

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:**

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

**COVER:**

1. 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.

1. Self-isolate as much as possible to keep your germs from spreading to others in your household.

**Section 1 – General Guidelines**

It is important to highlight that these guidelines pertain to all staff, regardless of working location.

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 Laurel Diver or Mary Kann as soon as possible.

2. If you have a COVID test because you have symptoms or believe you have had direct contact with someone (family member, co-worker, etc.) who has had a positive test result, you cannot work, remote or onsite, until you have received your results and they are negative. Additional quarantine instructions may apply depending on the situation.

3. If a member of your household is sick with COVID related symptoms or has reason to suspect they may have COVID, you should not come to work.

4. If anyone in an employee’s household is awaiting a COVID-19 test result (not related to clearance for a pending medical procedure) or has tested positive for COVID-19 notify Laurel Diver or Mary Kann immediately. The employee should not come into work. The employee should follow quarantine guidance of the Illinois Department of Public Health or other medical authority overseeing the testing.

5. Supervisors have the authority and responsibility to send employees home if they appear ill.

6. 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.

7. 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.

8. Exercising/Walking on the second floor is only allowed in the southeast quadrant.

9. 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. Elevators are single user.

6. Stairwells may be used for travel in either direction. However, travel up has the right-of-way for the stairs on the east end of the building and while travel down has the right-of-way on the west end of the building. Therefore, if you are using the east stairwell to go down and you see someone coming up, you are to turn around and head back up the stairwell to eliminate passing in this small area.

**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. The District has supplied employees with two reusable face coverings. In addition, disposable face coverings are available throughout the building. 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. Gaiters and bandanas are not acceptable face coverings.

2. Employees shall at all times maintain a separation distance of six feet or greater.

3. Travel through the office can proceed in either direction. However, employees will make every effort to avoid passing each other in the hallways. Those employees traveling in a counter clockwise direction around the floors have the right-of-way. (This is the same direction as when the floors were one-way only.) Therefore, if you see another employee heading towards you and they are moving counter clockwise you should either turn around or move into a pass through hallway until they have gone by. These pass through areas are now also two-way but there should only be one person at a time in any pass-through area. Please wait until the other person has left before entering.

4. All surfaces touched by employees must be wiped down throughout the day and. 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 should be limited.

6. No conference rooms, except Woodland and the Committee room, should be used unless they are being used by a single person as a work station/office. Woodland and the Committee room on the first floor are 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 virtual platforms. Contact your Director if you are unaware of who schedules Zoom meetings for your department. Contact Julie Gragnani or Maureen Shelton to schedule the Committee room. Woodland can be scheduled through Outlook.

The maximum meeting capacity for Woodland is three (3) people. The maximum capacity for the Committee Room is 10 people and that is only when a minimum of six feet of social distancing can be practiced.

**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 have access blocked until further notice.
3. All touched kitchen surfaces 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:
   1. Refrigerators
   2. Microwaves
   3. Communal Coffee Pots
   4. Drawers
   5. Cabinets
   6. Closets
   7. Vending machines

1. 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 unless there is an emergency. 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 or a disinfectant wipe to clean any buttons and/or copier lid that is touched. Spray the paper towel with the disinfectant rather than directly on the equipment.

**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)**

Museum Protocols can be found in a separate document on FERN.

**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.

1. Only one person is allowed in a vehicle at a time.
2. 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.

**Section 11 – Building Closure**

In the event the building is required to close due to a positive test result, all employees will leave as promptly as possible after notification.

Employees who still have part of their workday remaining should travel home and finish their day remotely. If an employee needs to be at a District site to finish their day, they may request permission to move to another District building. The logical location would be the Operations and Public Safety building. No employee should move to this building without direct permission of John Nelson or his designee and should not move into another employee’s assigned work station.