



## City Buildings Reopening Plan

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**Effective June 1, 2021**

Unquestionably, the coronavirus has had a significant impact on individuals, business, and government. 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 the 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.

Following are links to several resources and information:

- [www.dph.illinois.gov/covid19](http://www.dph.illinois.gov/covid19)
- [Restore Illinois | IDPH](#)
- [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)

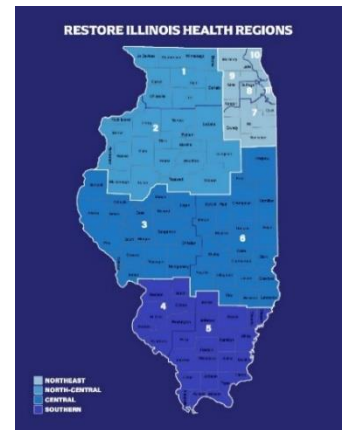
**This document sets forth information about the City's plan to reopen public buildings.**

Employee health and public safety remain our top priorities. While this Plan provides the City's overarching approach, custom plans have been developed for each City Department. 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 (IDPH), and other State and local agencies.

### **Restore Illinois Plan**

The Governor's Restore Illinois Plan is a five-phased plan to reopen our state that is guided by health metrics and with distinct limitations on business, education, and recreational activities in each phase. The Restore Illinois 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<br>Rapid Spread   | Phase 2<br>Flattening  | Phase 3<br>Recovery  | Phase 4<br>Revitalization   | Phase 5<br>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 &amp; 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> |



### *Bridge to Phase 5*

Following recommendations from public health experts, Illinois is moving forward with a dial-like approach between the mitigations in Phase 4, and the post-pandemic new normal of Phase 5. This Bridge to Phase 5 allows for higher capacity limits and increased business operations, before public health experts tell us it is safe to move to the new normal that Phase 5 will bring. Like the prior evidenced-based approaches to deliberately lift mitigations that have kept us safe and saved lives, this gradual path to Phase 5 protects the progress we’ve made while allowing us to reopen the economy.

On May 14, 2021, the Bridge to Phase 5 takes effect allowing increased capacity limits in indoor and outdoor settings as 70% of Illinois residents 65 and older have been vaccinated and based on review of COVID-19 hospitalizations and deaths for a 28-day monitoring period. Once 50% of residents 16 and older have been vaccinated and stable or declining COVID-19 metrics are recorded during a 28-day monitoring period, Phase 5 will be implemented, removing capacity limits altogether. All regions of Illinois will move through these next phases together based on statewide metrics.

### **Rules and Guidelines**

The City of Highland Park is adhering to the State of Illinois orders. 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 or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. 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 notify their supervisor as soon as possible.
- Employees are expected to follow physical distancing guidelines where possible and maintain a distance of at least six (6) feet from all other employees, residents, counter customers, vendors, delivery personnel and others. Workspaces have been modified to the greatest extent possible to maintain six feet of distance between employees,

dividers have been installed as appropriate, or face coverings must be worn as outlined below.

- Appropriate face coverings are to be worn in City buildings and vehicles when appropriate physical distancing of 6' separation cannot be maintained (see CDC and IDPH definitions and examples). 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.
- If fully vaccinated individuals meet in a private setting (office or conference room) and if there is mutual agreement, then masks may be removed.
- Fully vaccinated individuals working outside may remove their face coverings if working with other fully vaccinated individuals.
- Employees may use their own face coverings although no logo coverings are permitted in public. The City will provide disposable face masks if an individual does not have their own. It is the employee's responsibility to maintain their face mask and use it properly.
- Employees must maintain workspace hygiene including washing hands frequently for a minimum of 20 seconds and disinfecting their workspace regularly including work surfaces they come in contact with at the office (i.e. phone, computer, and copy machine).

### **Employee Communication**

The safety of our employees and the public continues to be our top priority. Ongoing information on these important matters will be provided to City employees via email, Messenger, and department level staff meetings. Employees are also encouraged to sign-up for the City Enews for important public information. 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 at City buildings:

- Plexiglass/sneeze guards installed at 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 when possible
- Dividers have been installed between work stations where separation is not possible

### **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 or chills, cough,

shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea), they should contact their supervisor before coming to work.

Upon coming to work, each employee will be required to wear an appropriate face mask upon entering the building. A temperature gauge is available in each public building if an employee wishes to check their temperature.

Once an employee enters the building they will be required to wash their hands or use hand sanitizer from one of the stations provided.

Employees are encouraged to wipe down their high-touch work surfaces within their work area with disinfecting supplies provided. This includes 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. 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 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.

If fully vaccinated employees meet in a private setting (office or conference room) and if there is mutual agreement, then masks may be removed.

Fully vaccinated individuals working outside may remove their face coverings if working with other fully vaccinated individuals.

City employees are required to wear an appropriate face covering when they are inside and away from their personal work space or in interior 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.

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 must 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.
- 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.
- Face coverings that are vulgar, obscene, sexually expressive and/or offensive, or depicts language and/or pictures to this effect, are prohibited. Logos are prohibited on face masks worn in public.
- Remember that this is not only for your protection, but for others around you. Be considerate of others.

### **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.

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

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. Front office personnel should ensure that all visitors are wearing an appropriate 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's Office to report the visitor violation.

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) will continue to be held virtually with operating guidelines pursuant to the Virtual Meeting Policy and Illinois Open Meetings Act.

Advisory Group meetings may resume, but they are required to be held virtually until the City resumes with public meetings in person.

Internal meetings are also encouraged to be held virtually. If internal meetings cannot take place virtually, they must adhere to the guidelines below.

Physical distancing of at least six (6) feet should be maintained as much as possible. The number of individuals allowed to be in a meeting room at the same time may be determined by the ability to adhere to the appropriate physical distancing requirements. 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 should be maintained whenever possible. Chairs that are covered are not to be used in an effort to maintain 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.

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 will be open to employees only.

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:**

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

#### **Weekly:**

- Vacuum offices and rooms

#### **Monthly:**

- Refrigerators

#### **Quarterly:**

- Non-carpeted floors

### **Other Cleaning (conducted by Department staff):**

Departments may 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, Department Director, Human Resources Manager Taub, or City Manager Neukirch. Updates to this policy will be made and shared with all employees as new guidelines and protocols are adopted.

