

## **COVID-19 Update**

March 22, 2020

Colleagues,

First and foremost, thank you. The last two weeks have brought about rapid changes related to COVID-19 and how we experience our world. I am proud of how we have prepared over the years and how we are addressing this crisis. Despite uncharted waters, there is significant collaboration within departments and among all staff, and our service levels to the community continue to be exceptional. This organization is going to ride on your calm, measured, professional approach as we continue to provide essential services to the public and respond to a myriad of questions, concerns and feedback. This crisis will end, and our character as individuals will help us weather this storm.

Please continue to take care of yourself and your families. We are providing regular updates to the public via our enews so if you are not signed up, please register at [www.cityhpil.com](http://www.cityhpil.com). We are also posting regularly on social media and updating our web site daily.

Listed below are several Frequently Asked Questions (FAQs) that have been developed to help answer some of the common questions from staff. If you have additional questions, please contact your supervisor, department director, human resources or me and I will include them in the next update. Thanks for all you do!

Ghida S. Neukirch  
City Manager

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### **Frequently Asked Questions (FAQs)**

As of March 21, 2020

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**1) When will the City return to regular operations?**

While the exact date is unknown at this time, we are working towards returning to regular operations as soon as possible. Governor Pritzker has issued a Stay at Home order through April 7, which limits operations to essential services, however many City operations are considered essential and will continue to operate (though some on a limited basis). Other City services have been temporarily halted or scaled back during this period.

I am working closely with each Department as we continue to evaluate the services provided by each Department and your supervisor or a department representative will continue to be in touch with you about operational changes and how that affects you.

**2) What can I do in the meantime?**

Many employees are working from either City buildings or working remotely. Please continue your regular routine as much as possible. Feel free to check with your supervisor on anything you may be able to do to contribute. Also, please know that there may be a time when we may ask staff to assist with duties that are not within their regular job duties

and we will let you know through your supervisor. We appreciate your cooperation and support.

**3) How long will I get paid?**

We will do what we can during this unprecedented time to continue pay under the City's COVID-19 Workplace Policy effective March 19, 2020. The City Council has been very supportive, however we continue to evaluate the City's overall financial position.

We will be continuing our limited service levels through at least April 7. We will be doing a fiscal analysis of the compensation costs and determine if we can continue covering typical hours for everyone. I will continue to keep you informed as we know more and updates are available.

**4) How will I get paid?**

If you currently have direct deposit, then Direct Deposit will continue. If you receive your pay via check we will mail your check to your home as soon as they are processed. We have individuals from Finance coming into the office to process payroll for those individuals who desire a physical check. If you are able to transition to direct deposit, it would be appreciated. Please contact [finance@cityhpil.com](mailto:finance@cityhpil.com) for a direct deposit form.

**5) Have there been any known cases in City facilities?**

Not to our knowledge at this time. If we do receive information that confirmed cases of COVID-19 have occurred where individuals were contagious within City facilities we will let any potentially affected individuals know as soon as possible, and we will issue communication to the workforce as well (taking into consideration privacy rights).

As you know and has been reported by health officials, regrettably, this virus will directly affect us in some way or another. Whether it be a staff member or a family member of staff, we will inevitably have to take appropriate steps when it does. It may mean self-quarantine, facility closure(s), and/or delay of services. Please continue to communicate with us if you have any questions or concerns, and please practice the prevention guidelines posted on the CDC and Illinois Department of Public Health web site. Links to the information are also available at [www.cityhpil.com/covid-19](http://www.cityhpil.com/covid-19).

**6) What should I do if I or a member of my household have a confirmed case of COVID-19?**

If you or a member of your household have a confirmed case of COVID-19 you are required to notify human resources at [hr@cityhpil.com](mailto:hr@cityhpil.com), 847.926.1022, [etaub@cityhpil.com](mailto:etaub@cityhpil.com) or 847.926,1005 so that human resources can determine if there is a risk to any other City employees.

**7) Where can I find additional information on my benefits?**

You can find additional information on your benefits on Q:\HUMAN RESOURCES\BENEFITS or by contacting Blue Cross Blue Shield (BCBS) directly at bcbsil.com and selecting member access or by contacting BCBS at the phone number on the back of your id card. You can also contact human resources at either [hr@cityhpil.com](mailto:hr@cityhpil.com) or 847.926.1022.

The health and safety of our employees and the public are of utmost importance. If you have any questions, please feel free to contact Human Resources Manager Emily Taub, your supervisor, department director or me. We appreciate your hard work and commitment.

**Additional Sources of Information:**

[www.cdc.gov](http://www.cdc.gov)

<http://www.dph.illinois.gov/>

**Department Directors:**

Chief Larry Amidei, Fire Department  
Joel Fontane, Community Development Director  
Chief Lou Jogmen, Police Department  
Ramesh Kanapareddy, Public Works Director  
Julie Logan, Finance Director  
Rob Sabo, Assistant City Manager  
Emily Taub, Human Resources Manager