

## CHECKLIST FOR RESUMING COURT OPERATIONS

District Number 3

Name of County Lyon

### 1. Facility Status

The courthouse or other county facility where judicial operations take place is open to the public.

Yes  No

### 2. Staffing Schedule

A staffing schedule has been prepared so that social distancing/PPE is maintained in all court controlled workspaces. For example, where desks or work stations cannot be reconfigured to maintain 6' or more of social distancing, a rotation schedule is in place so that only a certain number of employees are onsite at a given time and other employees work remotely until they are scheduled to work onsite.

Yes  No

Shift start/stop times, break times, and lunchtimes are staggered to minimize the congregating of employees in any areas.

Yes  No

### 3. Workspace/Work Environment Safety

Work stations and desks in office suites are configured so that 6' of social distancing is maintained or a staffing schedule addresses social distancing.

Yes  No

Shared equipment such as conference phones, audiovisual equipment, copiers or file cabinets are spaced to allow social distancing during use, and PPE is available near shared equipment to wipe down touchpoints after use.

Yes  No

#### 4. Courtrooms/Overflow Rooms

Courtroom spaces are configured so that at least 6' of distance separates all participants in court proceedings and the gallery has been marked or cordoned off so that occupancy is limited to where people maintain 6' of distance between each other in all directions. ***No permanent physical changes shall be made without the approval of the county.***

Yes       No

If overflow rooms are needed, an effort will be made to accommodate public viewing by discussing technology options with JBIT and implementing a plan with state court administration.

Yes       No

#### 5. Case Scheduling and Processing

There are limits on the number of hearings in a given time period.

Yes       No

Cases are scheduled in such numbers so that 6' of social distancing is always being maintained by all occupants within the courtroom and for those queuing outside the courtroom.

Yes       No

Other arrangements have been made to maintain the number of individuals present for court proceedings at any given time. Some examples include the following:

- Additional reporting locations within the facility for queuing
- Checking-In court participants and asking them to wait in their cars or locations nearby and then texting them to report to the courtroom when ready
- The use of larger auditorium type spaces within the community

Yes       No

6. Public Terminal Kiosks

Public terminal kiosks are spaced to maintain 6' of social distancing.

Yes     No

Keyboard protectors are in place for all public kiosks.

Yes     No    ~~in process~~

Hand sanitizer and spray disinfectant or wipes are available for all public kiosks.

Yes     No

Signage is posted instructing users how to appropriately wipe down the terminal after each use.

Yes     No    in process mailed to Counties 6.29.20

7. Clerk of Court and District Court Services

A system has been developed to allow people to schedule an appointment to receive services in order to minimize the number of people congregating within or outside offices at any given time.

Yes     No

8. PPE

There is an adequate supply of face masks on site so that every employee replaces mask daily.

Yes     No

Face shields are available for all employees who requested one through the employee survey.

Yes     No

Face shields are available for the use of every witness for the number of trials occurring within the facility at any given time, and procedures are in place for cleaning and storing the shields after each use.

Yes    ~~NO~~ in process some have been

yes delivered

There is an adequate supply of hand sanitizer available on site for each office suite and courtroom.

Yes  No

There is an adequate supply of disposable gloves for each office suite.

Yes  No

There is an adequate supply of spray disinfectant or wipes in each courtroom to be used for cleaning counsel tables and witness areas after each use.

Yes  No

A protocol is in place for employees to clean and disinfect their personal workstation at the beginning and the end of every shift.

Yes  No

5.1.20 email from HR sent to staff

6.24.20

9. Signage

The following signs are posted at the entrances of courtrooms and court controlled spaces advising the public to abide by the following:

"Do NOT enter if any of the following apply:

1. You have recently been in close contact with someone who has COVID-19.
2. You have tested positive for COVID-19 in the last 14 days.
3. You are experiencing symptoms of Covid-19 per CDC Guidelines"

Yes  No

"Upon entering, please maintain 6' of distance in all directions between yourself and others."

Yes  No

"A mask must be worn when entering this space." recommended

Yes  No on sign

"The number of people permitted in the courtroom/office is (X)."

Yes  No

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**Contact Tracing**

The Judicial Branch's policy on contact tracing has been reviewed and will be followed should the need arise.

Yes     No    *public health*  
*BY*    *e distributed to staff*

The responses above accurately reflect the preparations that have been taken for reopening courtrooms and court controlled spaces in the above noted county.

*[Signature]*    *June 29, 2020*  
Chief Judge / District No.    Date  
*Duane E Hoffmeyer*  
Print Name

APPROVED BY:

*[Signature]*    June 30, 2020  
Todd Nucclo    Date  
State Court Administrator



**Fw: Lyon and Osceola Addendum**

Duane Hoffmeyer to: Todd Nuccio

06/30/2020 05:05 PM

"As for Osceola and Lyon, I cannot approve without some explanation as to why "No" was checked for the second question under Number 4 and Number 7."

→ Will the explanation/addendum below satisfy your earlier exception listed above?

Duane E. Hoffmeyer  
Chief Judge Third Judicial District  
620 Douglas Street, #210  
Sioux City, IA 51101  
(712)279-6494  
Conference Call (1-866)685-1580; Conference Code 0009991955  
Duane.Hoffmeyer@iowacourts.gov

Email correspondence to and from this address may be subject to Iowa Public Records Law, Code of Iowa Chapter 22, and may be disclosed to third parties.

----- Forwarded by Duane Hoffmeyer/District3/JUDICIAL on 06/30/2020 05:04 PM -----

From: Laurie Janssen/District3/JUDICIAL  
To: Duane Hoffmeyer/District3/JUDICIAL@JUDICIAL  
Date: 06/30/2020 04:28 PM  
Subject: Lyon and Osceola

**Lyon:**

No. 4: There are other rooms/locations we could utilize, but will need the equipment for viewing.

No. 7: The Clerk's Office is willing in Lyon to develop a system for individuals to come in to receive services.

For example, taking a phone number and have return to vehicle and wait their turn if we are waiting on someone else.

We would be happy to call them in based on that system.

Osceola:

No. 4: There are other rooms/locations we could utilize, but will need the equipment for viewing..

No. 7: The Clerk's Office is willing in Osceola to develop a system for individuals to come in to receive services.

For example, taking a phone number and have return to vehicle and wait their turn if we are waiting on someone else.

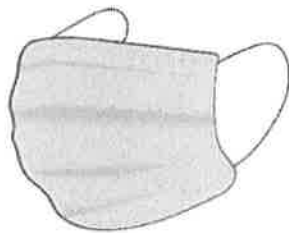
We would be happy to call them in based on that system.

***Thank you!***

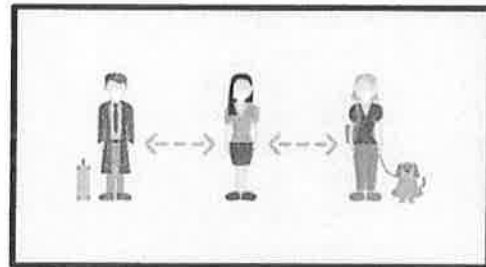


**If you experienced any of the following,**  
**DO NOT ENTER:**

1. You have recently been in close contact with someone who has COVID-19
2. You have tested positive for COVID-19 in the last 14 days
3. You are experiencing symptoms of COVID-19 per CDC Guidelines

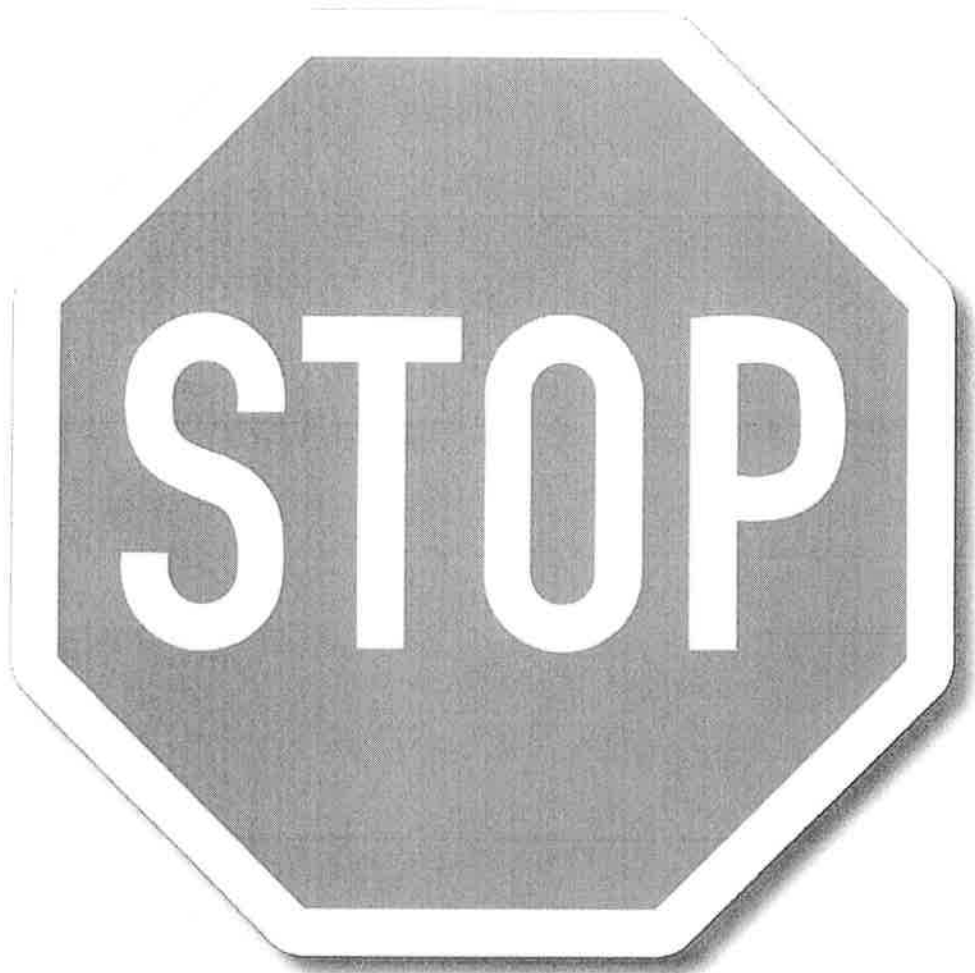


**Masks must be worn or  
will be provided.**



**Maintain 6 feet of distance  
between yourself and others.**

**Only 25 Persons Allowed in the Room  
at Once.**



**Please Wipe Down The  
Computer Keyboard,  
Monitor, and Work  
Area Before & After  
Use.**

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**Thank You!**





**Fw: CDC Cleaning & Disinfecting**

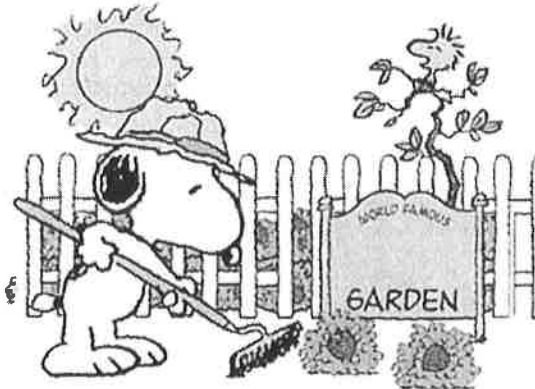
Laurie Janssen for Angela Klaassen, Ashli Gesink, Chenoa  
Gradert, Hanna Russmann, Judy DeBoer,  
Kim R Tewes, Kristie Gray, Marchia

06/24/2020 02:55 PM

Cc: Rich Detrick

Just a reminder how we are to be cleaning our work stations.

*Thank you!*



**LAURIE A. JANSSEN, CLERK OF COURT FOR CLAY, LYON, O'BRIEN AND OSCEOLA COUNTIES**

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**O'Brien County Courthouse (County 71)**  
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----- Forwarded by Laurie Janssen/District3/JUDICIAL on 06/24/2020 02:54 PM -----

From: Todd Sadler/SCA/JUDICIAL  
To: All Court Personnel  
Date: 05/01/2020 09:40 AM  
Subject: CDC Cleaning & Disinfecting

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Good Morning & Happy Friday

I thought I would share some helpful disinfecting/cleaning tips from the CDC.

# How to clean and disinfect

## Clean

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on level of use.
  - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- **High touch surfaces include:**
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

## Disinfect

- **Recommend use of EPA-registered household disinfectant external icon.**  
**Follow the instructions on the label** to ensure safe and effective use of the product.  
Many products recommend:
  - Keeping surface wet for a period of time (see product label).
  - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- **Diluted household bleach solutions may also be used** if appropriate for the surface.
  - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
  - Unexpired household bleach will be effective against coronaviruses when properly diluted.  
**Follow manufacturer's instructions** for application and proper ventilation.  
Never mix household bleach with ammonia or any other cleanser.  
**Leave solution** on the surface for **at least 1 minute.**  
**To make a bleach solution, mix:**
    - 5 tablespoons (1/3rd cup) bleach per gallon of water  
OR
    - 4 teaspoons bleach per quart of water
- Bleach solutions will be effective for disinfection up to 24 hours.
- **Alcohol solutions with at least 70% alcohol may also be used.**

## Soft surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
- **Launder items** (if possible) according to the manufacturer's instructions. Use the

- warmest appropriate water setting and dry items completely. OR
- **Disinfect with an EPA-registered household disinfectant.** These disinfectants external icon meet EPA's criteria for use against COVID-19.

### Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a **wipeable cover** on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
  - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.

### Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

*Have a great Friday, thanks for all your doing and be safe!*



Todd A. Sadler | Director of Human Resources  
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*The Iowa Judicial Branch dedicates itself to providing independent and accessible forums for the fair and prompt resolution of disputes, administering justice under law equally to all persons.*



**Temporary Judicial Officer and Employee Policies To Safely Restore  
Judicial Services During COVID-19.pdf**

Laurie Janssen to: Angela Klaassen, Ashli Gesink, Chenoa  
Gradert, Hanna Russmann, Judy DeBoer,  
Kim R Tewes, Kristie Gray, Marchia

06/29/2020 11:30 AM

*Thank you!*



**LAURIE A. JANSSEN, CLERK OF COURT FOR CLAY, LYON, O'BRIEN AND OSCEOLA COUNTIES**

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- Temporary Judicial Officer and Employee Policies To Safely Restore Judicial Services During  
COVID-19.pdf

# IOWA JUDICIAL BRANCH TEMPORARY JUDICIAL OFFICER AND EMPLOYEE POLICIES TO SAFELY RESTORE JUDICIAL SERVICES DURING COVID-19

The Iowa Judicial Branch limited in-person services because of the COVID-19 pandemic. As the judicial branch begins to resume in-person services, the following policies apply to judicial officers and employees and are being implemented to ensure the health and welfare of judicial branch employees, judicial officers, and the public. The purpose of these policies is to provide for restoration of judicial services in a way that maximizes social distancing and other appropriate safety measures.

State Court Administration is closely monitoring government policy changes and guidelines from the Centers for Disease Control and Prevention (CDC) and Iowa Department of Public Health and will continue to inform employees, review policies and provide updated guidance as appropriate. The following policies cover returning to operations, the day-to-day operations, and new positive cases and contract tracing. These policies are temporary and in place until the end of the pandemic crisis. These policies are in addition to the policies in the Employee Handbook and subject to the same disclaimers.

## Returning to Operations

### **1. Telework—General Policy**

Managers are encouraged to allow employees to telework and provide flexibility in work schedules when possible.<sup>1</sup> Supervisors may continue to allow employees to work remotely following the parameters outlined in Section 11.11 of the Employee Handbook.

### **2. Employees in High-Risk Health Categories**

Employees falling into the CDC high-risk categories<sup>2</sup> 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.

### **3. Other Employee Accommodations<sup>3</sup>**

The Families First Coronavirus Response Act allows for paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.

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<sup>1</sup> Iowa Department of Administrative Services Guidance

<sup>2</sup> Section 1 CDC definition of high risk <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

<sup>3</sup> Section 2 The U.S. Department of Labor Wage and Hour Division

Employees seeking leave under the FFCRA should contact their supervisor. Upon requests, the manager/supervisor will discuss how to proceed with SCA HR.

#### **4. Employee Assistance Program**

The Employee Assistance Program offers confidential resources to employees. Information about specific services can be found at [www.EAPHelplink.com](http://www.EAPHelplink.com) and enter IOWA when prompted for the company code.

### **Day-to-Day Operations**

#### **1. Health Self-Assessments<sup>4</sup>**

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.

#### **2. Healthy Work Environment**

##### **a. Social Distancing<sup>5</sup>**

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.

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<sup>4</sup> Section 5 CDC recommends <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html> and <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<sup>5</sup> Section 15 CDC recommendation <https://www.cdc.gov/coronavirus/2019-ncov/community/worker-safety-support/index.html> and OSHA <https://www.osha.gov/Publications/OSHA3990.pdf> and CDC Social Distancing Keep Your Distance to Slow the Spread: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

CDC Social Distancing Interim Guidance for Businesses and Employers: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Where possible, work stations shall be segmented into discrete zones and configured or reconfigured to allow for social distancing. The use of rotational shifts to reduce the number of employees on-site at any given time can address situations where physically relocating work stations to maintain six feet spacing is not possible.

Social distancing means avoiding large gatherings (ten or more) and maintaining distance (approximately six feet or two meters) from others. Employees shall not congregate by cubicles, in open areas, or the break rooms.

#### b. Face Coverings/Shields

Employees shall wear cloth face coverings/shields in the following situations:

- i. 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.).
- ii. If assigned to an area where workstations are less than six feet apart, and someone is present in an adjacent cubicle.
- iii. When entering any common areas (anywhere other than private offices) where someone else is present.

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

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

The judicial branch will issue cloth face coverings or shields to employees; however, employees may choose to wear their own face covering<sup>6</sup>. 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.

#### c. Shared Items

No food items shall be brought into the building and shared with other employees. Kitchenware (plates, bowls, cups, and flatware, etc.) shall not be shared.

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<sup>6</sup> See the [CDC tutorial](#) on how to create a cloth face covering. Please follow the [CDC guidelines](#) for the proper care and use of face masks or coverings.

d. Personal Space Restrictions<sup>7</sup>

Employees are prohibited from using other employees' workstations and tools/equipment unless absolutely necessary, in which case employees shall clean and disinfect equipment before and after each use. Employees shall refrain from physically touching other people, including shaking hands.

e. Hand Washing and Hand Sanitizer<sup>8</sup>

Employees are required to follow the CDC guidelines regarding handwashing. In the absence of hand washing opportunities, employees must use a hand sanitizer containing at least 60% alcohol.

**3. Travel**

All non-essential travel is suspended until further notice.<sup>9</sup> Essential business travel shall be limited to those situations where business cannot reasonably be conducted without face-to-face interaction or requires visits to specific locations. Managers/supervisors must approve all travel until further notice.

If an employee has traveled internationally, the employee must stay home pursuant to CDC guidelines.<sup>10</sup> Employees must use approved leave time for the period while at home unless approved for telework.

**4. Use of Iowa Judicial Branch Vehicles**

If you are an employee that utilizes the state vehicle, please follow the following guidelines from DAS Fleet Services.

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<sup>7</sup> Section 11 CDC recommendation <https://www.cdc.gov/coronavirus/2019-ncov/community/worker-safety-support/index.html> and OSHA <https://www.osha.gov/Publications/OSHA3990.pdf>.

<sup>8</sup> Section 13 CDC recommendation <https://www.cdc.gov/coronavirus/2019-ncov/community/worker-safety-support/index.html> OSHA recommendation however not specific to Judicial or government but retail <https://www.osha.gov/SLTC/covid-19/retail.html> and <https://www.osha.gov/Publications/OSHA3990.pdf>

<sup>9</sup> Section 8 Best practice and OSHA recommendation: <https://www.osha.gov/Publications/OSHA3990.pdf>

<sup>10</sup> Section 7 CDC <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>



## **New Positive Cases and Contact Tracing**<sup>11</sup>

### **1. New Positive Cases**

Any employee who has been exposed or tested positive for COVID-19 must immediately contact his or her manager/supervisor.

### **2. Contact Tracing**<sup>12</sup>

The supervisor/designee is responsible for the contact tracing of employees under their supervision. The supervisor shall work closely with the county and State Court Administration Human Resources.

- a. Identify and Interview the Symptomatic Person – Contact tracing shall be initiated as soon as possible after a symptomatic employee is identified; ideally, this occurs before leaving the workplace. The supervisor/designee shall reference the employee's schedule and work area to help determine with whom the employee came in contact.
- b. 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 or within 6 feet for more than 15 minutes) 48 hours before the employee became ill or during their last day at work?
  - vii. At the end of the interview, the symptomatic shall be advised to self-isolate at home, contact their healthcare provider, and follow instructions from their healthcare provider.
- c. Notify Employees Who May Have Been Exposed – If an employee is suspected or confirmed to have COVID-19 via testing or through their

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<sup>11</sup> Section 6 CDC recommendation and OSHA <https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/contact-tracing-resources.html> and <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

OSHA - <https://www.osha.gov/memos/2020-05-19/revised-enforcement-guidance-recording-cases-coronavirus-disease-2019-covid-19>

<sup>12</sup> Section 6 CDC <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html>

OSHA <https://www.osha.gov/memos/2020-05-19/revised-enforcement-guidance-recording-cases-coronavirus-disease-2019-covid-19>

healthcare provider, the supervisor/designee shall contact the employees identified and share the following information:

- i. Inform them they have been identified as having contact with a person in the workplace who is symptomatic or has been confirmed to have COVID-19. To maintain confidentiality, do not provide them with the name of the employee.
  - ii. Provide the employee with guidelines for self-quarantine.
  - iii. Inform the employee to contact their healthcare provider if they experience COVID-19 symptoms in keeping with the CDC guidelines.
  - iv. Allow time for the employee to ask questions.
- d. Actions for asymptomatic employees exposed to someone with symptomatic COVID-19.
- i. Employees will be required to stay home from work until 14 days after their last exposure to a COVID-19 case and maintain a social distance of 6 feet from others at all times.
  - ii. Employees shall self-monitor for symptoms and shall report to the supervisor/designee if the employee develops symptoms.
  - iii. Telework is an option for an asymptomatic employee, if the employee does not come into the building or directly interacts with other employees.

### **3. Returning to Work**

- a. The employee who has 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:
  - i. At least three days (72 hours) have passed since the resolution of fever without the use of fever-reducing medications, and
  - ii. Improvement in respiratory symptoms (cough, shortness of breath); and
  - iii. At least ten days have passed since symptoms first appeared.
- b. The employee who has tested positive for COVID-19, may return to work if all the following requirements are met:
  - i. Free from fever without the use of fever-reducing medications; and
  - ii. Improvement in respiratory symptoms (cough, shortness of breath);
  - iii. Tested negative on at least two consecutive respiratory specimens collected at least 24 hours apart.

### **Additional Guidance and Information**

Center for Disease Control and Prevention:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Department of Labor, Wage and Hour Division, Families First Coronavirus Response Act.

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

OSHA Guidance on Preparing Workplaces for COVID-19

<https://www.osha.gov/Publications/OSHA3990.pdf>

[Coronavirus.iowa.gov](https://www.coronavirus.iowa.gov)

Iowa Department of Public Health

<https://idph.iowa.gov/Emerging-Health-Issues/Novel-Coronavirus/Business-and-Organizations>