

CITY BUILDINGS REOPENING PLAN

25 May 2020

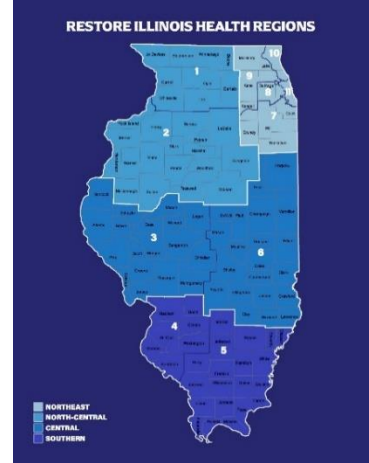
Unquestionably, the coronavirus has had a significant impact on individuals financially and emotionally and the cascading consequences of the pandemic have been colossal. From the onset of the pandemic, the State’s response continues to be guided by data, science, and public health experts. The City of Highland Park has followed the Governor’s direction in its response to this crisis and is working with state and federal agencies, other municipalities, and its regional government counterparts to reduce the pandemic’s impact. On May 6, 2020, Governor Pritzker released a five-phased plan to reopen Illinois the City intends to follow.

The following report presents highlights of initiatives underway and planned for reopening City buildings when authorization from the Governor is given. Employee health and public safety remain our top priorities. While this plan provides the City’s overarching approach, custom plans are being developed for each City Department subject to review and approval by the City Manager. Notification when municipal buildings will be open to the public will be given to employees and communicated to the public. This Plan, and its Departmental counterparts, is subject to change as information is provided by the U.S. Department of Health and Human Services’ Centers for Disease Control and Prevention (CDC), the Illinois Department of Public Health, and other State and local agencies.

<u>Contents</u>	<u>Page Number</u>
Restore Illinois Plan	1
General Information	1
Employee Communication	3
Facility Enhancements	3
Employee Work Schedules	4
Start of the Work Day	4
Face Covering Policy	5
Visitors to Municipal Buildings	6
Meetings	6
Break Rooms and Break Areas	7
City Fitness Center	7
City Pool Cars	7
Facility Cleaning	8

Restore Illinois Plan

Adhering to the Stay at Home orders, except for essential business and activities, and following experts’ recommendations have proven to be effective. The result has been a lower infection rate, fewer hospitalizations, and a lower number of fatalities than projected without these measures. Nevertheless, the risk of spread remains, and the Illinois Department of Public Health reports a rapid surge in new cases if all mitigation measures were to be immediately lifted. Moreover, the CDC has warned that a second wave of infections could occur this fall as flu season begins.



The Governor’s Restore Illinois’ is a five-phased plan to reopen our state that is guided by health metrics and with distinct limitations on business, education, and recreation activities in each phase. This initial framework will likely be updated as more is learned about COVID-19 and treatments or vaccines become available. The plan is based upon regional healthcare capacity and it recognizes the distinct impact the virus can have. Restore Illinois divides the state into four regions based on the 11 Emergency Medical Services (EMS) regions that have traditionally guided statewide public health work. Highland Park is part of the Northeast Region of the State, EMS Region 10.

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curb-side pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>

City of Highland Park Orders

The City of Highland Park is adhering to the State of Illinois orders; in a few cases, our local emergency orders are more conservative in two key ways. First, the City’s face covering requirements pertain to landscapers and construction site employees, whereas the State’s order does not include these outdoor activities. The rationale for these provisions is based on guidance

from the CDC, IDPH and the Lake County Health Department as shared equipment and the risk of droplet transmission can occur when individuals are working within 6' of each other.

The following general rules and guidelines apply to all employees:

- Employees should not report to work if experiencing symptoms of COVID-19 which include fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell. Any employee who feels sick or is experiencing symptoms that are associated with the virus should cease contact with other employees and the public. The employee should not come to work if symptoms are present while at home. Employees should seek medical attention and notify their supervisor as soon as possible.
- Appropriate face coverings are to be worn at all times by all employees in City buildings. The face covering should cover the nose and mouth. This includes entering and exiting City buildings and walking in common areas, hallways and walkways, including bathrooms. The only exception is if the employee has a private office and is in their office alone. The City has issued face coverings to employees. It is the employee's responsibility to maintain and use them properly.
- Employees must maintain workspace hygiene including washing hands frequently for a minimum of 20 seconds and disinfecting their workspace daily including work surfaces they come in contact with at the office (i.e. phone, computer, and copy machine).
- All employees are expected to follow physical distancing guidelines and maintain a distance of at least six (6) feet from all other employees, residents, counter customers, vendors, delivery personnel and others, at all times. Workspaces and in-person staffing will be modified to the greatest extent possible to maintain six feet of distance between employees or dividers will be installed as appropriate.

Employee Communication

The safety of our employees and the public is our top priority. Continued information on these important matters will be provided to City employees via email, Messenger, and department level staff meetings. If employees have questions or recommendations, they should contact their supervisor, Department Director, Human Resources Manager Taub, or City Manager Neukirch.

Facility Enhancements

A number of modifications and enhancements have been made or are underway at all City buildings:

- Plexi glass/sneeze guards installed at all customer counter stations
- Hand sanitizer at all municipal buildings
- Floor markers in public and high traffic employee areas to identify 6' physical separation
- Signage to remind employees and the public to wash hands, wear a face covering, and maintain 6' physical distancing
- Break room and conference room chairs are either moved or covered so they are 6' apart
- Trash can covers are removed to eliminate multiple touches of the lid
- Interior doors (except security, fire and bathroom doors) are to be kept open to minimize touching door handles

Employee Work Schedules

A Workplace Policy for the City of Highland Park was first issued on March 16, 2020 and updated on March 19 and April 20, 2020. The City continues to operate under all normal leave and workplace policies as set forth in the City Employee Handbook and the respective collective bargaining agreements, except as set forth in the Workplace Policy and amendments thereto. The Workplace Policy includes release from work, report-in and emergency designation, communications, payroll processing, remote access/telecommunicating, continuity of government plans, travel, and Frequently Asked Questions. The Policy is consistent with information from the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (CDC) and State and local Health Departments.

Telecommuting will continue to be used when municipal buildings reopen to the public to aid the maintenance of social distancing. In person meetings will continue to be avoided whereas telephone and video conference calls are encouraged. Work schedules will be administered by each department based on Department Director and City Manager approval.

Start of the Work Day

Employees are required to self-monitor at home for symptoms related to COVID-19 before arriving to work. If employees exhibit coronavirus disease symptoms (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell), they are advised to contact their physician. They should then contact their supervisor and remain at home using sick time, other paid time off or leave without pay (see CARES for additional details).

Upon coming to work, each employee will be required to wear an appropriate face covering upon entering the building and maintain social distancing of at least six (6) feet from other people at all times. Temperature gauges are available if an employee wishes to check their temperature.

Once an employee enters the building they will be required to wash their hands either in a bathroom near or within their department or other hand washing station within their department or use hand sanitizer from one of the stations provided. Employees will be required to wipe down their high-touch work surfaces within their work area upon arriving with disinfecting supplies provided. This would be once a day, at the start of the work day and will include phone, keyboard, and general desk work surfaces per the following guidelines:

- Keyboards, mice, and desktop telephones can be cleaned with disinfectant wipes.
- Do not spray cleaner directly on electronic equipment.
- Do not clean a computer tower/system unit.

Employees should declutter their office and work space to facilitate effective cleaning each day. Employees shall refrain from sharing work stations to the greatest extent possible. Individual department protocols will be provided for shared workstation areas. Employees should not share pens, staplers, and other office supplies.

Face Covering Policy

As required by the State of Illinois and Local Emergency order, individuals should wear a face covering at all time in public places and at all times when 6' physical distancing may not be maintained. A face covering helps to prevent the spread of virus from the wearer to others. This is especially important if someone is infected but does not have symptoms.

City employees are required to wear an appropriate face covering when they are away from their personal work space or in common areas. This would include walking from an office area to other locations that may result in interaction with other employees or customers (i.e. bathroom, copy room, other office locations).

Field personnel (i.e. Police, Fire, Public Works and Community Development staff) will follow the face covering policy for outside work as provided by their respective department's policy; however, those field employees should follow the face covering policy as defined in this Reopening Plan when entering City buildings.

Visitors are required to wear a face covering in City buildings. Face coverings are available in all departments if individuals do not have a face covering. Visitors may be refused service if they fail to comply with a face covering requirement. Notify a supervisor if visitors fail to comply with the face covering requirement. Following the incident, contact the City Manager to report the visitor violation.

When wearing appropriate face coverings:

- The face covering is not a replacement for social distancing or handwashing. All three should be used in coordination.
- Face coverings should cover your nose and mouth.
- The covering should fit comfortably, yet snug to your face.
- Make sure there are no gaps between your face and the mask.
- Allow for breathing without restriction.
- Once the covering is on, do not touch any part of your face or the covering itself.
- If you must touch your face/covering, wash or sanitize your hands before AND after touching it.
- If the covering has ear loops, touch only the loops when taking it off.
- If the covering has ties, touch only the ties when taking it off.
- Never touch the front of the covering to remove.
- Discard disposable face coverings properly or wash cloth masks after use.
- If you wear glasses, folding a tissue and placing it on the bridge of your nose, under your glasses can help reduce condensation produced by the mask.
- Face coverings that are vulgar, obscene, sexually expressive and/or offensive, or depicts language and/or pictures to this effect, are prohibited.
- Logos are not permissible.
- Remember that this is not only for your protection, but for others around you. Be considerate of others.

Following is additional information from the CDC on cloth face coverings for reference:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

Visitors To Municipal Buildings

The City will continue to communicate that business with the City should be conducted on-line or via email to the greatest extent possible. The Water Treatment Plant and the Fire Stations will remain closed to the public until further notice.

When municipal buildings are open to the public, the following regulations apply for City Hall and the Public Service Center (Public Works / Community Development).

For purposes of this policy, visitors refers to all residents, contractors, meeting attendees, and any other non-City employees.

All visitors who arrive should enter through one entrance. Front office personnel should ensure that all visitors are wearing an appropriate face covering.

Operational Hours for the Elderly and Vulnerable

The first hour of business will be designated appointment times for elderly and vulnerable residents and guests.

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

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

All public meetings (Council, commission and committee) should continue to be held virtually with operating guidelines pursuant to the Virtual Meeting Policy.

Advisory Group meetings may resume if necessary but are also required to be held virtually.

Internal meetings should also be held virtually to the greatest extent possible. If internal meetings cannot take place virtually, they must adhere to the guidelines below.

Physical distancing of at least six (6) feet is required at all times and the number of individuals allowed to be in a meeting room at the same time will be determined by the ability to adhere to the six (6) foot distance requirement. Seating in conference rooms should be covered so as not to invite seating in those areas. Meetings are recommended to last no more than 90 minutes.

Appropriate face covering are required to be worn during the entire period of time in the meeting. Employees shall sanitize the equipment and meeting area they are using prior to the meeting.

Break Rooms, Break Areas, and Common Office/Supply Areas

Employees are allowed to use break rooms in municipal buildings.

Physical distancing of at least six (6) feet is required at all times. Chairs that are covered are not to be used in an effort to ensure 6' separation at all times based on occupancy of the room.

Employees may use the fridge although sharing food is highly discouraged. Employees are advised to label their food with their name.

The coffee pots are available for use. Tissues and cleaning supplies will be placed in each kitchen, kitchenette, and common office/supply area to handle common areas such as cabinet/drawer/appliance/file cabinet handles, coffee pot handle, copiers, stuffing machines, and postage machines. Employees are to clean the area they have used after each use. Employees should clean up all dishes after their use and any spillage/splatter in/on microwaves, toasters, refrigerators, tables, counters, and cabinet/drawer fronts or shelves.

Appropriate face coverings are to be worn into and out of the break rooms. Coverings should only be removed when eating or drinking. A picnic lunch, at a physical distance of at least 6 ft., is safer.

Fire Department personnel are to follow the department issued policy on Break Rooms.

City Fitness Center

To help minimize the spread of the virus, the City's Fitness Centers remain closed to employees except for those employees of the respective buildings (Police & Fire).

Employees using the fitness center should adhere to the following regulations:

- Wipe down equipment before and after each use.
- Wash your hands for at least 20 seconds with soap and water after your workout. If soap and water are not available, use an alcohol-based hand sanitizer. Sanitizer is available in all City buildings.

Police and Fire personnel should reference their respective department Fitness policies for further guidance.

City-Owned Vehicles

All employees who share City-owned vehicles must disinfect them before and after each use including steering wheel, gear shift, door handles, keys, etc. Cleaning supplies will be in each car or supplies are available in each respective department. Departments shall be responsible for coordinating supply orders with Facilities.

Whenever possible, employees should travel alone in a City vehicle, unless authorized by the respective Department. When this is not possible, all occupants of the vehicle shall wear an appropriate face covering.

Facility Cleaning (conducted by Public Works, Facilities Division)

The following cleaning is performed at City Hall, Public Services and the Police Department:

Daily:

- Vacuum offices and rooms
- Emptying garbage and recycling cans
- Wipe down common area surfaces (kitchens, tables)
- Bathrooms
- Kitchenettes (sink, counter top and microwave)

Monthly:

- Refrigerators

Quarterly:

- Non-carpeted floors

Other Cleaning (conducted by Department staff):

Departments will establish additional cleaning protocols including the following:

Daily:

- cleaning of individual work stations
- Cleaning of Department common area touch points including elevators, door handles, copy machine buttons, customer service areas

For facilities related questions, repairs, and problems, please use facility dude to log a request or question.

For questions, feedback or recommendations, employees should contact their supervisor or Human Resources. Updates to this policy will be made and shared with all employees as new guidelines and protocols are adopted.

