a daycare provider to hold a space open for a child) are not reimbursable.

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SECTION E: TIMESHEETS

Q 1. How does the employee's timesheet get completed and submitted if the employee is quarantined or sick?

A 1. The manager/supervisor should complete their timesheet to the best of his or her knowledge on behalf of the employee. When the employee returns, the manager/supervisor is expected to verify the timesheet with the employee, and the employee is expected to submit any leave requests, as applicable.

If the employee is working from home, the employee should be required to complete his or her timesheet and leave requests as normal. The leave slip and/or timesheet may be sent electronically to the manager/supervisor. If electronically is not an option, the employee may notify the manager/supervisor via phone call.

Q 2. How are timesheets and time-off requests reviewed and processed if the employee's manager/supervisor is out sick?

A 2. *Time off Requests:* If e-Leave is used, each manager/supervisor should designate an alternate approver in order to review time-off requests while the manager/supervisor is out of the office. If e-Leave is not used, each manager/supervisor should designate (and communicate to) another manager/supervisor to review and approve time-off requests. The alternate approver should also be communicated to the impacted employees.

Timesheets: If HRIS is used, each manager/supervisor should designate an alternate approver in order to process time sheets while the manager/supervisor is out of the office. Note: Please ensure that you work with human resources to ensure your alternate approver has access to the timesheets. If HRIS is not used, each manager/supervisor should designate an alternate approver in order to process time sheets while the manager/supervisor is out of the office. The alternate approver and employees should be communicated with to inform them of the process. Timesheets should be sent electronically to HR at SCAHR@iowacourts.gov.

The leave slip and/or timesheet may be sent electronically to the manager/supervisor. If electronically is not an option, the employee may notify the manager/supervisor via phone call.

If assistance is needed with time-off requests or to process timesheets, please contact human resources.

Q 3. If I send HR paper/electronic timesheets (outside of HRIS), how will timesheets be processed and approved if HR is sick?

A 3. If HR is sick and unable to process and approve timesheets, the manager/supervisor should send the timesheets to SCAHR@iowacourts.gov to be approved and processed.

Q 4. How are timesheets completed when an employee is on paid administrative leave?

A 4. If the employee completes the [FY20 Timesheet](#), instead of selecting 010 Regular Time, the employee should choose 333 Administrative Leave Paid from the drop-down list. If the employee uses HRIS to complete their timesheet, instead of selecting 010 Regular Time, the employee should enter the time type code of 333 Admin Leave Paid.

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Q 5. How do employees code their timesheet if they are working from home?

A 5. Employees who are working, regardless of where they are working (including from home), should code their timesheet as 010 Regular Time. Code 330 Other Regular Time should not be used. 333 Administrative Leave Paid should not be used.

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SECTION F: LEAVE/PAID STATUS

Q 1. If we require employees to stay home due to an emergency evacuation, public health emergency, building closure, or minimum staffing, what are the employees' pay status?

A 1. The chief justice or designee upon his or her directive or a chief judge upon approval of the chief justice or designee may instruct employees to work from home. If employees work from home, the employee is in a regular paid status for time worked. Employees who are barred from performing their usual duties in the office or at home due to an emergency evacuation or closing will remain in paid administrative leave status and must remain ready for work assignments during all scheduled work hours. Employees must be available to return to work during all scheduled work hours. To remain in pay status, employees must provide the manager/supervisor with a telephone number at which an employee can be reached during normal work hours.

Iowa Judicial Branch policies for the accumulation of sick, vacation, and other leave shall apply in the event of a declared public health emergency. Employees do not have to use paid accrued vacation or compensatory leave, nor shall employees be subject to leave without pay. However, if employees had preapproved vacation, sick, leave without pay, or another leave status shall charge leave to the appropriate leave balance until the end of the scheduled days off during a public health emergency, even if employees are directed not to report to the workplace.

Q 2. What type of leave can an employee take if their daycare and/or school closes?

A 2. If the employee's children's daycare/school closes, the employee should be allowed to work from home, if possible. If working from home is not possible, the employee can take up to 80 hours (prorated for part-time employees) emergency paid sick leave and may be eligible for Emergency Family Medical Leave Act. For more information, see the FFCRA Summary and Section I in the FAQs.

Q 3. When is an employee on paid administrative leave after July 13, 2020?

A 3. An employee is on paid administrative leave for one of three reasons:

- 1) The employee is unable to work from home and is available to work. For example, the manager/supervisor splits the office up into two teams, and only one team is working at a time. The team not working is on administrative leave because they are available to work.
- 2) The employee does not have any work to perform and is available to work.
- 3) If the employee's office is closed, they are unable to work from home, and the employee is available to work.

Q 4. Can paid administrative leave be used to calculate overtime?

A 4. No. Paid administrative leave does not count towards time worked when calculating overtime.

Q 5. How does an employee report their time when the employee is available to work, but unable to work because of IT issues?

A 5. If the employee is available to work and has work to perform but is unable to because of an IT outage/issue, the employee would report their time as regular hours worked.

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SECTION G: INFORMATION TECHNOLOGY

Q 1. Are employees allowed to take their desktop computer home?

A 1. To determine if an employee can take their desktop computer home, contact the JBIT helpdesk at help.desk@iowacourts.gov or (515) 348-4800.

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SECTION H: TRAVEL

Q 1. What should I do if an employee is returning to work after traveling outside of the United States for personal travel?

A 1. We require anyone who has traveled outside of the U.S. to quarantine for 14 days from the time you returned home from international travel.

Q 2. Can we restrict employees' personal travel?

Q 2. No, we will not restrict employees' personal travel. Employees who are returning to work after traveling are required to check and follow the CDC's travel website to determine what, if any, precautions should be made when [returning from international travel](#) and [traveling within the United States](#).

Upon returning from travel outside of Iowa, employees are not required to self-quarantine unless they have symptoms of COVID-19, and/or been directly exposed to COVID -19, or have tested for COVID -19 and tested positive.

If the employee is subsequently quarantined after personal travel and working from home is not an option, the employee can take vacation.

Q 3. What can we do if our employee does not have any symptoms of illness, the employee performs an essential function and has refused to come to work or travel because of concerns related to Coronavirus?

A 3. The manager/supervisor should listen to employee concerns and, if they are genuine, explore alternative working arrangements such as working from home, particularly for FLSA exempt employees.

If the employee falls into the CDC's [high-risk](#) category, the manager/supervisor should allow the employee to work from home, if possible, until July 13.

When an essential employee is not at high risk and working from home is not an option, employees may be given the opportunity to take vacation, banked compensatory time, or authorized leave without pay.

If there are any particular circumstances, contact human resources for the next steps.

Q 4. How are employees that are returning from a cruise ship and river cruise voyages?

A 4. Employees who are [returning from a cruise ship or river cruise](#) are required to self-quarantine for 14 days, monitor their health, and practice social distancing. The employee should work from home, if possible. If not possible, during this time, employees are required to take vacation, sick leave (if they become ill), or approved leave without pay. Additional information has been provided by the CDC about [cruise ship travels](#).

Q 5. If I have traveled and under quarantine, can I come into the office after hours (when there are no employees in the office) to pick up work, computer, office items, etc.?

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A 5. No. Employees who are under quarantine may not come into any office until the quarantine period has ended.

Q 6. How do the changes advanced under the supreme court supervisory orders impact senior judges?

A 6. As specified in 602.9203(2)(c), senior judges must make themselves available to perform judicial duties as assigned by the supreme court for an aggregate period of thirteen weeks out of each successive twelve-month period. We recognize that the opportunity to provide thirteen weeks of service is impacted by any period of time; the judicial branch is conducting limited operations in accordance with the supreme court's supervisory orders. We also recognize that some senior judges fall into the CDC's [high-risk](#) category and therefore have advised their district that they will not be working at the courthouse. We assure you these matters will be taken into account.

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SECTION I: FAMILY FIRST CORONAVIRUS RESPONSE ACT

Q 1. What is the effective date of the Families First Coronavirus Response Act (FFCRA), which includes the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act?

A 1. The FFCRA's paid leave provisions are effective on April 1, 2020, and apply to leave taken between April 1, 2020, and December 31, 2020. Please click on the following link for a summary of the Act: [Families First Coronavirus Response Act \(FFCRA\) Summary](#). Please review the following [FFCRA Poster](#).

Q 2. What employers are covered?

A 2. The paid sick leave and expanded Family and Medical Leave provisions of the FFCRA apply to private employers with fewer than 500 employees and to certain public employers, including the Iowa Judicial Branch.

Q 3. Is the Iowa Judicial Branch required to provide these provisions?

A 3. Yes.

Q 4. As an employee of the Iowa Judicial Branch, am I eligible to receive paid leave under this act?

A 4. All employees, except judicial officers, are eligible under the Emergency Paid Sick Leave Act and employees who have been on the payroll for 30 days are eligible for the Emergency Family and Medical Leave Expansion Act.

Q 5. How do I know whether I have "been employed for at least 30 calendar days by the employer" for purposes of expanded Family and Medical Leave?

A 5. You are considered to have been employed for at least 30 calendar days if you have been on the payroll for the 30 calendar days immediately prior to the day your leave would begin. For example, if you want to take leave on April 1, 2020, you would need to have been on payroll as of March 2, 2020. If you had been working as a temporary employee, and subsequently are hired on a full-time basis, you may count any days you previously worked as a temporary employee toward this 30-day eligibility period.

Q 6. Who can apply for these provisions?

A 6. Employees who are unable to work or telework for one of six COVID-19 qualifying reasons.

- 1) The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- 2) The employee has been advised by a health care provider to self-quarantine because of COVID-19;
- 3) The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
- 4) The employee is caring for an individual who is either subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- 5) The employee is caring for a son or daughter whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 precautions; or
- 6) The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

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Q 7. What does it mean to be unable to work, including telework, for COVID-19 related reasons?

A 7. You are unable to work if your employer has worked for you, and one of the COVID-19 qualifying reasons set forth in the FFCRA prevents you from being able to perform that work, either under normal circumstances at your normal worksite or by means of telework. If you and your manager/supervisor agree you will work your normal number of hours, but outside of your normally scheduled hours (for instance early in the morning or late at night), then you are able to work and leave is not necessary unless a COVID-19 qualifying reason prevents you from working that schedule.

Q 8. As an employee, how much will I be paid while taking paid sick leave or expanded Family and Medical Leave under the FFCRA?

A 8. Under the Emergency Paid Sick Leave Act, you will receive one of the following:

- If you are unable to work or telework because the employee is quarantined (pursuant to Federal, State, or local government order, or advice of a healthcare provider), or is experiencing COVID-19 symptoms and seeking a medical diagnosis, the employee will receive two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay. Under these circumstances, you are entitled to a maximum of \$511 per day, or \$5,110 total over the entire paid sick leave period.
- If you are unable to work or telework because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a healthcare provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor, you will receive two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay. Under these set of circumstances, you are subject to a maximum \$200 per day, or \$2,000 or an entire two-week period.

Under the Emergency Family and Medical Leave Expansion Act, you will receive:

Up to an additional ten weeks of paid expanded Family and Medical Leave at two-thirds your regular rate of pay where you are unable to work or telework due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19. Under these circumstances, you are subject to a maximum of \$200 per day or \$10,000 over ten weeks. If you are taking expanded Family and Medical Leave, you may take paid sick leave for the first ten days of that leave period. However, you will not receive more than \$200 per day or \$12,000 for the 12 weeks that include both paid sick leave, and expanded Family and Medical Leave when you are on leave to care for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons.

Q 9. According to FFCRA, if you are unable to work or telework, then they can be paid sick leave due to Federal, State, or Local Government quarantine order. Will the Iowa Judicial Branch recognize a shelter-in-place order in lieu of an official quarantine?

A 9. For purposes of the FFCRA, a Federal, State, or local quarantine or isolation order includes quarantine or isolation orders, as well as shelter-in-place or stay-at-home orders, issued by any Federal, State, or local government authority that causes you to be unable to work (or to telework) even though

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the Iowa Judicial Branch has work that you could perform but for the order. You may not take paid sick leave for this qualifying reason if your employer does not have work for you as a result of a shelter-in-place or a stay-at-home order. In the instance where your employer does not have work for you as a result of a shelter-in-place or a stay-at-home order, please see the question below.

Q 10. What if there is no work for me as a result of a shelter-in-place order?

A 10. You may not take paid sick leave if the manager/supervisor does not have work for you as a result of a shelter-in-place or a stay-at-home order (for example, an employer closes a worksite). You may be eligible for unemployment benefits. This is true whether the worksite is closed for lack of business or because it is required to close pursuant to a Federal, State or local directive. Please note that if we are paying you pursuant to a paid leave policy or State or local requirements, you are not eligible for unemployment benefits. You are encouraged to contact Iowa Workforce Development (IWD).

Q 11. May I take 80 hours of paid sick leave for my self-quarantine and then another amount of paid sick leave for another reason provided under the Emergency Paid Sick Leave Act?

A 11. No. You may take up to two weeks—or ten days—(80 hours for a full-time employee, or for a part-time employee, the number of hours equal to the average number of hours you work over a typical two-week period) of paid sick leave for any combination of qualifying reasons. However, the total number of hours for which you receive paid sick leave is capped at 80 hours under the Emergency Paid Sick Leave Act.

Q 12. If I am home with my child because his or her school or place of care is closed, or the child care provider is unavailable, do I get paid sick leave, Expanded Family and Medical leave, or both—how do they interact?

A 12. You may be eligible for both types of leave, but only for a total of twelve weeks of paid leave. You may take both paid sick leave and expanded Family and Medical Leave to care for your child whose school or place of care is closed, or child care provider is unavailable due to COVID-19 related reasons.

The Emergency Paid Sick Leave Act provides for an initial two weeks of paid leave. This period covers the first ten workdays of expanded Family and Medical Leave, which are otherwise unpaid under the Emergency and Family Medical Leave Expansion Act unless you elect to use existing vacation, sick, or other accrued paid leave. After the first ten workdays have elapsed, you will receive 2/3 of your regular rate of pay for the hours you would have been scheduled to work in the subsequent ten weeks under the Emergency and Family Medical Leave Expansion Act.

Please note you can only receive the additional ten weeks of expanded Family and Medical Leave under the Emergency Family and Medical Leave Expansion Act for leave to care for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons.

Q 13. Am I still eligible if I used Advanced Paid Sick Leave the Iowa Judicial Branch allowed me to use for a reason identified in the Emergency Paid Sick Leave Act prior to the Act going into effect?

A 13. Yes. The Emergency Paid Sick Leave Act imposes a new leave requirement on the Iowa Judicial Branch that is effective beginning on April 1, 2020.

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Q 14. Are the paid sick leave and expanded Family and Medical Leave requirements retroactive?

A 14. No.

Q 15. Is all leave under the FMLA now paid leave?

A 15. No. The only type of Family and Medical Leave that is paid leave is expanded Family and Medical Leave under the Emergency Family and Medical Leave Expansion Act when such leave exceeds ten days. This includes only leave taken because you must care for a child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons.

Q 16. Will my leave entitlement of 12 weeks under the Emergency Family and Medical Leave Expansion Act be affected by any leave that I have already taken under FMLA?

A 16. Yes, your eligibility for expanded Family and Medical Leave, to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19, depends on how much leave you have already taken during the 12-month period that the Iowa Judicial Branch uses for FMLA leave. The SOI uses the same 12-month period as the fiscal year (July 1 - June 30).

You may take a total of 12 work weeks for FMLA or expanded Family and Medical Leave reasons during a 12-month period. If you have taken some, but not all, 12 workweeks of your leave under FMLA during the current 12-month period, you may take the remaining portion of leave available. If you have already taken 12 workweeks of FMLA during this 12-month period, you may not take additional Family and Medical Leave.

Please also note that all existing certification requirements under the FMLA remain in effect if you are taking leave for one of the existing qualifying reasons under the FMLA (for example, if you are taking leave for a medical condition not related to COVID-19 reasons).

Q 17. Will I be eligible to take another 12 workweeks under the Family and Medical Leave Act after July 1, 2020?

A 17. Iowa Judicial Branch employees are entitled to up to 12 workweeks of FMLA leave in a fiscal year. If you have already taken time under the expanded Family and Medical Leave prior to July to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19, you will be eligible to take up to 12 work weeks again in the new fiscal year. However, you will not be eligible for paid leave under this act if you have already been paid the \$10,000 maximum cap. If you have not been paid the full \$10,000, you would be eligible for the difference between what you have already been paid and the \$10,000 maximum cap.

Q 18. How do I report my need for paid sick leave or expanded Family and Medical Leave under the FFCRA?

A 18. Employees requesting Emergency Paid Sick Leave is required to complete the Emergency Paid Sick Leave Request form and submit it to their manager/supervisor. Under the Emergency Family and Medical Leave Expansion Act, Iowa Judicial Branch employees should file a claim with the Reed Group and report the need to their manager/supervisor. You will be asked to provide documentation.

Q 19. What documents do I need to give my employer to get paid sick leave or expanded family and medical leave?

A 19. You are entitled to paid sick leave if you are unable to work or telework due to a qualifying reason

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related to COVID-19. Human Resources has created the following form: [Emergency Paid Sick Leave Form](#) to be completed designating your reason for leave. You may need to submit documentation in support of the reason for your paid sick leave that may include a copy of the Federal, State, or local quarantine or isolation order related to COVID-19 or written documentation by a health care provider advising you to self-quarantine due to concerns related to COVID-19. Your agency will retain this form and documentation in support of the emergency paid sick leave.

The Reed Group will ask you a series of questions related to your need for expanded Family and Medical Leave. The Reed Group will open a leave and send you an electronic form. You will be asked to provide an email address to send this form to. You will complete this form to designate your need for expanded Family and Medical Leave. You will be able to complete this form and acknowledge you are not in an exempt position. A notice will also be sent to the Manager/supervisor and Human Resources for verification of exempt status. You will have 15 days to e-sign and return this form to the Reed Group.

In addition to this form, you may be asked to provide documentation in support of your expanded Family and Medical Leave taken to care for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19-related reasons. For example, this requirement may be satisfied with a notice of closure or unavailability from your child's school, place of care, or child care provider, including a notice that may have been posted on a government, school, or daycare website, published in a newspaper, or emailed to you from an employee or official of the school, place of care, or child care provider. The Reed Group will retain the form and documentation in support of expanded family and medical leave.

Q 20. May I take my paid sick leave intermittently while working at my usual worksite (as opposed to teleworking)?

A 20. Unless you are teleworking, paid sick leave for qualifying reasons related to COVID-19 being taken because:

- 1) The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- 2) The employee has been advised by a health care provider to self-quarantine because of COVID-19;
- 3) The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
- 4) The employee is caring for an individual who is either subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- 5) The employee is caring for a son or daughter whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 precautions; or
- 6) The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

You must continue to take paid sick leave each day until you either (1) use the full amount of paid sick leave, or (2) you no longer have a qualifying reason for taking paid sick leave. This limit is imposed because if you are sick or possibly sick with COVID-19, or caring for an individual who is sick or possibly sick with COVID-19, the intent of FFCRA is to provide such paid sick leave as necessary to keep you from spreading the virus to others. If you no longer have a qualifying reason for taking paid sick leave before you exhaust your paid sick leave, you may take any remaining paid sick leave at a later time, until

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December 31, 2020, if another qualifying reason occurs.

Please Note - The Iowa Judicial Branch will allow you to take paid sick leave intermittently if you are taking it to care for your child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons. For example, if your child is at home because his or her school or place of care is closed, or child care provider is unavailable, because of COVID-19 related reasons, you may take paid sick leave on Mondays, Wednesdays, and Fridays to care for your child, but work at your normal worksite on Tuesdays and Thursdays.

Q 21. May I take my paid sick leave or expanded Family and Medical Leave intermittently while teleworking?

A 21. The Iowa Judicial Branch will allow it if you are unable to telework your normal schedule of hours because you need to care for your child whose school or place of care is closed, or the child care provider is unavailable, because of COVID-19 related reasons. Similarly, if you are prevented from teleworking your normal schedule of hours because you need to care for your child whose school or place of care is closed, or child care provider is unavailable, because of COVID-19 related reasons, you and your employer may agree that you can take expanded family medical leave intermittently while teleworking.

Q 22. May I take my expanded Family and Medical Leave intermittently while my child's school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons, if I am not teleworking?

A 22. Yes, the Iowa Judicial Branch will allow this. Intermittent expanded Family and Medical Leave should be permitted only when you and your employer agree upon such a schedule. For example, if your manager/supervisor and you agree, you may take expanded Family and Medical Leave on Mondays, Wednesdays, and Fridays, but work Tuesdays and Thursdays, while your child is at home because your child's school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons, for the duration of your leave.

Q 23. What increments of intermittent leave may I use?

A 23. Intermittent leave can be taken in minutes, hours, days, or weekly increments. For example, if you agree on a 90-minute increment, you could telework from 1:00 p.m. to 2:30 p.m., take leave from 2:30 p.m. to 4:00 p.m., and then return to teleworking.

Q 24. May I supplement my own paid leave with the emergency paid sick leave and/or the expanded Family and Medical Leave?

A 24. The Iowa Judicial Branch agrees to allow you to supplement the amount you receive from paid sick leave with pre-existing paid leave, up to your normal earnings. After the first two workweeks of expanded Family and Medical Leave, however, you will be required to take your remaining expanded family and medical leave at the same time as existing paid leave. This includes family care, personal time, comp time, and vacation to supplement the 2/3 paid leave this allows.

Q 25. May I take paid sick leave or expanded family and medical leave to care for my child, who is 18 years old or older?

A 25. It depends. Under the FFCRA, paid sick leave and expanded family and medical leave include leave to care for one (or more) of your children when his or her school or place of care is closed, or child care

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provider is unavailable, due to COVID-19 related reasons. This leave may only be taken to care for your non-disabled child if he or she is under the age of 18. If your child is 18 years of age or older with a disability and cannot care for him or herself due to that disability, you may take paid sick leave and expanded family and medical leave to care for him or her if his or her school or place of care is closed or his or her child care provider is unavailable, due to COVID-19 related reasons, and you are unable to work or telework as a result.

In addition, paid sick leave is available to care for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. If you have a need to care for your child age 18 or older who needs care for these circumstances, you may take paid sick leave if you are unable to work or telework as a result of providing care. But in no event may your total paid sick leave exceed two weeks.

Q 26. My child's school or place of care has moved to online instruction or to another model in which children are expected or required to complete assignments at home. Is it "closed"?

A 26. Yes. If the physical location where your child received instruction or care is now closed, the school or place of care is "closed" for purposes of paid sick leave and expanded family and medical leave. This is true even if some or all instruction is being provided online or whether, through another format such as "distance learning," your child is still expected or required to complete assignments.

Q 27. Am I eligible for EPSL or EFMLA to care for my child if they are between the ages of 14 – 17?

A 27. In the case of a leave request based on a school closing, the employee must provide a statement that special circumstances exist requiring them to provide care for their child(ren) between the ages of 14 - 17 during daylight hours. For EPSL requests, the statement of special circumstances is located on the top of page two of the [EPSL Request Form](#). For EFMLA requests, the Reed Group will require the statement of special circumstances on the forms they provide.

Q 28. May I take my expanded family and medical leave intermittently while my child's school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons, if I am not teleworking?

A 28. Yes, but only if you have been granted permission. Intermittent expanded family and medical leave should be permitted only when you and your employer agree upon such a schedule. For example, if we as the employer and you agree, you may take expanded family and medical leave on Mondays, Wednesdays, and Fridays, but work Tuesdays and Thursdays, while your child is at home because your child's school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons, for the duration of your leave.

HR encourages supervisors and employees to collaborate to achieve flexibility. Therefore, if supervisors and employees agree to intermittent leave on a day-by-day basis, HR supports such voluntary arrangements.

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SECTION J: RESTORING JUDICIAL SERVICES

Q 1. If I am a high-risk employee, will I be required to return to the office after July 13, 2020, immediately?

A 1. Employees falling into the CDC high-risk categories may continue to work remotely until **July 13, 2020**, and may continue to do so after that with supervisor approval. The employee and supervisor will develop a return to work plan, which shall outline when the employee returns to work and enhanced measures to protect the employee while in the workplace.

Q 2. If I am responsible for a high-risk person or I don't have child care, due to the COVID-19, will I be required to return to the office after July 13, 2020, immediately?

A 2. The [Families First Coronavirus Response Act](#) allows for paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. Employees seeking leave under the FFCRA should contact their supervisor. Upon requests, the manager/supervisor will discuss how to proceed with SCA HR.

The FFCRA allows employees to take leave to care for an individual who, as a result of being subject to a quarantine or isolation order, is unable to care for him or herself and depends on the employee for care and if providing care prevents the employee from working and from teleworking.

Furthermore, the employee may only take leave to care for an individual who genuinely needs the employees care. Such an individual includes an immediate family member or someone who regularly resides in the employee's home. Employees may also take paid sick leave to care for someone if their relationship creates an expectation that the employee would care for the person in quarantine or self-quarantine situation, and that individual depends on the employee for care during the quarantine or self-quarantine.

The employee may not take FFCRA leave to care for someone with whom the employee has no relationship with. Nor can the employee take paid sick leave to care for someone who does not expect or depend on the employee to care for them during his or her quarantine or self-quarantine.

Employees may take FFCRA to care for a child whose school or place of care is closed for reasons related to COVID-19.

Q 3. What options does a supervisor have if a high-risk employee is not approved to telework and refusing to return to the office?

A 3. The supervisor should explain to the employee the expectation is that they are not approved to telework, and the expectation is they will be returning to the office on July 13. Additionally, explain all of the precautionary measures that will be taken in each office (PPE, Social Distancing, Screening Visitors and Employees, etc.). If afterward an employee still expresses concerns about returning to work, the supervisor should have a conversation about their specific concern and determine if it is appropriate and if there are any additional precautionary measures that can be taken to ensure the employee will be safe at work. If the employee is only fearful, there are not any additional precautionary measures that we can take.

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If during the discussion the employee is saying that can't come in due to COVID-19, they would need to contact the REED Group to see if they qualify under the Families First Coronavirus Response Act which allows for paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. This may or may not be approved, depending on the specific situation.

Finally, if needed, the supervisor may direct the employee to return to the office, and if they still choose not to follow the directive, they should be investigated and are subject to discipline. If it does get that far, contact Human Resources first.

Q 4. Is pregnancy considered high-risk? What is the supervisor's option if a pregnant employee is not approved to telework and refusing to return to the office?

A 4. COVID-19 is a new disease. Currently, there are limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19. Based on what the CDC knows at this time, women who are pregnant might be at increased risk for severe illness from COVID-19. [Learn more about pregnancy and COVID-19.](#)

The supervisor should explain to the employee the expectation is that they are not approved to telework, and the expectation is they will be returning to the office on July 13. Additionally, explain all of the precautionary measures that will be taken in each office (PPE, Social Distancing, Screening Visitors and Employees, etc.). If afterward an employee still expresses concerns about returning to work, the supervisor should have a conversation about their specific concern and determine if it is appropriate and if there are any additional precautionary measures that can be taken to ensure the employee will be safe at work. If the employee is only fearful, there are not any additional precautionary measures that we can take.

If during the discussion the employee is saying that can't come in due to COVID-19, they would need to contact the REED Group to see if they qualify under the Families First Coronavirus Response Act which allows for paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. This may or may not be approved, depending on the specific situation.

Finally, if needed, the supervisor may direct the employee to return to the office, and if they still choose not to follow the directive, they should be investigated and are subject to discipline. If it does get that far, contact Human Resources first.

Q 5. How do I conduct a self-health assessment prior to coming into the office each day?

A 5. Employees are required to complete a self-assessment before coming into work each day. The self-assessment questions are found on the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html> (scroll down to the section titled "How do I know if I need to be in isolation or quarantine?"). Please follow the appropriate "Steps to take . . ." in answering the questions.

- 1) Have you recently come into close contact with a person with COVID-19?
- 2) Have you been diagnosed, waiting on test results, or have symptoms of COVID-19?
- 3) Have you recently traveled from somewhere outside the US or on a cruise ship or riverboat?

If you are sick, please stay home.

Employees who are required to stay at home or isolate due to one of the above reasons must follow their manager/supervisor's regular call-in procedures.

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Q 6. Can I wear gloves?

A 6. In the workplace, it is appropriate to wear gloves when cleaning and disinfecting items and areas. Always wear gloves suitable for the chemicals being used when cleaning and disinfecting. Employees may wear gloves for the mailroom, cash handling, etc., but the gloves need to be disposed of after completing the task.

Q 7. Can I wear a disposable face mask?

A 7. Yes, disposable face masks are acceptable.

NEW 12/1/2020 Q 7. What is considered an appropriate mask?

A 7. Appropriate face coverings include disposable surgical masks **or** cloth masks that fit snugly against the side of the face, completely cover the nose and mouth, are secured with ties or ear loops, and include multiple layers of fabric.

NEW 12/1/2020 Q 8. Which masks are not acceptable?

A 8. Face shields, bandanas, and neck gaiters are not considered acceptable face masks.

Q 9. In the districts, who is required to approve an employee or judicial officer's telework?

A 9. The chief judge must approve any judicial officer, court reporter, and any other direct reports. The district court administrator must approve all court administration, juvenile court, and clerk's office employees' requests to telework.

Q 10. One of my employees falls into one of the CDC's high-risk categories and will remain working from home after July 13, 2020. When can I expect the employee will return to the office?

A 10. When the employee returns to the office will be determined on an individual case-by-case basis. An employee who falls into one of the CDC's high-risk categories may work from home after July 13, with their supervisors' permission. The supervisor will work with the employee to develop a return-to-work plan. The return-to-work plan will include, but not limited to, a discussion on what precautionary measures are currently being taken and what additional precautionary measures needed to protect the employee in order for the employee to return to the workplace. For further guidance, please contact Human Resources.

UPDATED 12/1/2020 Q 11. Is it mandatory for masks to be worn to enter the courtroom and Clerk of Court offices? Who supplies them on a day to day basis?

A 11. A face covering is required for anyone entering a court controlled space. Court personnel will provide a disposable mask to anyone who needs one to enter a court controlled space. If we offer a mask and citizen refuses, we will still provide service but maintain social distancing. If a patron does not maintain social distancing services can be refused. If the person is disruptive, law enforcement assistance should be sought. Face masks and shields provided to the general public are not reusable and will be disposed of after court business is completed. If the citizen is coming back the next day, the citizen is responsible for keeping, taking care of, and cleaning the face mask or face shield.

Note: Face masks. Pursuant to CDC guidelines, courts shall require everyone entering court-controlled areas to wear disposable, surgical masks or cloth masks covering the nose and mouth, and to wear them correctly and consistently while in court-controlled areas. A face shield is only an appropriate substitute for a mask when speaking during a trial or evidentiary proceeding. Exceptions to wearing face masks may

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be considered by judges upon request on an individualized basis. This paragraph replaces II (a) of the supreme court's July 9, 2020 order.

Use of face shields during in-person proceedings. Pursuant to IV (e) of the supreme court's July 9, 2020 order, courts shall provide transparent face shields (enabling a full view of the face) to all persons speaking during evidentiary hearings and trials, including the judge, attorneys, and witnesses. During in-person proceedings, participants shall wear the transparent face shields as directed by the court throughout the proceedings. Courts may instruct participants to take home the face shields at the end of each day for cleaning and to bring them back for the next day's proceedings.

Q 12. Are there exemptions for wearing a face mask and/or face shield?

A 12. An employee can be exempt from wearing a face mask and/or a face shield due to medical reasons. An employee is required to complete, sign, and provide the [Face Covering and Face Shield Exemption Form](#) to their supervisor. For medical reasons, the employee is required to provide a note from a medical practitioner. If any employee is requesting to not wear a mask or face shield for non-medical reasons, the employee would need to discuss the accommodation request with their supervisor/manager, and the supervisor/manager would discuss this with Human Resources before deciding on the request.

Q 13. What are the cleaning and disinfecting protocol for the courtroom and clerk's office?

A 13. Cleansing:

- Courts shall provide participants in court proceedings (including parties, counsel, and court staff) hand sanitizer and disinfectant wipes to self-clean high-touch surfaces in their personal space such as chairs, tables, or railings.
- Court staff is encouraged regularly to clean with disinfectant wipes high-touch surfaces in common areas such as door handles, stair railings, elevator buttons, and microphones. Court staff is encouraged to wear gloves while cleaning/disinfecting courtrooms.

Q 14. My children will be attending school both online and virtually, what options do I have when my children are attending school virtually?

A 14. Employees who have children attending school virtually, may discuss with their supervisor the ability to telework on the days their children are learning virtually. Employees may also discuss the possibility of a flexible schedule. Employees may also be eligible for Emergency Paid Sick Leave and/or Emergency FMLA. Employees may also request vacation, family care leave, or authorized leave without pay.

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SECTION K: RETURN TO WORK

UPDATED 12/1/2020 Q 1. When can an employee who is ill with symptoms consistent with COVID-19 but has not been tested return to work?

A 1. The employee who had been out ill with symptoms consistent with COVID-19 but has not been tested or has tested negative shall remain at home under quarantine until:

- 1) At least three days (72 hours) have passed since the resolution of fever without the use of fever-reducing medications;
- 2) Improvement in respiratory symptoms (cough, shortness of breath); and
- 3) At least ten days have passed since symptoms first appeared.

Note – This does not apply to an employee that lives with a person that tests positive for COVID-19. For that situation, please refer to question and response 6 below.

Q 2. When can an employee who is ill with symptoms similar to COVID-19 and has tested negative for COVID-19 return to work. (This response does not include employees that were exposed to a person that tested positive to COVID-19)

A2. The employee can return to work once they have a medical practitioner provide a doctor's note stating they are able to come back to work

Q 3. When can an employee who has tested positive for COVID-19 return to work?

A 3. The employee who has tested positive for COVID-19 may return to work if all the following requirements are met:

- 1) Free from fever without the use of fever-reducing medications;
- 2) Improvement in respiratory symptoms (cough, shortness of breath); and
- 3) 10 days have passed since the date the employee had a positive test; and
- 4) The employee's medical practitioner can provide a doctor's note stating they are able to come back to work.

Q 4. When can an employee return to work if they tested positive, but were asymptomatic?

A 4. Any employee who has tested positive for COVID-19 may return to work if all of the following requirements are met:

- 1) The employee has not developed symptoms associated with COVID-19;
- 2) 10 days have passed since the date the employee had a positive test; and
- 3) The employee's medical practitioner can provide a doctor's note stating they are able to come back to work.

Q 5. An employee was in close contact with someone who has tested positive for COVID-19, is asymptomatic, and has developed and recovered from COVID-19 within the previous 3 months from close contact. When can the employee return to work?

A 5. People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months from the date they tested positive as long as they do not develop symptoms again. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

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Q 6. If an employee lives with someone who has COVID-19 and is unable to avoid contact, when can the employee return to work?

A 6. The employee should avoid contact with others outside the home while the person they live with is sick. The employee's quarantine period begins when the person with COVID-19 ends home isolation and ends after 14 days. For example, if the employee's family member ends their home isolation on July 9, the employee's quarantine period begins July 10 and ends on July 23.

UPDATED 12/3/2020Q 7. On Sunday, Mark attended a social gathering with Mary and didn't social distance himself (at least 6 feet apart for more than 15 minutes). Monday, Mark returned to work and was in close contact with Brian. On Tuesday, Mark learned that Mary has tested positive for COVID-19. When can Brian and Mark return to work?

A 7. Mark can return to work after quarantining for 10-days **IF** no symptoms are experienced during the quarantine period and he has not been tested for COVID -19. Mark can return after 7-days **IF** he receives a COVID-19 test on the fifth day or later of the quarantine period and it comes back negative. Brian can return to work immediately because he is not required to quarantine unless he develops symptoms. If Mary worked for the judicial branch, she could return to work after meeting the requirements in Section K, A3.

UPDATED 12/3/2020Q 8. When can an employee return to work if someone that lives with the employee comes into contact with someone with COVID-19?

A 8.

- Scenario 1: If the person the employee lives with is symptom-free, the employee may return to work immediately.
- Scenario 2: If the person they live with develops symptoms, the employee must quarantine.
 - Negative Test - If the employee is negative for COVID-19, the employee can return to work after their 7 day quarantine period. Note: The employees negative COVID-19 test can't be taken before day 5 of their quarantine period. For example, if the person the employee lives with ends their isolation on July 9, the employee's quarantine begins July 10 and ends July 17. The employee can return to work on July 18.
 - No Test - If the employee is not tested for COVID-19, they can return to work after their 10 day quarantine period ends. For example, if the person the employee lives with ends their isolation on July 9, the employee's quarantine begins July 10 and ends July 20. The employee can return to work on July 21.
- Scenario 3: If the employee develops symptoms, the employee may return to work after meeting the requirements in Section K, A 1, or A 2.

Regardless if the employee returns to work after their 10 or 7 day quarantine period, they are required to watch for symptoms through day 14 of exposure, immediate isolate if symptoms develop, and continue current preventative measures (wear a mask, social distance, wash hands, avoid crowds, etc.).