

The health and safety of the public and City employees is of utmost importance. Throughout the pandemic, the City has been guided by information from the Center for Disease Control and Prevention, Illinois Department of Public Health and based on guidance from Lake County Health and NorthShore University Health System, which operates Highland Park Hospital.

The following protocols are effective February 28, 2022 and will continue to be regularly reviewed, particularly as guidance from public health authorities' change. The protocols may modified at any time as determined by the City Manager.

Departments may implement more stringent protocols as appropriate for Department operations, as approved by the City Manager.

This information incorporates updates to and replaces the previously issued City Buildings Reopening Plan and COVID-19 Workplace Policy.

### **Face Coverings**

Employees are welcomed and encouraged to wear face coverings at all times. Face coverings must be workplace appropriate, and face coverings that are vulgar, obscene, sexually expressive and/or offensive, or depict language and/or pictures to this effect, are prohibited.

Consistent with State of Illinois guidelines, masks are encouraged, but not required while in City buildings for employees and visitors. Masking remains highly encouraged in the following situations:

- in shared spaces when appropriate social distancing cannot be maintained,
- in congregate settings including lunch/break areas when not eating and drinking,
- in a City vehicle with another individual.

Employees are required to follow mask regulations as required in specific locations, including but not limited to the following locations:

- public transportation,
- businesses and institutions that privately require mask use,
- health care facilities.

Employees who enter private residences or businesses are required to wear masks when requested by individuals in the homes or businesses.

Individuals entering City buildings are not required to wear face coverings, though they remain encouraged for all individuals.

### **Workplace Hygiene**

Employees should not report to work if they are feeling ill and if they become ill while at work they should cease contact with other employees and the public. Employees should notify their supervisor as soon as possible.

Workspaces have been modified to the greatest extent possible to maintain distance between employees and/or dividers have been installed as appropriate.

Employees must maintain workspace hygiene including washing hands frequently for a minimum of 20 seconds or use hand sanitizer. Employees should also regularly disinfect their workspace regularly including work surfaces they come in contact with at work.

Employees should declutter their office and work space to facilitate effective cleaning each day. Employees shall refrain from sharing workstations to the greatest extent possible and follow individual department protocols for shared workstation areas.

Wearing mask is a personal choice and should be encouraged and respected. Unwelcome verbal, physical, visual or other conduct will not be tolerated. Employees who feel subjected to prohibited conduct or witness another individual has been subjected, should report the conduct to their supervisor, Human Resources, the appropriate Department Director or the City Manager.

### **COVID-19 Vaccine Policy**

The City's COVID-19 Vaccine Policy effective November 12, 2022 remains in effect for all City employees. The City will not be checking vaccination status of individuals entering City buildings.

### **COVID-19 Testing**

Employees who have been granted an accommodation to the City's COVID-19 Vaccine Policy or have received one or more doses of the COVID-19 vaccine but are not yet fully vaccinated as defined by the CDC are required to comply with the COVID-19 testing protocol as follows.

#### Weekly Testing

Employees will be required to test weekly. Employees may either be required to complete COVID-19 testing on-site in the workplace or go to an offsite location. Specific instructions will be provided at the time of testing.

#### *On-Site Testing*

*Please note that the ability to test on-site may be limited by the availability of COVID-19 test kits. Should test kits not be available, alternate arrangements will be made. These arrangements may include testing at the City's occupational health provider or other off-site location.*

- The timing of testing will be determined by the employee's supervisor.
- A supervisor, as determined by the Department Director, will supervise self-testing.

#### *Off-Site Testing*

- The testing location will be determined by the City.
- The timing of testing will be determined by the employee's supervisor.

### **Business Operations**

The City will continue to communicate that business with the City should be conducted on-line or via email to the greatest extent possible. All residents and individuals who need to conduct business with the City are encouraged to perform those transactions online, via mail, phone, and any other non-contact options such as use of the drop boxes for payments or other business related activities.

Meetings, particularly those that involve multiple people, shall to the greatest extent possible, be conducted on-line to minimize prolonged close contact.

Appointments may also be made for individuals outside of regular business hours as authorized by the Department Director.