

AGENDA ITEM COVER SHEET

Title: Policy Updates

☐ Original

☒ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

At the General Government Committee meeting, the Committee voted to send the following Policies to the Iowa County Board.

1. Policy 110 - added Naloxone to staff training.
2. Policy 310 - modified gift amounts starting Jan 1, 2024.
3. Policy 322 - New policy establishing limits on the purchasing of gift cards with County funds.
4. Policy 705-708 - minor edits, removed references to Bloomfield.

RECOMMENDATIONS (IF ANY):

The General Government Committee has recommended adoption by the County Board.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Attached are drafts of each policy

FISCAL IMPACT:

Policy 310 is the only policy likely to lead to additional County expenses. Doubling the gift amounts could lead to an additional \$2,000 of expenses, based on past performance.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Larry Bierke

DEPT: County Administrator

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



Non-compulsory Hands-Only Cardiopulmonary Resuscitation/Automated External Defibrillator, Stop the Bleed Training, and **Naloxone Training**

Date Originated: 04/2010

Date of Modifications: 02/18/2020; 07/2023

Policy Number: **110**

1. Purpose:

To provide the public a sense of confidence and security that Iowa County Government is committed to their safety and well-being through the establishment of a Hands-Only Cardiopulmonary Resuscitation (Hands-Only CPR)/Automated External Defibrillator (AED), Stop the Bleed (STB) **and Naloxone Employee Training Program**.

To establish a policy that defines the County Government's role and commitment toward establishing and sustaining a Hands-Only CPR/AED, STB, **and Naloxone training program for its employees**.

To establish procedures for the scheduling of Hands-Only CPR/AED, STB **and Naloxone training**.

2. Organizations Affected:

All County Departments with employees who are not required by their job description to be trained in Hands-Only CPR, AED, STB, **and Naloxone**. For these employees, this training is not compulsory.

3. Policy:

A. Hands-Only CPR/AED, STB, and Naloxone training will be offered during regular work hours. Iowa County Emergency Management will pay all class costs associated with instructors and class materials as it relates to hands-only CPR/AED and STB. **Initial Naloxone Administration Training will be provided by the Iowa County Health Department with refresher training offered to those who request it.**

B. Estimated class time lengths will be provided in the class offering announcement.

C. CPR/AED and STB classes will be offered each January/February time period. Employees will be encouraged to repeat the training annually. There is no certification for the Hands-Only CPR/AED, STB.

D. Naloxone Training will be offered by the Health Department as allocations via the DHS NARCAN® Direct Program are available.

E. The Department of Emergency Management will be responsible for the scheduling of classes, obtaining instructors, and necessary funding for costs associated with the CPR/AED and STB training.

F. The Iowa County Health Department will be responsible for scheduling and coordinating the Naloxone Training.

G. The county will utilize Instructors that are county employees when possible.

H. Maximum class size will be determined by the instructor(s).

4. Procedure:

Scheduling of CPR/AED and STB Classes:

A. Emergency Management will arrange for instructors to deliver the training and schedule classes.

B. Employees will be responsible for scheduling their attendance with their respective department head/manager/supervisor.

Funding:

- A. Emergency Management will be responsible for including in its annual budget, an amount necessary to sustain the Hands-Only CPR/AED and STB program for non-compulsory occupations.

Scheduling of Naloxone Training:

- A. The Health Department will provide the Naloxone Training free of charge and will coordinate the schedule of class offerings.
- B. Naloxone training offered by the Health Department is through the DHS NARCAN® Direct Program.
- C. Training includes receipt of 2 doses of NARCAN® to each trained individual.
- D. The trainee shall assume full responsibility for the safe handling and proper usage (administration) of the NARCAN® Nasal Spray.
- E. *STORAGE:* The person possessing the NARCAN® is responsible for maintaining the integrity of the NARCAN® Nasal Spray. They shall refer to and comply with the NARCAN® Nasal Spray product information for proper storage. Typically, NARCAN® Nasal Spray shall be stored at room temperature (between 59°F to 77°F), protected from light, and not used past the expiration date indicated on the packaging.
- F. Iowa County/Iowa County Health Department does not make any warranties or guarantees as to the effectiveness of the administration of NARCAN® Nasal Spray.
- G. If an Iowa County employee administers NARCAN® Nasal Spray while on duty, the employee shall inform their immediate supervisor.

REFERENCES:

- DHS NARCAN® Direct Program [Dose of Reality: Resources for Professionals | Wisconsin Department of Health Services](#)
- Summary of Laws related to [Naloxone: Summary of State Laws • LAPP \(legislativeanalysis.org\)](#)
- Good Samaritan Law [WISCONSIN LEGISLATIVE COUNCIL](#)
- Iowa County Health Department Standing Order
- Wisconsin Requirements, procedures, and sample statewide standing order, F-01802 <https://www.dhs.wisconsin.gov/forms/f01802.pdf>
- California Naloxone Standing Orders- [Naloxone Terms and Conditions \(ca.gov\)](#)
- Indiana Statewide Naloxone Standing Order Toolkit- <https://optin.in.gov/files/Indiana-Statewide-Naloxone-Standing-Order-Toolkit.pdf>



EVENTS RECOGNITION ACCOUNT

Date Originated: 08/21/18
Date of Modifications: 08/??/23
Policy Number: 310

1. PURPOSE:

This policy governs the use of the Events Recognition Account. The Events Recognition Account has been established to ensure that County dollars are available for specific occasions celebratory or commemorative in nature.

2. ORGANIZATIONS AFFECTED:

This policy impacts Iowa County Government and the Iowa County Board.

3. POLICY:

It is the policy of the Iowa County Board to utilize funds budgeted in the Sunshine Account for:

A. Hospitalization

- 1) Iowa County will acknowledge hospitalizations of elected official, employee, employee's spouse, or employee's child to the point of a required overnight stay at a hospital by sending out a Get Well card.

B. Birth/Adoption and Marriage

- 1) The birth/adoption of a regular full-time or part-time employee's child or an elected official's child shall receive a card and a gift of \$25 (gift card or cash). **This amount shall increase to \$50 on 1/1/24.**
- 2) The marriage of a full-time or part-time employee or an elected official shall receive a card and a gift of \$25 (gift card or cash). **This amount shall increase to \$50 on 1/1/24.**

C. Retirement

- 1) The County will recognize all employees who retire from the County who are at least fifty-five (fifty for protected status) years of age and have been employed with the County for a minimum of five years. Employees will be presented with a certification recognizing their performance of duties and length of service at the next County Board by the retiring employee's Department Head, County Administrator and/or Employee Relations Director. Employees are strongly encouraged to attend the County Board Meeting to be recognized.
- 2) If employee has served five years or more in a full-time or part-time capacity with the county, a \$50 gift shall also be provided by the County. **This amount shall increase to \$100 on 1/1/24.**
- 3) If employee has served ten years or more in a full-time or part-time capacity with the county, a \$100 gift shall be provided by the County. **This amount shall increase to \$200 on 1/1/24.**
- 4) If an employee has served twenty years or more in a full-time or part-time capacity with the county, a \$150 gift shall be provided by the County. **This amount shall increase to \$300 on 1/1/24.**

D. Death

- 1) The death of an elected official or regular full-time or part-time employee shall be sent a plant, flowers, or a memorial of \$100. **This amount shall increase to \$200 on 1/1/24.**
- 2) For the death of a retired employee or past elected official, a plant, flowers, or memorial of \$75. **This amount shall increase to \$150 on 1/1/24.**

E. Food or Refreshments for Employee Get-Togethers as deemed appropriate by the County

Administrator.

F. For other unusual circumstances as deemed appropriate by the County Administrator.

4. REFERENCES:

None.

5. PROCEDURES:

- A. When someone becomes aware of a situation involving a hospitalization that involves the County Government and our employees they shall immediately notify the Employee Relations Director. Once notified the Employee Relations Director will mail out a card.
- B. When someone becomes aware of a situation involving birth, marriage, death, or other situation that involves the County Government and our employees they shall immediately notify the County Administrator's Department Assistant and request use of the Event Recognition Account. The County Administrator's Department Assistant will be designated to coordinate card and gift and provide to the Employee Relations Department for delivery. The County Administrator's Department Assistant will prepare the Retirement Certification along with the retirement gift and provide to retiring employees Department Head.
- C. If a County Department Head desires to do anything different than what is prescribed above via this policy, they shall consult with the County Administrator. The County Administrator shall determine if the proposal is appropriate to be covered as a county expense.
- D. If employees wish to do something on their own, it will be at their expense, such as employee's hospitalizations, quitting, deaths in spouses' family, etc.



Gift Card, Token or Voucher Policy

Date Originated: 8/??/2023
Date of Modifications:
Policy Number: 322
Draft By: Finance Director

1. PURPOSE:

To create policies and procedures establishing uniform guidelines for purchase and distribution of gift cards.

2. ORGANIZATIONS AFFECTED:

This is a county-wide policy and affects all departments that purchase and distribute gift cards, tokens or vouchers.

3. POLICY:

It is the responsibility of the Iowa County Finance Department to establish guidelines for purchasing and distribution of gift cards, tokens or vouchers to employees and volunteers, clients, consumers or program participants of the Iowa County government.

- a. Gift cards, tokens or vouchers can only be purchased by check. It is prohibited to purchase gift cards, tokens or vouchers using an Iowa County credit card unless the expense charged to the following accounts: Employee Recognition, County Board Recognition, Social Services Purchase of Service Transportation, and Drug Treatment Court Incentives.
- b. Only the Employee Relations Director or their designee is authorized to purchase gift cards, tokens or vouchers for Iowa County employees.
- c. Unless specified in the grant funding requirements as an allowable cost, the cost of gifts cards may not be reimbursable to Iowa County by federal or state grant funding.
- d. Gift cards, tokens or vouchers to employees are considered taxable income and will be subject to income tax according to rules established by the Internal Revenue Service and Wisconsin Department of Revenue.
- e. Gift cards, tokens or vouchers are essentially cash and cannot be carried over to the next year. All gift cards must be distributed to employees and clients, consumers or program participants within the year the gift card is purchased.
- f. If departments are using Iowa County tax levy to purchase gift cards, tokens or vouchers for their clients, consumers or program participants, the Department Head must request permission in writing from the County Administrator prior to purchase.

4. PROCEDURES:

- a. Iowa County Departments that choose to purchase and distribute gift cards, tokens or vouchers to clients, consumers or program participants will be required to maintain a Gift Card Tracking Sheet.
- b. The Employee Relations Director will be responsible for maintaining a Gift Card Tracking Sheet for all gift cards, tokens or vouchers purchased for Iowa County employees. The Employee Relations Director shall notify the Finance Department when gift cards are distributed to employees.

- c. All gift cards, tokens or vouchers must be kept in a locked safe or cabinet until they are distributed.
- d. Gift Card Tracking Sheets are subject to review and/or audit by the Finance Director, County Administrator, or the county's auditing firm.
- e. Gift Card Tracking Sheets can be requested by contacting the Finance Director.



MEANS OF EGRESS

Originated 09/18/2018

Date of Modifications:

Policy Number: 705

Drafted by: Facilities and Grounds Director

1. PURPOSE:

To provide policy and a defined procedure to ensure Iowa County facilities are providing clear, safe exit access in case of an emergency. The hazards to firefighters when doing search and rescue or trying to reach and extinguish fires within Iowa County facilities are minimized when exits are properly maintained.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County employees. Exception: Highway Department and Airport employees are to follow their own department policies and procedures.

3. POLICY:

This Policy statement describes the procedure utilized to ensure all emergency exits or means of egress are properly lighted in case of an emergency.

4. REFERENCES:

National Fire Protection Association (NFPA) 101 Life Safety Code; Means of egress shall comply with section 1003.2.13 of the International Building Code (2000 edition and 2001 Supplement) or section 1007 of the International Building Code (2003 edition) (incorporated by reference, see "Referenced Standards" in Chapter 1); the American's with Disabilities Act (ADA) Act of 1990; Uniform Federal Accessibility Standards (UFAS) of 1991; and the Department of Justice 2010 American's with Disabilities Act (ADA) Standards for Accessible Design for State and Local Government Facilities Title II 28 CFR 35.151 and the 2004 ADAAG at 36 CFR part 1191 appendices B and D for facilities constructed after March 15, 2012.

Definitions:

Means of Egress: A continuous and unobstructed direction of pedestrian travel from any point in a building or structure to a building access ingress/egress point consisting of three separate and distinct parts; corridors or hall ways (exit access), common areas such as entrances, lobbies, lounges, etc.; the ingress/egress access point (exit/entrance), and the point of entry/discharge (public street or common area) exterior to the building or portion of building.

5. PROCEDURES:

Means of Egress Requirements:

- A. Ingress/Egress areas, hallways, entry ways, doorways, etc. shall be maintained with a minimum horizontal clearance width of 32 to 36 inches; depending on date of original construction. Larger areas such as entrances, lobbies, lounges, and etc. shall maintain a minimum clear space of 60 inches to allow for ADA compliance and accessibility for turnarounds.
- B. No storage of any type will be allowed to obstruct or infringe upon any part of the means of egress.
- C. No objects (Example: Furniture) are allowed to be stored in any hallway, corridor, stairwell, or near exiting doorways, unless such placement and use is in compliance with the ADA standards. Please consult the Iowa County Facilities and Grounds Director for questions related to ADA compliance.
- D. Placement should not obstruct any fire extinguishers, exit doors, fire alarm pull stations, electrical panels, doorways, entrances, or any other building safety feature or access point.
- E. Temporary storage of delivered items is allowed only on one side of a hallway while supplies are being put away, as long as the minimum clearance widths listed above can be maintained.

Inspection of workspaces: Department spaces will be inspected on these safety requirements on a regular routine basis. Any concerns found will be recorded and forwarded to the parties involved. It will be the Facilities and Grounds Directors' responsibility to ensure compliance. Any non-compliance concerns that can't be resolved due to time or money restraints will be addressed with the County Administrator.



FIRE EXTINGUISHER POLICY

Date Originated: 09/18/2018

Date of Modifications:

Policy Number: 706

Drafted by: Facilities and Grounds Director

1. PURPOSE:

To provide a policy and procedure for all Iowa County employees in the use, care, and maintenance of portable Fire Extinguishers.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County employees. Exception: Highway Department and Airport employees are to follow their own department policies and procedures.

3. POLICY:

This policy statement describes the use, care, and maintenance of a portable fire extinguisher. The policy insures that employees of Iowa County are educated in fire extinguisher use. The policy also provides a procedure used during a small fire with which a fire extinguisher is used.

4. REFERENCES:

NFPA 101 Life Safety Code, Chapter 10 "Portable Fire Extinguishers" of the National Fire Protection Association. Occupational Safety and Health Administration (OSHA) (1910.157)

5. PROCEDURES:

A. **First Practice R.A.C.E.:** If a fire situation occurs, all employees are to practice "R.A.C.E."; Rescue, Alarm, Confine/Contain, Extinguish/Evacuate

- 1) **Rescue:** Evacuate all individuals that are in immediate danger of the fire. Remember you are number one,
- 2) **Alarm:** Once individuals in immediate danger are rescued, activate nearest pull station and call 9-1-1.
- 3) **Confine/Contain:** Isolate fire to a given area. Move any combustibles away from fire, close doors and windows if possible.
- 4) **Evacuate/Extinguish:** If fire is small, extinguish fire when possible. If the fire is large and can't be extinguished, evacuate compartment or building immediately.

B. **Determine size of Fire:** Determine if a fire extinguisher should be used.

- 1) **Small Fire:** Only use extinguishers for small fires if you feel you can safely extinguishing the fire. Fire can double and triple in seconds and your safety is number one. Examples of small fires can vary from person to person (example: Smoke from a trash can or outlet can be considered a small fire). Again, always practice R.A.C.E.

- 2) **Large Fire:** Large fires are not to be taken lightly. If fire can't be extinguished, practice R.A.C.E and evacuate compartment/facility immediately.
- C. **Fire Extinguisher Use:** Most fire extinguishers within Iowa County facilities are Class ABC extinguishers (extinguishes paper, wood, cloth, combustible liquids, and electrical). Exceptions maybe in shop areas (Highway) or kitchen area (LEC). Consult your supervisor for additional training in your department.
- D. **Fire Extinguisher Types:**
 - 1) Class A Extinguishers: Extinguishers are used to extinguish ordinary combustible materials such as paper, cloth, wood, rubber, and some plastics.
 - 2) Class B Extinguishers: Extinguishers are used to extinguish flammable liquids such as gasoline, thinners, oil-based paints and greases.
 - 3) Class C Extinguishers: Extinguishers are used to extinguish energized electrical equipment such as computers, copy machines, television sets and video equipment.
 - 4) Class D Extinguishers: Extinguishers are used to extinguish combustible metals such as magnesium, titanium, zinc, and potassium.
 - 5) Class K Extinguishers: Extinguishers are used to extinguish kitchen fires that contain cooking oils, and greases.
- E. **Fire Extinguisher operation:** Remember **"P.A.S.S."**: If a Fire Extinguisher is used, remember Pull, Aim, Squeeze, and Sweep.
 - 1) **Pull Pin:** Most extinguishers will have a safety clip that can be torn off with little force. Pin can then be removed so that trigger can be operational.
 - 2) **Aim:** Aim at the base of the Fire
 - 3) **Squeeze:** Squeeze the trigger on the fire extinguisher.
 - 4) **Sweep:** Sweep side to side at base of fire until fire extinguisher is emptied. Continue to use additional extinguishers as needed until fire is extinguished or fire department has arrived to extinguish fire.
- F. **Fire Extinguisher Placement:**
 - 1) A, B, or C extinguishers are to be placed every 50 feet from any given location. If hazard is considered "high" distance between extinguishers should be reduced to every 30 feet.
 - 2) D extinguishers are every 75 feet.
 - 3) K extinguishers are required within 30 feet from cooking areas where cooking oils and greases are used/seen (commercial kitchens).
- G. **Fire Extinguisher Mounting:**
 - 1) Fire extinguishers that exceed 40 lbs. are to be mounted no higher than 42 inches from floor to top of extinguisher. Fire extinguishers that are less than 40 lbs. are to be placed no more than 5 feet from floor. In either case all fire extinguishers shall not be less than 4 inches above the floor.
 - 2) When the extinguisher is likely to be obscured, a sign shall be installed marking the location of the fire extinguisher. The sign shall be visible from a distance of at least 50 feet if the extinguisher cannot be relocated.

H. **Fire Extinguisher Inspections:** All portable fire extinguishers are to be placed on a monthly and annual inspection program. All monthly and annual inspections shall be performed by the Facilities and Grounds Department or qualified licensed contractor.

1) Monthly inspections include the following:

- a) Confirm the extinguisher is in the proper location.
- b) Confirm the extinguisher is not obstructed.
- c) All seals and pins are in place and have not been removed or tampered with.
- d) Check gauge (if applicable) to ensure that the pressure is within the operable range.
- e) Examine extinguisher for obvious physical damage, leakage, corrosion or clogged nozzles.
- f) Ensure that a current service tag is present on extinguisher.
- g) Upon completing the monthly inspection, qualified individuals shall date and initial the service tag.

2) Annual Inspections are to be performed by a licensed contractor. All maintenance and hydrostatic testing must be performed in accordance with Chapter 10 "portable Fire Extinguishers" of the National Fire Protection Association.

I. **Authority and Responsibility:** Facilities and Grounds Department is responsible for the following:

- 1) Ensure all required monthly and yearly inspections on portable fire extinguishers are completed as required.
- 2) Ensure appropriate extinguishers and mounting brackets for all Iowa County locations.
- 3) Replacing inoperable or missing fire extinguishers as noticed or notified.
- 4) Replacing portable fire extinguishers with appropriate types when changes occur in fire loads.
- 5) Scheduling and coordinating with a licensed contractor to perform the required annual inspection, maintenance, and hydrostatic testing of portable fire extinguishers.

J. **Training:**

- 1) Training on fire safety and fire extinguisher use will be conducted by the Facilities and Grounds Department in coordination with Emergency Management.
- 2) Contact Facilities and Grounds Department through Worxhub for any additional fire extinguisher training.
- 3) Training and inspections are to be performed based on Federal, State, and Local requirements for your individual operation/facility.



EMERGENCY EXIT LIGHTING

Date Originated: 09/18/2018
Date of Modifications:
Policy Number: 707
Drafted by: Facilities and Grounds Director

1. PURPOSE:

To provide policy and a defined procedure to ensure Iowa County facilities are providing proper lighting at all interior and exterior emergency exit areas in case of an emergency. The hazards to firefighters when doing search and rescue or trying to reach and extinguish fires within Iowa County facilities are minimized when exits are properly maintained.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County facilities. Exception: Highway Department and Airport employees are to follow their own department policies and procedures.

3. POLICY:

This Policy statement describes the procedure utilized to ensure all emergency exits or means of egress are properly lighted in case of an emergency.

4. REFERENCES:

NFPA 101 Life Safety Code 2015 ed. Chapter 7, NFPA 70 – National Electric Code, NFPA 110,

5. PROCEDURES:

A. Interior Exit Lights:

- 1) Exit lights are to have a visual and functional test completed each month.
- 2) Each light must luminate for a 30 second test period during inspection.
- 3) Exit light must be kept clean.
- 4) Exit light must be well lit with no burnt-out bulbs.
- 5) All exit lights that do not pass the visual or functional test are to be serviced or replaced as soon as possible.
- 6) Sign and date inspection forms as required.
- 7) Battery-operated emergency lights shall use only reliable types of rechargeable batteries provided with suitable facilities for maintaining them in properly charged condition. Batteries used in such lights or units shall be approved for their intended use and shall comply with NFPA 70, National Electrical Code

B. Interior corridor, stairwell, and entrance emergency lighting

- 1) Lighting will be inspected monthly.
- 2) Fixtures are to be maintained and kept clean.

- 3) All interior emergency lighting that doesn't pass inspection is to be serviced or replaced as soon as possible.
 - 4) Sign and Date inspection forms or log inspection through Worxhub as required.
- C. Exterior Emergency Lighting
- 1) Emergency exit lighting is to be inspected monthly.
 - 2) Each exit will have a minimum of two bulbs within the lighted area to insure one bulb will continue to work if one is burnt out.
 - 3) Fixtures are to be maintained and kept clean.
 - 4) Insure adequate lighting from exit door to public way.
 - 5) All Exterior emergency lighting that doesn't pass inspection is to be serviced or replaced as soon as possible.
 - 6) Sign and date inspection forms or log inspection through Worxhub as required.
- D. Emergency Generator Electrical Room Lighting
- 1) Any electrical or Generator service room/buildings are to be equipped with a battery backup system for lighting.
 - 2) All emergency lighting in this area is to be equipped with two bulbs. That way one will continue to work if one is burnt out.
 - 3) Emergency lighting is to be tested for 30 seconds each month and one - 1 ½ hour test once per year. Equipment is to be fully functional during the duration of the test.
 - 4) Fixtures are to be maintained and kept clean.
 - 5) All emergency lighting that doesn't pass inspection is to be serviced or replaced as soon as possible.
 - 6) Sign and date inspection forms or log inspection through Worxhub as required.
 - 7) Emergency generators used to provide power to emergency Lighting systems shall be installed, tested, and maintained in accordance with NFPA 110.

Any lighting that can't be repaired by the Facilities and Grounds Department is to call a licensed electrician. Repairs of emergency lighting are to be handled as soon as possible.

Responsibility

It is the responsibility of the Facilities and Grounds Department to maintain all exit lighting at the three County facilities (Courthouse, Health and Human Services, and Law Enforcement Center).



HOUSEKEEPING POLICY

Date Originated: 02/01/2019

Date of Modifications:

Policy Number: **708**

Drafted by: Facilities and Grounds Director

1. PURPOSE:

The purpose is to maintain a safe working environment. An important component of protecting the health, safety and welfare of all individuals while working for Iowa County is to actively encourage good housekeeping practices.

2. ORGANIZATIONS AFFECTED:

All Iowa County facilities. Exception: Highway Department and Airport employees are to follow their own department policies and procedures.

3. POLICY:

Iowa County facilities, equipment, and grounds must be maintained in a manner to protect the safety of our employees and our investment in infrastructure. It is the responsibility of all employees to pick up and clean up. Workspaces that are clean, neat, and orderly promote fewer hazards and ultimately fewer injuries.

4. REFERENCES: Policy 703 (Meeting Room Use Policy), Policy 709 (Fire Safety Requirements), Americans with Disabilities Act (ADA),

5. PROCEDURES:

HOUSEKEEPING REQUIREMENTS OF ALL SPACES

A. All Work/Office Spaces

- 1) All employees are to keep their workspaces clean and tidy at all times.
- 2) Ensure that Lighting is adequate and available. Submit a maintenance request via Worxhub if needed.
- 3) All stored items are to be kept off the floor/ground and in appropriate containers on shelving, pallets, or racking. Keep in mind that stored items on rack/shelves are to be kept at least 18" from any sprinkler head (24" from any ceiling at a non-sprinklered location).
- 4) All garbage/recycling is to be disposed of in appropriate containers.
- 5) Keep workspaces/office equipment, facilities, and machines in good condition.

- 6) Keep all extensions cords, power strips, hoses, air lines, etc.... away from walking areas to minimize trip hazards. Extension cords are only to be used for temporary purposes (less than three months) and unplugged when not in use. If a permanent solution needs to be implemented, put in a maintenance request via Worxhub (Highway employees are to contact their supervisor). See policy 709 – (Fire Safety Requirements) for additional information.
- 7) Furniture Placement: Please consult Facilities and Grounds when large furniture items need to be moved within your workspace. It is important that furniture doesn't block heating/cooling vents and hinder foot traffic in case of emergency.
- 8) Plants: It is acceptable to keep one or two small, neat, well-tended plants in offices or workspaces with Department Head approval. It is the responsibility of the owner of the plant to ensure the plant is properly maintained. Plant placements need to be considered to make sure cooling/heating vents and sprinkler systems are not blocked. Noxious plants are not allowed in any County facility.
- 9) Humidifiers/Dehumidifiers: It is acceptable to use a Humidifier/Dehumidifier within your workspaces. It is the responsibility of the staff person using this equipment to follow the manufacturers' recommendations for cleaning and maintaining the unit.
Facilities and Grounds is to be notified if a humidifier/dehumidifier is brought in and used.

B. Break Areas

- 1) Kitchen/breakrooms should be kept tidy and clean. Microwave ovens, toasters, stoves, coffee makers, and other cooking equipment used are to be cleaned after each use.
- 2) All spills must be cleaned up immediately and cleaning material disposed of properly.
- 3) All garbage/recycling should be disposed of as soon as possible and placed in correct bins.

C. Storage Spaces

- 1) All materials/equipment stored shall be stored in a tidy manner and in appropriate spaces.
- 2) All stored items are to be kept off the floor/ground and in appropriate containers on shelving, pallets, or racking. Keep in mind that stored items on rack/shelves are to be kept at least 18" from any sprinkler head (24" from any ceiling at a non-sprinklered location).
- 3) Do not place supplies/items on top of other movable containers at a height where they are not visible from the floor.
- 4) Staff are required to follow Policy 709 (Fire Safety Requirements) for storage spaces.
- 5) All hazardous material is to be stored properly to ensure the safety of yourself and others.
- 6) Do not let materials and supplies that are no longer needed to accumulate. "IF IT'S NOT NEEDED, GET RID OF IT". Staff requiring maintenance assistance are required to submit a maintenance request via the Worxhub.

D. Restrooms

- 1) Bathrooms are to be kept neat and tidy. When cleaning is needed, submit a cleaning request via Worxhub. If a safety hazard exists, contact Facilities and Grounds as soon as possible.

Other Safety Requirements

- E. **Hanging Items:** Nothing shall be hung directly on doors, walls, ceilings, or any building surface with tape, glue, putty, or other similar fasteners. Materials that deface the surface of the building will be removed and the cost of repairs will be charged to the individual departments. Pictures on walls should be framed or on poster board-type backing. Pictures should be properly installed so as not to damage the wall. Do not use staples or tape on any kind of walls or furniture. Submit a maintenance request via Worxhub if assistance is needed.
- F. **Chemicals:** Employees are not to use cleaning chemicals and supplies brought from home in any County building. The chemicals we use to clean and maintain our buildings are carefully selected for their use. The use of unknown cleaners can affect the environment around workspace and neighboring workspaces.
- G. **Cleaning your own office/workspaces:** County Employees are required to use County approved cleaning materials for cleaning. Consult your supervisor for assistance on what to use for your department. Any cleaning supply requests should be submitted through your department purchasing department or a request can be submitted using the Worxhub (Highway employees are to contact their supervisor). County Employees are required to wear appropriate PPE (Personal Protective Equipment) when handling any chemical.
- H. **Safety Data sheets:** Shall be kept in designated areas and updated annually or whenever added items are identified.

Safety Data Sheet Locations

- 1) **Courthouse:** Facility 1st floor breakroom
- 2) **Health and Human Services:** Facility 1st floor breakroom
- 3) **Law Enforcement Center:** Facility staff breakroom in sheriff's department.

Request for maintenance or housekeeping services

- A. Submit all maintenance or housekeeping requests via the Worxhub.
- B. Maintenance will reply to you as soon as possible on status by subscribing to email updates (located on the Worxhub request form). If emergency repairs are delayed for any reason, Facilities and Grounds are required to provide a status report to all of those affected. All maintenance and housekeeping requests will be completed as soon as possibly can.
- C. If maintenance or housekeeping request is considered an urgent matter, please contact your supervisor and/or Facilities and Grounds directly via phone, email, or text.

Housekeeping/Maintenance Services

Any repair or housekeeping service you feel isn't too standard is to be reported to your supervisor and/or the Facilities and Grounds Director.

Inspection of workspaces: Department spaces will be inspected on a yearly basis. Inspections will be performed by each departments Department Head and/or Facility and Grounds.