



## Village of Bloomingdale

### Public Works Department

305 Glen Ellyn Road

Bloomington, IL 60108

Tel: 630-671-5800

March 25, 2020

## PUBLIC WORKS TEMPORARY OPERATING PLAN IN RESPONSE TO COVID-19

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**Mission:** The primary objective of the Village of Bloomingdale Public Works Department is to provide essential services to the residents, businesses, and visitors of the Village of Bloomingdale. This includes maintaining safe roadways and pedestrian ways, safe drinking water, proper wastewater and stormwater collection and treatment, maintenance of Village properties and facilities, and rapid response to emergency situations including natural disasters such as flooding and snow events as well as issues with Village infrastructure such as water main breaks and mechanical failures. In an effort to accomplish this mission in light of the current COVID-19 situation, Public Works will temporarily implement the following operational changes which will remain in effect until such time that the Public Works Department can return to normal operations with a level of certainty the COVID-19 outbreak is contained and no longer poses a risk to operations.

**Separation of Staff:** Public Works Divisions have separated staff into different facilities in order to minimize contact. The following initial changes have been implemented:

**Administrative Assistants:** Denise Doherty has been assigned to WRF Main Office. Her phone extension (5830) has been rerouted to her location. Barb Ferrara will remain at the Public Works Facility.

### **Bloomington Public Works:**

Jim Monkemeyer	Rob Blum
Barb Ferrara	Ryan Benhart
Ed Lewen	Joe Gavros
Jim Johnson	AJ DImatteo
Elias Vega	Chris Mitchell
Ed Cieslak	Nick Marx
Scott Franzen	

\*normal telephone extensions are operational

March 25, 2020

## **PUBLIC WORKS TEMPORARY OPERATING PLAN IN RESPONSE TO COVID-19**

**Bloomington Public Library:** The following staff have been assigned to Library Meeting Room A&B (they do not have access to their office extension. Contact them via email or cell phone number if listed):

Lauren Moore - (630) 461-1145, PW & Utilities Operations Coordinator  
Ken Lindhorn - (630) 688-8481, Supervisor – Utilities Distribution Division  
Jim Hunt - (630) 461-9250, Crew Leader – Utilities Distribution Division  
Andy DiBasilio, Maint Worker II – Utilities Distribution Division  
Tom King, Maint Worker II – Utilities Distribution Division  
Jassen Perry, Maint Worker II – Utilities Distribution Division  
Paul Dublin (630) 675-0412, Crew Leader – Streets Division  
Mark Mason, Maint Worker II – Streets Division  
John Beckman, Maint Worker II – Streets Division  
Tim Grant, Maint Worker II – Forestry Division

**Water Production Division:** Staff have been assigned to separate facilities as follows (these individuals will also not have access to office extensions and should be contacted by email or cell phone number listed):

Pat Maranto (630) 688-8489, Water Systems Operator – Eastside Pump Station  
Al Bruno (630) 461-0505, Maint Worker II – Winston Pump Station  
Bob Wright (847) 533-3453, Maint Worker II – Station 8 (Gary Ave)

**Building & Grounds:** Marius Miraka has been assigned to the Village Hall.

Individuals assigned to facilities outside of Public Works will report to those facilities at the start and stop of each work day as well as lunch and break times. Village Vehicles will be secured and left on site overnight with keys stored inside of the facility. Library door keys have been placed in a lock box on the front door with the combination 1-2-3-0-5 to facilitate access to all individuals. Lauren Moore will carry a spare set of Library keys.

**Water Reclamation Facility:** Operational demands require that individuals share the same area and overlap often. Crews should do their best to minimize time in contact with others and should disinfect shared work spaces frequently.

**Overlap of Operation:** Unfortunately, due to the nature of Public Works operations, isolation of these groups is not feasible. Individuals assigned to outside facilities will need to continue to access the Public Works Facility to obtain specialized vehicles, equipment, tools and materials. Those individuals are directed to minimize time at the Public Works Facility and practice “social distancing” when on site.

Operations further necessitate that Public Works crews frequently overlap when completing tasks that require more individuals than can be dedicated from each separate group. Again, when possible, crews should practice “social distancing” when working in

March 25, 2020

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close proximity to one another. It is recognized that many operations (such as Confined Space Entries) do not allow for separation. Crews should do their best to limit contact as much as possible while still maintaining a safe and productive work environment.

**Sanitation / Limiting Exposure:** Each group will designate personnel to keep the work general work and vehicles, equipment, and tools cleaned and sanitized as appropriate to prevent transfer of the COVID-19 virus.. Appropriate steps should also take place throughout the work week to continue to practice recommended habits to limit the potential of spread of the virus within the active group. Crews need to continue to practice social distancing and social segregation as much as we can, no morning meetings - get briefing via telephone, bring lunch and eat in car, etc. Keep your work area clean and sanitized daily. As we all understand, these items are extremely critical.

**Individuals Experiencing Symptoms:** Any individual, whether active or in reserve, that presents symptoms or other conditions that may indicate an infection of the COVID-19 virus should immediately notify their appropriate Supervisor who will follow established Village reporting procedures. The operating plan may change where needed to address issues involving confirmed exposure to COVID-19 within our workforce.

**Summary:** The goal of this temporary operating plan is to provide a safe work environment for the entire department and to meet the department mission of providing essential services to the community.

I want to express my appreciation and understanding - Thank You, Stay safe. I know these are trying times. We have a commitment to the Village of Bloomingdale to provide these essential functions - I have faith and know the dedication and commitment from all, but if you feel sick, please do not come to work - instead call your Supervisor and stay home - we need to contain the virus.

Please communicate any questions or concerns directly with supervisory staff and/or the Director of Public Works as appropriate.