



COVID-19 Village Facility Safety Procedures

Goals & Objectives:

- Provide for the health, safety and well-being of Village employees, residents and customers.
- Comply with the State Orders and Directives in [Restore Illinois](#) five-phase plan.
- Provide responsive services to meet the public demand during each phase of Restore Illinois.
- Operate in a manner similar to other DuPage Municipalities
- Be financially sustainable (NOTE: This staffing and operations model applies to the re-opening concepts only. Staffing and operations may be changed to respond to future Village financial conditions and budget constraints)
- Continue the development and implementation of policies and procedures, in accordance with Federal, State and local regulations/guidance, and as informed by industry best practices.

Social Distancing and Protective Equipment

- All work environments to be set up for social distancing
- Facemasks and gloves to be provided for all employees. It is requested that employees wear facemasks whenever social distancing of six feet cannot be maintained and in areas where common surfaces are touched (e.g. copy room, break room, rest room, etc.).
- Public lobbies should allow for a restricted number of people for the provision of social distancing. Departments are encouraged to utilize virtual waiting rooms whereby appointments should contact meeting organizer to enter Village Hall, Police Department and Public Works Facilities.
- Signage requiring all visitors to wear a facemask will be posted at facility entrances.
- Maximum occupancy numbers should be posted on the door to the lobbies and floors in public lobbies should be marked with six-foot intervals for people waiting for services
- Each front counter area should have protective barriers at customer service counters.
- All meeting rooms should be set up with chairs spaced at minimum intervals of six feet

Temperature Checks

- All employees are requested to take their temperature before coming into work each day. Digital non-contact thermometers have been ordered and upon delivery, will be available for use by employees as needed. Employees with a temperature of 100.0 degrees or higher, or who are exhibiting other [symptoms of COVID-19](#), must not enter a Village facility, and must remain home until cleared for work, in accordance with the Village's COVID-19 and [Return to Work Questionnaire](#).

Sanitation & Use and Disinfection of Common and High-Traffic Areas

- Each room and work area to be provided with cleaning and disinfecting supplies
- Continued performance of daily cleaning of high-touch surfaces including doorknobs, light switches, shared equipment, toilet handles, sink faucets, and clock in/out areas.
- Scheduled cleaning and disinfectant of all Village Facilities will be completed on a monthly basis.
- All vehicles and equipment should be cleaned at end of each shift.

Reporting

- Any employee concerns regarding lack of sufficient social distancing or the maintenance of a sanitary work environment should be brought to the attention of their Department Director. Employees may also contact the Illinois Attorney General's Office in accordance with the [IDPH Workplace Health and Safety Guidance for Employees](#).
- Any individual from the public with the same concerns, should report their concern to the Village Administrator.

Restore Illinois

Restore Illinois is a five-phase plan aimed at eventually reopening Illinois. ***A summary table of the Plan's five-phases is provided on page 3.*** The State is currently operating under Phase 2 of the plan, and it is anticipated to escalate to Phase 3 as early as June. The following summary, presents operational changes that will take place during Phase 3.

Village of Bloomingdale Operations During Phase 3

- Village facilities to be opened to the public, provided all safety measures have been put into place.
- At least one front counter employee to be in place during open hours.
- Staggered work schedules encouraged to reduce the number of employees in one work area at any given time.
- Employees to be working onsite on a full-time basis*
- *Employees who have a pre-existing medical condition(s) that places them at High-Risk for severe illness by the exposure to or contraction of the COVID-19 virus, [as defined by the CDC](#), will be able to continue working from home (telework) on either a full or alternating basis, subject to the approval of the Village Administrator, and dependent on:
 - ✓ The availability of regular or special project work that can be completed offsite, as determined by their Department Director, and
 - ✓ The submission of a signed doctor's note to the Assistant Village Administrator at weberb@vil.bloomington.il.us, that notes the employee has a pre-existing condition that would place them at "high risk" if they were to contract the COVID-19 virus.
- Should the applicable Department Director determine that there is not sufficient work for completion off-site, the High-Risk employee is encouraged to consult with the Assistant Village Administrator regarding medical leave options in accordance with the Family Medical Leave Benefit provisions in the Employee Personnel Manual and/or applicable Collective Bargaining Agreement.
- Employees who do not have a High-Risk medical condition, and do not feel comfortable working in their Village worksite will be allowed to use their vacation and personal leave to stay home, provided Department service thresholds can be maintained. After that leave is exhausted, the employee may apply for a Leave of Absence Without Pay, in accordance with Section 13.4-08 and 13.4-09 of the Employee Personnel Manual, subject to approval by the Village Administrator.
- All common areas, such as break rooms, where social distancing cannot be maintained is limited to one occupant at a time.
- Conference rooms should be set up with the maximum number of people/chairs allowed per social distancing, with the maximum number of people permitted per room should be posted. Employees may meet in conference rooms for necessary work functions, not socializing, while maintaining proper social distancing.

Public Meetings

- Public meetings will be limited to essential agenda items only.
- In-person public attendance will not be allowed. Meetings will use electronic participation.
- Village Community Events Committee, Septemberfest Committee, Homeowners Association, and Sports Associations are not permitted to use conference rooms during Phase 3.

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

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>

