



COVID-19 MITIGATION PLAN

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Replaces the Return to Work and Reopening Plan

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Introduction

The purpose of this plan is to establish City policies to continue providing essential public services, while ensuring the health and safety of employees and the public during the ongoing COVID-19 pandemic. City staff, elected officials, consultants, contractors, volunteers, and appointed officials are all subject to the requirements of this policy. Unless otherwise noted, the policies below are in effect until further notice from the City Administrator.

The City will monitor updates from the Centers for Disease Control, Illinois Department of Public Health, DuPage County Health Department, and the Governor's Executive Orders and Restore Illinois plan. Information provided by these agencies will be used as guidance for the City's plans. Therefore, this plan may change as additional information becomes available.

Communications

The Administration Department will continue to publish updates and information as it becomes available. Employees should reach out to supervisors with questions about policy and procedures.

Additional information is available on the City website at www.warrenville.il.us/coronavirus or follow the City on Facebook @CityofWarrenvilleGovernment.

General Operations

Services continue through this health emergency. City staff has adapted by introducing service delivery options that do not require in person contact with the public to minimize exposure and changes have been made to reduce risk of exposure and encourage social distancing practices. See **Appendix A: COVID-19 Social Distancing and Safety Procedures** for additional information.

Contactless Service Delivery

Departments with public interaction may continue to offer alternate contactless service delivery options. The Police Department may continue to take minor crime reports by phone. Fingerprinting services will remain suspended until further notice.

Public Meetings

The City resumed in-person public meetings as of July 1, 2021. The City may determine it is necessary to conduct public meetings virtually via electronic means under the Illinois Emergency Declaration. . In those instances, a determination will be made by the Chair of the Public Body.

Use of City Buildings by the Public

Use of the City buildings by public groups, like local Homeowners' Associations, resumed effective July 1, 2021. The City Administrator may suspend access to the City buildings due to information and notifications from the CDC, IDPH, DCHD, or the Governor's office.

Special Events and Community Events

Community events will be evaluated on a case-by-case basis to determine feasibility of holding the event, implementation of restrictions, and compliance with the current limitations.

COVID-19 Purchases

All purchases or expenditures made as a result of the City's response to COVID-19 must be tracked by adding "COVID" to the invoice or receipt. Senior staff and Department Heads are authorized to make expenditures for necessary supplies within their spending authority. Questions related to purchases or tracking of expenses should be directed to the Finance Director.

Cleaning and Disinfecting City Buildings

The City's contracted cleaning company has resumed the regular cleaning schedule of Mondays, Wednesdays, and Fridays.

Use of Break Rooms and Lunch Rooms

Break and lunch rooms are available for use but social distancing is encouraged. Employees using these spaces are encouraged to wipe down areas used. See [Appendix A](#) for more information.

City Buildings

City Hall and Police buildings are open to the public with regular business hours. Residents and visitors are encouraged to continue using alternate means of conducting business for their safety and the safety of City employees.

Delay or Suspension of Re-Open Phases

If at any time there appears to be a resurgence of cases, or the state or local health officials deem it necessary, the City Administrator may suspend or otherwise alter the City operations, hours, and services, for the health and safety of employees, volunteers, and the public.

Limiting Risk of Exposure

All employees, elected officials, volunteers, contractors, and visitors have a responsibility to follow the CDC mitigation efforts to reduce the spread of the virus.

Policies to Reduce Risk

The following policies have been adopted to help reduce or limit the risk of exposure:

1. Personal Protective Equipment (PPE): Employees, consultants, and contractors may be required to wear masks, face coverings, and other PPE when at work. Employees should consult with their supervisor on the appropriate type of PPE required for their specific position.
 - a. Police: All police personnel will follow the Police Chief's general orders.

- b. Public Works: All personnel shall utilize the appropriate PPE required. See supervisor with questions or to obtain the appropriate items.
2. Face masks or cloth face coverings must be worn when interacting with others unless:
 - a. The meeting or activity is outdoors and a minimum of six foot distance can be maintained between each person, or
 - b. All participants are fully vaccinated and all parties are comfortable with interacting without face coverings.

Proper use of a mask or face covering includes making sure that both the nose and mouth are covered, it fits snugly, but comfortably, against the side of the face, is secured and allows for breathing without restriction.

Employees who work with outside contractors must notify them that they are to wear face coverings or masks when interacting with City staff and the public in accordance with this policy.

Employees, regardless of vaccination status, may choose to continue wearing a face covering or mask, as needed, even if not otherwise required.

Hand washing should occur frequently. Hand sanitizer is strongly advised anytime that hand washing is not immediately possible.

3. Meeting in-person is permitted as long as the number of participants is limited in such a way that social distancing can be observed and masks are worn when required and appropriate.
4. Communal Food and Celebrations may resume as long as the number of participants is limited in such a way that social distancing can be observed, and the total number of participants does not violate the state emergency orders. If a department would like to place a food order, they should use a local restaurant.
5. COVID-19 Exposure: If you have been exposed to COVID-19 for a prolonged period as defined by the CDC and have not been vaccinated, you will likely be notified to self-quarantine. If you have been vaccinated, you may still need to quarantine or be tested based on CDC guidance in place at that time. Employees are encouraged to first contact their healthcare provider for guidance, then contact their supervisor and discuss options. In some cases, employees may qualify for a work from home assignment or to use available paid time off.

Any employees, volunteer, or elected officials who believes they might be ill with COVID-19, or another type of flu, should stay home to avoid exposing others to the virus.

Appendix A: Social Distancing and Safety Procedures

The following social distancing and safety procedures have been put into place for the safety and well-being of all employees, Elected Officials, and visitors.

GENERAL INFORMATION

Supplies:

Department Heads will designate one staff member per department to be responsible for ensuring safety supplies are in stock and available for employee use and visitors, if needed. New orders to replenish low supplies are to be sent to Diana Herrera in the Finance Department and will be ordered as often as needed as stock availability and delivery times dictate.

Other Steps to Limit Employee Exposure:

- City Hall: Plexiglas screens have been installed at City Hall front counters. Remain behind the protective dividers at each counter when assisting customers.
- Police: Temporary desktop Plexiglas screens have been installed in the Records Department.
- Public Works: Plexiglas screens are not needed as there are no side-by-side workstations or customer service desk areas.

VISITORS AND PUBLIC MEETINGS

Visitors in City Buildings

- All visitors to City buildings should follow the CDC guidelines and wear the appropriate face coverings according to the circumstances (examples: in-person meetings, when social distancing is not possible).
- Disposable facemasks may be issued to visitors, including contractors, who will be onsite at or in city buildings and do not have their own. The policy shall be enforced by the applicable staff or supervisor.

Note: Any city staff member arranging for a visitor or contractor onsite visit should remind them they are required to provide their own facemasks and wear them within City buildings when interacting with City staff or the public.

Appendix B: Daily Self Checklist

If you reply **YES** to any of the questions below, **STAY HOME** and call your supervisor. Take care of yourself. Seek medical assistance, if necessary.

- 1) Do you have a fever (temperature of 100.4 F or greater) without having taken any fever reducing medication? Yes No

- 2) Are you experiencing any of the following symptoms?

Loss of smell or taste?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Muscle Aches?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Sore Throat?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Cough?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Shortness of Breath?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Chills?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

- 3) Have you experienced any gastrointestinal symptoms such as nausea, vomiting, diarrhea, loss of appetite? Yes No

- 4) Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact by a health care provider? Yes No

- 5) Have you been asked to self-isolate or quarantine by a medical professional or local public health official? Yes No

If you start feeling sick during your shift with any of these symptoms, notify your supervisor and go home. Take care of yourself. Seek medical assistance, if necessary.