



GENERAL OFFICE PROTOCOLS

COVID-19 Related

The safety of our employees and the residents we serve will continue to be our top priority. This document details operating procedures and requirements for all employees at the General Offices. These protocols are temporary in nature and will be updated as needed.

Please remember when accessing any District facilities to practice the 3 Cs:

CLEAN:

- (A) Wash hands frequently with soap and warm water or use hand sanitizer if soap is not available.
- (B) Disinfect after touching common surfaces like elevators, door handles, microwaves, refrigerators, etc.

COVER:

- (C) Cover coughs and sneezes with a tissue or your elbow. At the first sign of illness, contain (see below).
- (D) Keep a distance of 6 feet from others at all times whether indoors or outdoors.

CONTAIN

- (E) Stay at home when sick.
- (F) Self-isolate as much as possible to keep your germs from spreading to others in your household.

Section 1 – General Guidelines

1. Any employee who feels sick or is experiencing any symptoms that are associated with *the virus*, **should not** come to work and must notify their supervisor as soon as possible.
2. If anyone in an employee's household is awaiting a COVID-19 test result (not related to clearance for a pending medical procedure), has tested positive for COVID-19, or is symptomatic with some basis to believe it is COVID-19, the employee should stay home. The employee should follow quarantine guidance of the Illinois Department of Public Health or other medical authority overseeing the testing. Notify Laurel Diver or Mary Kann immediately if you or a member of your household are pending test results.
3. Supervisors have the authority and responsibility to send employees home if they appear ill.
4. All employees are expected to wash their hands frequently for a minimum of 20 seconds and disinfect surfaces they come in contact with at the office, in restrooms and in common areas.
5. All employees are expected to follow physical distancing guidelines and maintain a distance of at least six feet from all other employees, counter customers, vendors, delivery personnel and others, at all times.

6. Exercising/Walking will be prohibited on the second floor. This floor is now being used for staff offices.

7. There will be no access to the recycling room on the first floor. Please continue your recycling practices at home.

Section 2 – Arrival at the Office – All Employees

Note: Any contractors working at the District are expected to follow the same procedures/regulations as applicable. It is the responsibility of the employee managing that vendor contract to inform the contractor of the procedures and ensure the contractor is following them.

1. In the parking lot, leave a space between your car and any other car. We have plenty of parking spaces.

2. At the General Offices, your best entrance option is the front doors which will open automatically. Mick Krause and the Public Safety department will have the doors unlocked and accessible by 6:30 a.m. If you use the north entrance and use your bare hands to open the door, please sanitize or wash your hands immediately after entering the building.

3. All employees, upon entering the Facility, will proceed to the PPE/Sanitation station near the elevators. There you will find a disposable face covering, hand sanitizer, gloves, disinfectant spray and paper towels. If there is another employee at the station, please maintain six-feet of social distancing until they depart the area.

4. Sanitize your hands and don a face covering. See additional details in Section 3 regarding face coverings.

5. Use the gloves or paper towel to press the elevator buttons.

6. Employees should ride the elevators alone. Dispose of the gloves or paper towel when you reach the third floor or basement, whichever is your destination.

7. Stairwells will be one-way. Stairs on the east end of the building will be for travel up and stairs on the west end of the building will be for travel down. The stairwells will be signed with their direction

Section 3 - Office Areas – Operating Procedures and Requirements

1. A face covering shall be worn at all times when not at your work station or in your office. They should cover your mouth and nose. On an employee's initial return to the office, the District will supply them with two reusable face coverings. You are permitted to provide and use your own cloth face covering. If this is your decision, please send a short e-mail to Laurel Diver or Mary Kann confirming your intentions.

2. Employees shall at all times maintain a minimum separation distance of six feet.
3. Travel through the office shall be one-way and done in a counter clockwise direction at all times. This will prevent passing in the hallway. Employees should walk close to the wall rather than the work stations. Please utilize the copy rooms, elevator lobby, ends of the hallway and any other pass through to change direction. Example: Finance employee heads to café. They should pass through Administration. On their return route they will turn right out of the café and use the copier pass through and turn left using that hallway to get back to Finance. They can then use one of the pass throughs depending on where their desk is located. Directional signage will be posted.
4. All surfaces touched by employees must be wiped down throughout the day and again before the employee leaves the office. The surfaces should be fully wet and allowed to dry. Most sanitation products state that it takes four minutes to work. Cleaning supplies will be located in each department. Surfaces include, but are not limited to: desks, counter tops, arm rests on chairs, mouse, key boards, and phones.

Special care should be taken by each employee to wipe down any common areas immediately after they use them including, but not limited to the mailroom, copy machines areas or common file storage areas.
5. All employees shall be directed to limit their activity to as small an area as possible. Unannounced visits to work stations or offices are prohibited.
6. No conference rooms, except the Committee room, should be used unless they are being used by a single person as a work station/office. The Committee room on the first floor is available for small group meetings where social distancing is practiced. Face coverings should continue to be worn and the cleaning supplies should be used before and after the meeting. Other small meetings/discussion may occur in an office area that allows for social distancing. All other meetings should continue on Zoom or Go To Meeting. Contact IT or Julie Gagnani for available virtual meeting times. Contact Julie Gagnani or Maureen Shelton to schedule the Committee room.

Section 4 – Use of the Café

1. No eating or gathering in the café/lunch room is permitted. If multiple people are in the café, maintain 6 feet of social distancing.
2. Kiosk computers will be removed or have access blocked until further notice.
3. All kitchen surfaces touched must be disinfected by each employee after use.
4. If you use bare hands to access the following areas wash your hands immediately after cleaning the surface:
 - a. Refrigerators

- b. Microwaves
 - c. Communal Coffee Pots
 - d. Drawers
 - e. Cabinets
 - f. Closets
 - g. Vending machines
5. Bring your own eating utensils and drink containers.

Section 5 – Use of Restrooms

1. Restrooms are available for employees on all floors (including the 2nd floor).
2. Restrooms will be single user. If the restroom is in use, please move to another floor or wait until that person leaves.
3. Follow the direction on the posted hand washing signs.

Section 6 – Use of Copiers

1. Use the remote print from your desktop when at all possible.
2. The copier areas are single user rooms.
3. Use a paper towel and disinfectant spray to clean any buttons and/or copier lid that is touched.

Section 7 – Use of Mailroom

1. The mailroom is a single user room.
2. Continue to bring bulk mailings down to the first floor on a cart. Leave them outside the permit room and notify the permit room staff.

Section 8 – Permit Room

1. Only one employee will work at time in the front office.
2. Mail and Deliveries should be left on a table in the lobby.
3. Mail sorting should be done then set on a cart outside the back door of the permit area. Gloves may be used to sort mail at the employee's discretion. Mail will be

delivered to the mail slots on the third floor by the assigned Executive Assistant. If that employee is not in the office it will be delivered by the Permit Area staff.

4. Serving Customers face to face will be accomplished behind the Plexiglas shielding.
5. An ample supply of pens will be available for customers. If a pen is used by a customer have them take it with them or discard it (using gloves).
6. Credit cards should be handled while wearing gloves.

Section 9 - Museum (Implemented when opening is permitted by State guidelines)

General Museum Guidelines

The Museum will re-open on a reduced daily schedule and implement timed ticketing procedures to maintain visitation at 25-50% capacity.

1. Exhibits will be modified to accommodate social distancing and minimize visitor touch points.
2. All programs will be delivered remotely.
3. All research requests will be fulfilled remotely.
4. Operating procedures will be modified to incorporate CDC and OSHA guidelines on cleaning and sanitation of public spaces.

Visitor Services

1. Modified public gallery hours
 - a. Tuesdays open 10am-3:30pm
 - b. Thursdays open 10am-3:30pm
 - c. Saturdays open 10am-3:30pm
2. Timed tickets available at 10 am, 12 am, 2 pm. For each 2-hour time slot:
 - a. 1.5 hours visitation
 - b. 0.5 hours closed for cleaning and disinfecting
3. Max capacity: 35 ppl/time slot, 105 ppl/day
 - a. 25 tickets available online
 - b. 10 tickets available for walk-in
 - c. A maximum capacity will be determined per gallery. Staff will monitor via security cameras and enforce

4. Appropriate COVID-19 signage will be installed throughout the museum to remind visitors of social distancing etiquette and modified procedures.

Section 10 – Vehicle Use

1. Vehicles stored in the General Offices garage have been assigned to a specific driver. The vehicle reservation system has been disabled. Employees must drive their assigned vehicles unless otherwise approved by their Manager.
2. Only one person is allowed in a vehicle at a time.
3. Disinfectant spray and towels or wipes shall be provided. Before and after each use, employee's must wipe down all common touch surfaces of vehicles including, but not limited to, door handles, steering wheels, center console, dashboard, seat belt and all knobs and levers with the disinfectant spray provided.