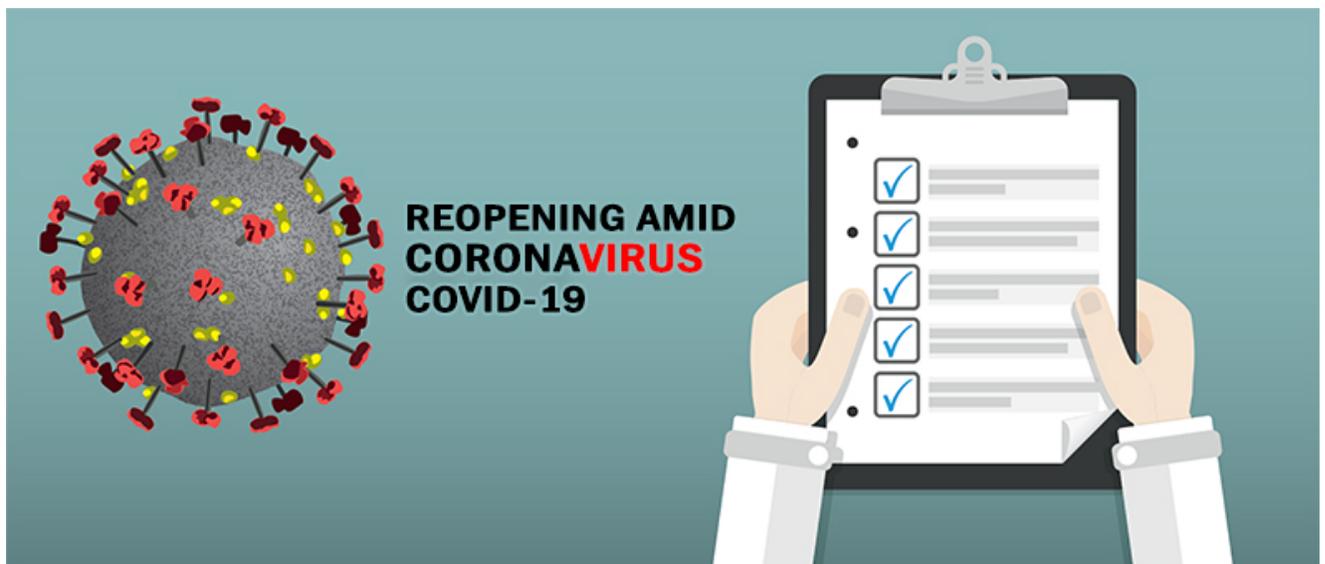




The Village of  
**Glenview**

## Reopening Plan: A Measured Approach



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Last updated November 19, 2021

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## Chapter 1: General

### 1.1 Introduction

The purpose of this plan is to develop a measured approach to reopening certain on-site Village operations and functions to ensure protection of the health and safety of all individuals working on behalf of the Village of Glenview, while maintaining continuity of essential public services. This measured approach identifies specific actions that will be taken to mitigate the risk of employees and contractors being exposed to COVID-19, protect customers, and prepares operations for a resurgence. **As has been the case throughout this emergency, the Village's response is fluid and will be modified if circumstances and guidance from the state and federal government as well as public health professionals change or as necessary in order to ensure the health and safety of employees and continuity of services to the public.**

### 1.2 General Operations

The business of the Village has continued throughout this national emergency with efforts to minimize exposure risks to employees, contractors, and residents. Accordingly, each Department shall ensure the essential operations of the Village continue in an organized and professional manner and in accordance with these policy directives. Various roles within the Village require employees and contractors to enter private residences and other non-village locations. In these instances, all employees and contractors are to communicate the Village's respective protocols for the situation prior to entry or providing the requested service.

### 1.3 Facility Access

All Village facilities, including Public Works and Fire, are now open to the public and normal hours of operation continue to be in effect. The monthly drug drop-off and recycling programs have resumed. Effective June 1, Senior Services is open to the public, including the loan closet which will be by appointment only.

### 1.4 Online Services and Transactions

To limit exposure risks, Departments with public interaction should prioritize process changes to those generating foot traffic and identify and implement these services to be accessible remotely. Financial and permitting transactions with the Village are strongly encouraged to be done online through the Citizens Self Service (CSS) application or via the telephone if data entry can occur directly into CSS or the mail.

### 1.5 Communications

The Village's Communication Division supported by others from the Village Manager's Office shall continue to issue timely press releases providing information on the Village's actions regarding COVID-19 and sharing updates as they become available. The Communications Division will also be leading a campaign to increase awareness of online services.

Another way for individuals to remain informed is to follow the Village on Social Media and/or to [sign up for the E-Glenview](#).

- Facebook: @glenviewvillage
- Instagram: glenviewvillage
- LinkedIn: Village of Glenview
- Twitter: @GlenviewVillage

## 1.6 Public Meetings

The Village will continue to follow the directives from the State of Illinois as it relates to the Open Meetings Act. On June 15, the Board of Trustees began conducting their meetings in person. All other Boards and Commissions began conducting their meetings in person in June as well.

## 1.7 Capacity and Format of Meetings and Events

The capacity of each meeting room and work out area within the Village has been returned to pre-COVID capacity limits, however, this may be adjusted if it is deemed appropriate. There are four conference rooms (Appleyard, Nelson, Dewes and Hutchings) that have been outfitted with technology for video conference via Zoom.

## 1.8 Sanitizing and Disinfecting Facilities and Work Areas

The Public Works Department shall be responsible for monthly “fogging” disinfection of all facilities. Requests for additional or special cleanings should be sent to [resolutioncenter2@glenview.il.us](mailto:resolutioncenter2@glenview.il.us).

## 1.9 Business Travel and Training

The Village continues to evaluate the need for all in person training and travel. Attendance at all conferences, trainings and business meetings should be done in a remote environment, if feasible. If meetings are attended in-person, appropriate precautions should be taken in accordance with federal, state and county guidance.

## 1.10 Purchasing for COVID-19

All purchases and/or expenditures made as a result of the Village’s response to the COVID-19 outbreak must be tracked and coded in MUNIS with project code “COVID”. The purchase of cleaning and necessary supplies by each Department is authorized to be made from any source via credit card, direct requisition, store accounts, Village-wide Purchasing Programs, and/or reimbursement upon proper receipts. The authority for Department Directors to make expenditures under this policy shall be \$5,000, however, the Village Manager may authorize greater amounts on a case-by-case basis. Any questions regarding these purchases and/or the tracking of expenditures should be directed to the Village’s Finance Division.

## 1.11 Verification of Vaccination Status

As the State of Illinois continues to operate in Phase 5 of the Restore Illinois Plan, the Village will not be seeking verification of vaccination status, with exception to individuals subject to the Governor’s Executive Order No. 2021-22.

## 1.12 Resurgence Plan

To mitigate the ongoing risk of transmission of COVID-19, the Village has implemented additional policies and procedures. Such measures include, but are not limited to, the following:

- Require unvaccinated and vaccinated individuals to wear masks/face coverings in public facilities when social distancing cannot be guaranteed.
- Reduction of in-person meetings and increased utilization of Microsoft Teams.
- Strongly encourage staff to not attend offsite trainings, conferences, and large group meetings.
- Limit or eliminate business travel.

- Implement staggering of schedules and remote work options.
- Departments may also implement additional or more stringent policies if the type of work or environment supports doing so.
- Continuously evaluate areas in the workplace to determine if risks of transmission of COVID-19 exist and work collaboratively with employees to develop policies and practices to mitigate the risk.
- Implementation of Governor Pritzker's Executive Order mandating vaccination or weekly COVID-19 testing of EMS personnel.
- Continue to encourage individuals working on behalf of the Village to get the vaccine.

### 1.13 Department Contacts

The Village's goal is to prevent the transmission of COVID-19 in the workplace. Each department has identified a COVID-19 coordinator to assist employees and supervisors in navigating COVID-19 related issues, questions, and implementation of relevant policies and procedures. These individuals are also responsible for ensuring compliance with COVID-19 safety protocols and conducting a workplace-specific hazard assessment to identify hazards related to COVID-19. This hazard assessment should be conducted whenever changes at the workplace create a new potential risk of exposure (ex: new work activity at the workplace).

- Sarah Schillerstrom, Village Manager's Office
- Nick Santoro, Management Services
- Jeff Brady, Community Development
- Joe Kenney, Public Works
- Eric Deloy, Dispatch
- Mike Rutkowski, Fire
- Pat Schuster, Police

Fire Lieutenant Brian Bos also serves as the Fire Department's Disease Infection Control Officer (DICO) and is an additional resource for any questions employees or supervisors may have regarding infectious disease protocols.

### 1.14 Anti-Retaliation

In alignment with the Village's anti-discrimination and retaliation policy, the Village respects the rights of employees to exercise their protections, and that employers are prohibited from discharging or in any manner discriminating against any employee for exercising their right to such protections.

### 1.15 Record Keeping

The Village will maintain all versions of its COVID-19 response plans and protocols, as well as a tracking log to identify COVID\_19 related exposures and positive cases. This information will be maintained as confidential medical information.

## Chapter 2: Employee Leave

### 2.1 Definitions

#### **Close Contact/Exposure**

A close contact is having 15 minutes or more within 6 feet of contact with an:

1. Individual with COVID-19 who has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation) or
2. Individual who has tested positive for COVID-19 but has not had any symptoms (in the 2 days before the date of specimen collection until they meet the criteria for discontinuing home isolation).

#### **Fully Vaccinated**

Being [fully vaccinated](#) is defined as two weeks after the second dose in a two-dose series or two weeks after a single-dose vaccine.

### 2.2 General Use of Accrued Leave

As in the past, when an employee is unable to work as scheduled due to a medical condition of the employee or a member of the employee's immediate family and/or household, the employee may be required to use their own accrued leave time according to the policies outlined in the respective collective bargaining agreement (when applicable) and/or pursuant to the paid benefit time polices set forth in the Village's Employee Handbook. When applicable, employees also may apply for time under the Family and Medical Leave Act (FMLA) policy for this purpose. The Village may require employees who return to work after using FMLA time off or other paid leave time to provide written documentation from a health care provider to confirm the employee is able to safely return to work.

Employees may be required or asked to take time off work on an unpaid basis to self-isolate, quarantine and/or for similar business reasons. For example, the Village may direct an employee to leave work when the Village has a good faith belief that an employee is or may be experiencing COVID-19 related symptoms and/or where we have reason to believe an employee is contagious, sick (COVID and non-COVID related), or may have been exposed to someone who has tested positive for COVID-19. Employees who are off unpaid may use benefit time in lieu of unpaid leave.

As a general rule, the Village will follow the recommended guidance of the Center for Disease Control (CDC) and the State Public Health Department in determining whether or not an employee should be permitted to return to work. However, those guidelines are provided as recommendations only and there may be business reasons when the Village needs to be more conservative to help prevent or minimize the spread of COVID-19 in the workplace and the community. In making these business decisions the Village will consider factors such as the following (not an all-inclusive list): the nature of the duties performed by the employee, the facts that give rise to the good faith belief a person may be infectious, the working environment of the employee(s) involved, and/or other facts deemed relevant to the Village's business needs.

The use of sick time is intended to be used when employees are incapacitated and unable to work and/or when the employee is needed to care for a member of the employee's immediate family or household (as defined in the respective Sick Leave Policy). Under the current circumstances, an employee who is advised, directed, or requested to self-quarantine at home is considered to be "incapacitated and unable to work" for the purposes of this Policy. The Department Director may approve, at their discretion, an employee's sick leave bank or comp

time bank to go negative and allow the employee to build their bank back up over time after all available paid time off options have been exhausted. If this occurs, the employee will be asked to sign a repayment agreement to confirm the arrangements for return of the paid time off in the future once earned.

### 2.3 Illness/Staying Home/ Self Quarantine/Isolation

Employees who are sick, with or without COVID-19 symptoms should not report to work. Employees who are sick (regardless of the reason), also must notify the employee's immediate supervisor or Department Head promptly. For purposes of this Section 2.3, the word "promptly" means within 30 minutes, or per department policy, of the time the employee knew or should have known that he/she was not able to work as scheduled for this reason.

#### **Medical Removal from the Workplace**

Employees experiencing any of the following circumstances are to be sent home immediately and/or not allowed to enter the workplace when:

- The employee is COVID-19 positive (i.e., confirmed positive test for, or has been diagnosed by a licensed healthcare provider with, COVID-19);
- The employee has been told by a licensed healthcare provider that they are suspected to have COVID-19;
- The employee is experiencing recent loss of taste and/or smell with no other explanation;
- The employee is experiencing both a fever (100.00° F or greater for EMS and 100.4° F or greater for non-EMS);
- The employee is experiencing a new unexplained cough associated with shortness of breath.

#### **Employees (All) Not Feeling Well (not COVID – 19)**

**All employees should stay home if they are sick** and they should not report to work until at least 24 hours has passed since the employee's fever (temperature of 100 degrees Fahrenheit) is gone. Temperature should be measured without the use of fever-reducing medicines (medicines that contains ibuprofen or acetaminophen). Employees without a fever and are experiencing flu like symptoms should stay home from work at least 4-5 days after the onset of symptoms.

If you become sick at work or begin to experience flu like symptoms, the [CDC recommends](#) that you promptly separate yourself from other workers and go home until at least 24 hours after their fever is gone without the use of fever-reducing medications, or after symptoms have improved (at least 4-5 days after flu symptoms started). Depending on the circumstances involved, the Village may ask that you consult with a health care provider to obtain a return to work release before being allowed to return to work.

Employees with household members that are sick (not COVID-19) may go to work. It is especially important that these employees monitor themselves for illness and take additional precautions (i.e. wearing a mask, social distancing, and frequent hand washing).

The [IDPH](#) has provided directives based on vaccination status and exposure. The following guidelines were established on August 3, 2021 based on [CDC](#) and [IDPH](#) guidelines available at the time. Supervisors/employees should reference these guidelines linked above or contact the Manager's Office to confirm current guidelines.

### When to Quarantine (possible/known exposure to COVID-19)

- **Non-vaccinated/Partially-vaccinated** - The CDC recommends quarantine for individuals who have been in close contact (within 6 feet for a cumulative total of at least 15 minutes over a 24-hour period) with someone who has COVID-19. These individuals must:
  - Stay home and report possible/known exposure to their immediate supervisor.
  - Watch for fever, cough, shortness of breath, or other symptoms of COVID-19
  - If possible, stay away from the people you live with, especially people who are at high risk for getting very sick from COVID-19
  - Quarantine as follows:
    - Quarantine can end after day 7 if the individual receives a negative PCR test **and** does not experience symptoms during the full quarantine period.
    - Quarantine can end after day 10 without a negative test if no symptoms are observed during the full quarantine period.
  - If symptoms are observed, immediately self-isolate and contact your local public health authority or healthcare provider. Consider getting tested at a local testing site.
- **Fully-vaccinated** – Individuals who have been in close contact with someone who has COVID-19 do not need to quarantine if they do not have symptoms but need to follow the steps outlined below:
  - Report the close contact to your immediate supervisor.
  - The CDC and IDPH strongly recommend a COVID-19 test 3-5 days after the exposure, regardless of symptoms.
  - While working on behalf of the Village, a mask is required for 14 days following the exposure or until a negative test result is received.
  - Employees who are able and approved to work remotely are highly encouraged to do so until a negative test result is received. Supervisors should work with the individual to identify opportunities for remote work if possible.
  - If symptoms are observed, immediately self-isolate and contact your local public health authority or healthcare provider. Consider getting tested at a local testing site.

### When to Isolate (have symptoms of COVID or received positive test)

NOTE: All employees experiencing COVID-like symptoms should consider getting tested at a local testing site to determine appropriate next steps.

- **All vaccination status** - The CDC recommends employees who have tested positive for COVID-19 begin isolation. Isolation is used to separate people infected with COVID-19, from people who are not infected. ***People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).***

People who should isolate include (without limitation):

- People who have COVID-19
- People who have [symptoms of COVID-19](#) and are able to recover at home
- People who have no symptoms (are asymptomatic) but have tested positive for infection with COVID-19

Employees under isolation should stay home except to get medical care and should:

- Monitor your symptoms. If you have an [emergency warning sign](#) (including trouble breathing), seek emergency medical care immediately
- Stay in a separate room from other household members, if possible
- Use a separate bathroom, if possible
- Avoid contact with other members of the household and pets
- Don't share personal household items, like cups, towels, and utensils
- Wear a mask when around other people if you are able to

Employees may return to work after testing positive for COVID-19 in accordance with [CDC guidelines](#) and in accordance with Section 2.5 of this plan.

The Village may approve employer sponsored testing under the testing procedures outlined in Appendix B. The Village also retains the right to take additional precautions, such as not returning someone to work as quickly as allowed under the CDC guidance when there is a business need to do so and/or good faith belief that an employee may be contagious and/or a threat to the safety of others in the community. Any decision to delay an employee's return to work would be based on the Village's good faith belief that keeping the employee off duty is necessary to protect the safety of others and the community. Under these circumstances, employees may be required to use their own accrued leave.

#### 2.4 Notification of a Workplace COVID-19 Exposure

The respective department representative will notify employees if they have been exposed to a person (including employees, clients, patients, residents, vendors, contractors, customers, delivery people and other visitors, or other non-employees) with COVID-19 at their workplace. Such notification will include the date the exposure occurred. In such an event the Village will:

- Notify each employee who was not wearing required PPE and has been in close contact with the person with COVID-19 in the workplace.
- Notify all other employees who were not wearing required PPE and worked in a well-defined portion of a workplace (e.g., a fire station) in which the person with COVID-19 was present during the potential transmission period.
- Notify other employers whose employees were not wearing required PPE (and have been in close contact with the person with COVID-19, or worked in a well-defined portion of a workplace (e.g., a fire station) in which that person was present, during the potential transmission period.

See section 2.1 for definition of “close contact”. The notification provisions above are not triggered by the presence of an EMS patient with confirmed COVID-19. Notifications will not include the name, contact information, or occupation of the COVID-19 positive person.

## 2.5 Administrative Leave

Any employee who was exposed to a confirmed COVID-19 resulting from their job duties and was not wearing the appropriate PPE and is not fully vaccinated may be placed on paid administrative leave until otherwise notified. Employees put on administrative leave shall be considered “quarantined” meaning that said employees shall not leave their place of residence except for emergency situations and/or as further directed by the Village. Employees that are asymptomatic and able to work remotely are required to do so in accordance with the Village’s Remote Work Policy (**see Appendix A**). If an employee is not able to return to work after the administrative leave period, the employee shall be required to use sick leave, or other applicable leave, in accordance with the Village’s Employee Handbook policies and/or applicable collective bargaining agreement. All COVID-19 employee positive cases will be investigated using contact tracing to make a determination as to whether it is deemed work-related or not.

## 2.6 Returning to Work After COVID 19

The employee must notify their direct supervisor or Department Director of their plans to return to work and such circumstances will be evaluated on a case by case basis for additional direction. Employees shall be required to obtain proper documentation of either the employee’s illness or a family/household member illness, including physician notes, unless directed otherwise by the Village. Department Directors should evaluate the operational needs of immediately returning a COVID-19 employee (or an employee who has been in the same household as a COVID-19 positive case) to work. For example, if remote work is available in the employee’s regular position, Directors are encouraged to assign the COVID-19 diagnosed/exposed employee to that work for an additional period of time. It is anticipated a variety of circumstances will arise that are not identified herein. Accordingly, requests or orders to take leave may also be determined on a case-by-case basis by the Village Manager.

Employees who have **tested positive for COVID-19** or **suspects** having COVID-19 are required to consult with their medical provider and to follow the CDC guidance on how to discontinue home isolation. The Village reserves the right to require an employee to submit to an evaluation by a health care provider selected by the Village in appropriate cases to ensure the employee is safe to return to work.

Employees who have been under quarantine are required to follow the CDC guidance on when to potentially end the quarantine and when to potentially return to work. The final determination about whether an employee is safe to return to work will be made by the Village with consideration of the medical information available at the time. Note: The CDC guidelines are subject to change from time to time and you should be sure to consult the guidelines that are most current if you have questions about the information or guidelines in this Policy.

## 2.7 COVID-19 Travel Outside of Illinois

There are several government bodies that have imposed travel restrictions, below is a summary:

### **City of Chicago**

The City of Chicago travel restrictions apply to individuals arriving in the City of Chicago, while they are in the city from designated states. Chicago’s travel restrictions apply to residents of the

City of Chicago. If these travel restrictions apply to you and you choose not to adhere to them, any penalties or consequences imposed by the City of Chicago shall be your individual responsibility.

### **Suburban Cook County**

Cook County has published guidelines recommending quarantine measures for persons entering the region from states around the country where the incidence of COVID-19 infection is high. The [guidance](#) includes recommendations to individuals traveling to high-incidence states, or who visited the high-incidence state for more than 24 hours to self-quarantine for 14 days after arriving in Cook County, or for the duration of their stay in suburban Cook County, whichever is shorter. The Cook County Health Department will not be issuing fines or enforcing the guidance. However, we trust that employees will use good judgment regarding these issues.

### **State of Illinois**

The [State of Illinois](#) has published the following guidance: When traveling domestically or internationally, avoid travel to areas of higher risk (IDPH [Travel Advisory Map](#)). Wear a mask while in the airport, during the flight, and during any shared transit. If your essential travel requires you to be in areas of higher risk, attempt to travel during less crowded / lower demand travel times in order to reduce exposure. Upon returning home, stay home if possible and monitor your health for 14 days.

## Chapter 3: Limiting Risk Exposures

### 3.1 Reporting Requirements/Information Sharing

The supervisors of all Village employees or contractors shall be required to immediately report to their respective Director when any individual reports a COVID-19 related matter. All Directors shall provide at least weekly updates to the Village's Manager's Office on any operational issues they are experiencing related to COVID-19. In addition, all Directors shall provide updates to either the Village Manager's Office related to any issues covered within this guidebook.

Employees and contractors are also obligated to inform their supervisor of known or potential exposures they may have had to COVID-19, including when off duty.

### 3.2 The Three "C's"

The best way to protect yourself, your family, and your co-workers from COVID-19 and other respiratory illnesses is to practice the 3 C's:

1. **CLEAN:**
  - Wash hands frequently with soap and warm water or use hand sanitizer if soap is not available.
  - Disinfect frequently touched surfaces like doorknobs, microwaves, refrigerators daily.
2. **COVER:**
  - Cover coughs and sneezes with a tissue or your elbow. At the first sign of illness, contain.
  - Keep a distance of 6 feet from others at all times whether indoors or outdoors.
3. **CONTAIN:**
  - Stay home when sick. Stay away from health people.
  - Self-isolate as much as possible to keep your germs from spreading to others in your household.

### 3.3 Personal Protective Equipment (PPE)

The Village has provided appropriate PPE based on each individual's department and risk exposures. This PPE is provided without cost to employees. Some work units have additional or different PPE, so it is important to use job appropriate material and understand its purpose and limitations. The Occupational Safety and Health Administration ([OSHA](#)) has identified four occupational exposure risk categories and their corresponding PPE. Most positions within the Village fall under the Medium or Low Exposure Risk categories.

- **Very High Exposure Risk:** Healthcare workers performing aerosol-generating procedures on known or suspected COVID-19 patients.
- **High Exposure Risk:** Medical transport workers moving known or suspected COVID-19 patients in enclosed vehicles.
- **Medium Exposure Risk:** Require frequent and/or close contact with people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients.
- **Low Exposure Risk:** Jobs that do not require contact with people known to be, or

suspected of being, infected with COVID-19 nor frequent close contact with the general public.

The Village's policy regarding appropriate PPE for the job will be based on federal and state guidance. OSHA does not recommend additional PPE for individuals in the low risk category. Individuals working in the medium risk category may need to take additional PPE precautions depending on the task at hand. Positions requiring PPE based on their risk exposure category will be provided with the appropriate training.

The Village has provided PPE to all work locations as deemed appropriate for the specific work environment and job responsibilities under OSHA. Such PPE includes examination gloves, eye wear, face shield, protective gowns, and a variety of face masks. The Fire Department has established procedures when conducting aerosol-generating procedures when there is a suspected or confirmed COVID-19 patient.

### **Face Coverings**

All personnel are **REQUIRED** to wear a face covering when social distancing (6 feet or greater) cannot be maintained or guaranteed. This requirement applies indoors, outdoors, and when in a vehicle or other enclosed space with others. Members of the public are also required to wear face coverings when in a Village facility. These requirements apply to everyone, regardless of vaccination status.

Cloth face coverings should:

- Fit snugly but comfortably against the side of the face
- Be secured
- Cover nose and mouth
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape
- 

The following are exceptions to the Village's requirements for face masks for all employees and personnel, although employees are not prevented from wearing a face mask or shield in these circumstances when appropriate:

1. When an employee is alone in a room.
2. While an employee is eating and drinking at the workplace, provided each employee is at least 6 feet away from any other person, or separated from other people by a physical barrier.
3. When employees are wearing respirators.
4. When it is important to see a person's mouth (e.g., communicating with an individual who is deaf or hard of hearing) and the conditions do not permit a face mask that is constructed of clear plastic (or includes a clear plastic window). When this is the case, a face shield is to be used as an alternative, if the conditions permit. Such face shields are available upon request, please contact Deputy Chief Rutkowski.
5. When employees cannot wear face masks due to a medical necessity, medical condition, or disability as defined in the Americans with Disabilities Act (42 USC 12101 et seq.), or due to religious belief. Exceptions will be provided on a case by case basis and the Village will ensure that any such exempted employee wears a face shield, if their condition or disability permits it.
6. When it has been demonstrated that the use of a face mask presents a hazard to an

employee of serious injury or death (e.g., arc flash, heat stress, interfering with the safe operation of equipment). When this occurs, employees are to wear a face shield, if the conditions permit. Any employee not wearing a face mask or face shield must remain at least 6 feet away from all other people unless it is not feasible. The employee must resume wearing a face mask when not engaged in the activity where the face mask presents a hazard.

### **Face Shields**

Face shields used in lieu of face masks are to comply with OSHA standards and are to be cleaned at least daily. Face shields are to be disposed of if they become damaged.

### **3.4 Social Distancing**

All individuals are required to follow social distancing practices whenever feasible. Social distancing is described as proactively taking steps to avoid congregate settings, and mass gatherings, and maintaining distance (a minimum of 6 feet) from others when possible. The shaking of hands is strongly discouraged when social distancing. The respective COVID-19 coordinator from each department will work collaboratively with all employees to assess physical distancing and alternative solutions. Individuals are strongly encouraged to host meetings using TEAMS as the default method.

### **3.5 Remote Work**

The Village continues to support the utilization of remote work for those positions that can do so effectively under the Village's Remote Work Policy (see Appendix A), of which has been expanded to include non-exempt positions. The degree by which remote work is utilized may vary by department and may be based on a variety of factors including but not limited to customer service demands, workload, and personal preference.

### **3.6 Process Improvements**

Several processes that drive foot traffic into Village facilities have been identified and are being evaluated. This is an ongoing process and departments are encouraged to evaluate if certain services continue to add value if there are ways to offer the service online or a way to automate.

### **3.7 Monitoring for Symptoms**

All individuals need to be aware of how they are feeling and self-monitor for symptoms of COVID-19 and other illnesses.

### **Temperature Checks Required**

All personnel working in a Village facility are required to take their temperature at the beginning of their shift utilizing the touchless thermometer in their department. If the temperature is 100.00 or greater, wait 15 minutes and retake. If retake is above the acceptable threshold (100.00 or greater for EMS and 100.4 or greater for non-EMS), the individual must notify their supervisor and will be sent home.

### **Wellness Screening Self-Assessment Required**

In addition to the temperature check, all personnel are required to complete a self-assessment for signs/symptoms of COVID-19 at the beginning of their shift. If the answer to any of the questions is "yes" it must be reported to a supervisor immediately:

- Are you currently experiencing symptoms of COVID-19 (ex: fever, chills, new cough, difficulty breathing, sore throat, muscle/body aches, vomiting, diarrhea, and/or new loss of taste/smell)?
- Have you had a possible or known exposure to someone with COVID-19?
- To the best of your knowledge, have you or anyone in your household come into close contact with anyone who has tested positive for COVID-19?

Supervisors need to be observant of individuals who appear to be exhibiting symptoms (e.g. cough, shortness of breath or difficulty breathing). If an individual is exhibiting or reports having symptoms of being ill, they are to be sent home.

### 3.8 Contact Tracing

In the event of a COVID-19 positive case, the respective department will be responsible for conducting the contact tracing to provide proper notification to those who may have had close contact. The department must take action to ensure they are able to conduct the contact tracing effectively and accurately. This may include utilizing a combination of contact tracing logs, work schedules and assignment records. A formal daily contact log is no longer required unless deemed appropriate by the department.

### 3.9 Vulnerable Populations

The CDC has advised that people who are 65 years and older and people of all ages with underlying medical conditions, particularly if not well controlled, are considered members of the [“vulnerable population”](#). The Village may not ask employees who do not have symptoms to disclose whether they have a medical condition that the CDC says could make them especially vulnerable to COVID-19 complications. If an employee voluntarily discloses (without a disability-related inquiry) that they have a specific medical condition or disability that puts them at increased risk of influenza complications, the Village must keep this information confidential. The Village may ask the employee to describe the type of assistance the employee thinks will be needed. It should not be assumed that all disabilities increase the risk of COVID-19 complications. If the Village has sufficient objective information from public health advisories to reasonably conclude that employees will face a direct threat if they contract pandemic influenza the employer may make disability-related inquiries or require medical examinations of asymptomatic employees to identify those at higher risk of influenza complications.

### 3.10 Department Specific Protocols

Departments may have additional protocols put in place in addition to the ones described herein. Such protocols should be reviewed and updated as appropriate.

## Appendix A: Village of Glenview Remote Work Policy – Updated 2/11/2021

### Policy

The Village of Glenview supports remote work where it is found to have a mutual benefit for the Village and the employee. Successful remote work requires collaboration between employees, their supervisors and impacted work groups and each is responsible for contributing to a successful program.

### Purpose

The remote work program option is a management tool that can be utilized to increase productivity, provide flexibility in work environments, assist in the maintenance of safety and spatial guidelines, reduce employee commute trips, and to accommodate the special needs of the Village and an employee on a regular or temporary basis.

### Definition

Remote work is defined as work that can be accomplished from a remote location. While working remotely, the employee is accessible, productive, and works their normal schedule, unless an alternative schedule is agreed to by the employee's Department Director or designee.

Remote work is not an entitlement; it is a special program option to be used at the Department Director's or designee's discretion and where IT software and equipment needs can be easily facilitated. It may be discontinued at any time, for any reason, at the sole discretion of the Village and in no way alters the terms and conditions of employment with the Village of Glenview.

### Eligibility

Eligibility for remote work is based on both the position and the employee, as well as the organizational impact. Not every position or every employee is suited for remote work. Once remote work is approved, the first three (3) months shall be considered a trial period. Remote work is voluntary and no employee shall be required to work remotely, absent an emergency (e.g. pandemic). There may be special circumstances where employees who do not normally work remotely, but are otherwise eligible, may be approved by their Department Director or designee to do so in emergency situations.

An employee may be considered ineligible for remote work in the event remote work can be demonstrated to have resulted in diminished individual or organizational performance, or continuation of remote work will interfere with the employee's ability to attain or return to a fully successful performance level. Employees who are not meeting performance and/or conduct expectations, or who have a disciplinary history for work performance issues, may not be eligible to work remotely.

Considerations for determining which positions are eligible for teleworking include but are not limited to:

1. The proposed remote work assignment supports the current business operations;
2. Whether the job responsibilities can reasonably be fulfilled when working remotely;

3. Whether requests for immediate Village assistance can be addressed on days on which the employee is working remotely;
4. Whether an employee can perform job responsibilities without access to equipment, materials, and files that can only be accessed at a Village of Glenview facility;
5. The extent to which an employee remote works will not affect the ability of other Village departments to provide services and/or to conduct business;
6. Whether an employee has supervisory or leadership responsibilities that require a village presence for those that remain on-site.
7. Whether an employee has emergency management responsibilities that require a Village presence; and
8. The extent to which security issues require the job responsibilities to be conducted at a Village of Glenview facility.

#### Requesting Remote Work

Employees interested in remote work may utilize the Remote Work Request Form as a tool (which is not intended to be all inclusive) to create their remote work plan to discuss with their supervisor. The discussion between the employee and supervisor should address, among other operational and organizational impacts, an assessment of the position, employee characteristics, and the remote worksite location.

#### Approval/Denial of Remote Work

Department Directors will make the final decision regarding whether a position and/or employee is suitable for remote work.

#### Responsibility of Supervisors

The supervisor and employee will formulate objectives, expected results, and evaluation procedures for work completed while the employee working remotely. The supervisor and employee will meet at pre-determined intervals to review the employee's work performance.

Supervisors are responsible and accountable for treating all remote work and non-remote work employees the same in acts involving managerial discretion, including but not limited to:

1. Distribution of assignments among all employees in the work unit;
2. Use of appropriate work tracking and communication tools regardless of whether they work remotely;
3. Good performance management practices, including appropriate formal and informal feedback, are essential for all employees to work effectively;

4. Other issues involving managerial discretion, including training, reassignment, promotions, reduction in grade, retention, and removal of employees.

### Responsibility of Employees

1. While working remotely, employees are in an official duty status. Failure to adhere to applicable policies may result in, among other things, the imposition of specific limitations on remote work, the termination of remote work, and/or other consequences.
2. It is the employee's responsibility to ensure that the appropriate alternative worksite provides the work environment, connectivity, technology, resource access, and security consistent with the work effort in which the employee is engaged. Supervisors retain the authority to overrule an employee's selection of a particular appropriate alternative worksite location if in the supervisor's opinion that location is not a business appropriate location and/or fails to provide a working environment compliant with the conditions outlined in this policy.
3. Employees are expected to procure and provide internet service appropriate to complete the work at their own expense.
4. Employees are responsible for meeting organizational and work team requirements, including but not limited to all requirements regarding communication, accessibility, and collaboration.
5. Employees are responsible for maintaining flexibility and responsiveness to the needs of the supervisor, organization, and work team. As with all work, employees are accountable for required individual contributions to the efforts of their work team, and must communicate and collaborate as appropriate with team members, ensuring that remote work supports the work of the team and does not result in diminished individual, group/team or organizational performance.

### Responsibility of Impacted Work Groups

1. Work groups who have team members who work remotely should be inclusive of those who are working remotely. This includes but is not limited to, providing call-in numbers to meetings, using a share screen function, and emailing handouts in advance of the meeting.
2. Employees who need to talk with employees who are working remotely should not hesitate to call the employee.

### Work Site

Any remote work site that is not a part of an established Village location or facility is considered a remote work site. The remote work site is required to be a designated workspace that is quiet and free of distractions.

A remote work site may be either the employee's home or an alternative approved location. Any change in remote work site location, shall be discussed and approved by a supervisor. More

specific conditions relating to employees working from a remote work site are subject to the approval of the Department Director or designee.

The Village is not responsible for operating costs, home maintenance, property or liability insurance, or other incidental expenses (utilities, cleaning services, etc.) associated with the use of the employee's remote work site.

### Technology, Equipment and Supplies

The Village will provide core technology for remote workers, including:

1. Laptop computer
2. Mobile phone and/or a soft phone
3. Meeting collaboration and shared screen tool (e.g. Microsoft Teams)
4. VPN access to Village file shares

Employees are responsible for providing their own office furniture and ancillary office equipment, peripherals, and supplies.

The following conditions shall apply to use of computers, software, other Village equipment, and internet access, and all usage will comply with the Village's Computer Use Policy in the Employee Handbook:

1. When employees are provided Village equipment and/or software to work remotely, the Village resources at the remote work location may not be used for personal use.
2. Employees are not allowed to duplicate Village owned software. Employees must abide by the licensing regulations and restrictions for all software under license to the Village.
3. A computer used for Village business must be plugged into a surge protector and have current virus protection maintained.
4. Village computers must be routinely rebooted.
5. Restricted-access materials shall not be removed from the Village on-site work location or accessed through the computer unless approved in advance by the supervisor and the appropriate security access administrator.
6. Employees shall promptly notify their supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances.
7. The Village reserves the right to monitor an employee's access and to assure compliance with the Remote Work Policy.

### Security

Failure to exercise due care in safeguarding the Village's confidential and proprietary information is a job performance matter and may result in disciplinary action, up to and including termination.

The primary work site location is required to have password protected WIFI. When working from a location without a secure WIFI, it is preferred the employee use a mobile hot spot.

Employees will protect Village information from unauthorized disclosure or damage and will comply with federal, state, and Village rules, policies, and procedures regarding disclosure of public and official records. Work done at the employee's remote work site is regarded as official Village business. All records, documents, and correspondence, either in paper or electronic form must be safeguarded for return to the Village. Hard copies of Village documents including sensitive or personal information shall not be removed from Village premises, without the approval of a supervisor.

Release or destruction of records should be done only in accordance with statute and Village policy and procedure, and with the knowledge of the employee's supervisor. Electronic/computer files are considered Village records and shall be protected as such.

### Pay, Leave, Hours of Work and Official Responsibilities

The employee's supervisor is responsible and accountable for supervising work in accordance with the Fair Labor Standards Act (FLSA). All employees (working remotely or not) are required to follow the Village's policies for requesting and obtaining approval of leave, or any change to the work schedule. Employees and supervisors shall abide by the following:

1. Remote work is work time (hours of duty) and is not to be used for any purposes other than official duties.
2. The Village's workplace policies are still in full effect, even when an employee is approved for remote work.
3. Employees utilizing remote work are eligible for paid lunches and breaks in accordance with Village policy.
4. All overtime of non-exempt employees must be requested by the employee and approved by their supervisor prior to the hours being worked.
5. All time worked must be reported accurately and in accordance with the respective department's time keeping and reporting procedures as well as those in the employee handbook.
6. If an employee is working unauthorized overtime, responding to emails outside of their normal schedule or discusses hours they have worked but not submitted, it is the supervisor's responsibility to stop this behavior. **Non-exempt employees are not allowed to donate their time to the Village.**

### Expansion of Remote Work Due to Emergencies

The Village of Glenview may allow employees to temporarily work from home for circumstances such as inclement weather, pandemics, special projects, or business travel in order to promote continuity of operations by allowing employees to continue their work at an approved alternative worksite. Requests to work remotely under emergency conditions are approved on an as-needed basis by each Department Director, subject to the approval of the Village Manager, with no expectation of on-going continuance and focuses first on the operational needs of the Village.

## Meeting Etiquette for Those On-Site

Below is a summary of some general meeting etiquette guidelines for those on site and working with others who are remote.

1. When scheduling any meeting, set up a Microsoft Team participation option so that coworkers always have the option to participate remotely if necessary.
2. When sharing documents during the meeting, plan ahead and send files to any coworkers who will be participating remotely, or setup a virtual collaboration room, such as Microsoft Teams, or Zoom.
3. If there are more than 2 or 3 people in the physical meeting, make it a habit of stating your name when you speak to help avoid confusion about who is talking. Encourage meeting participants to do the same.
4. Encourage participation from remote participants. Team members sitting in on the other end of the phone line have no way of signaling to the group that they want to speak.
5. Manage engagement. When possible, have remote workers lead a portion of the call so that they have an active role.
6. If there are several remote workers on the line, take time at the beginning of the call to ask them to mute their phone lines when they are not talking in order to minimize background noise.

## Meeting Etiquette for Those Working Remotely

Below is a summary of some general meeting etiquette guidelines for when working remotely.

1. When participating in meetings, find a quiet space and join the meeting from somewhere free of loud background noise. When not speaking, remember to mute your phone to minimize background noise.
2. If some team members are physically in the room, make sure they speak close to the phone so people on the conference line are able to hear clearly.
3. Be an active listener on conference calls by verbally acknowledging that you are listening, by using short statements to paraphrase the main takeaways, and asking for permission to ask questions.
4. Regularly give and receive feedback. When giving feedback to your colleagues, ensure it is specific, constructive, and empathetic. Use your feedback to discuss outcomes and actions.
5. Be fully engaged and give the remote meeting your full attention. Avoid multi-tasking or reading emails.
6. If you have something to contribute or missed something that someone said, be sure to jump in rather than waiting to be asked as meeting facilitators cannot read your body language and may not recognize the need to pause and invite your participation.

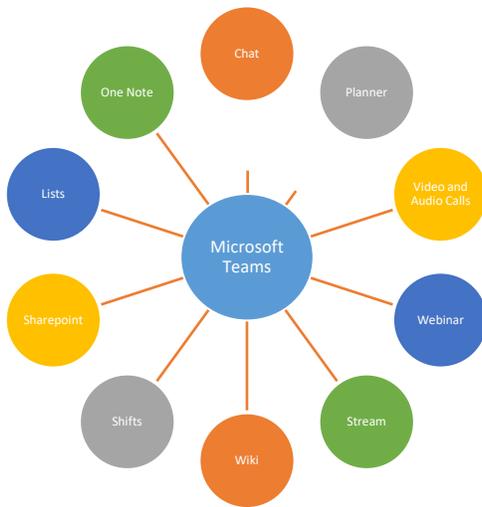
7. If participating in a meeting via webcam, be presentable. Remember, getting dressed for work will help you get in a mindset for work.
8. Explore various technology options to facilitate seamless communication with your team (e.g., video conferencing, Microsoft Teams, sharing calendars).
9. Keep your calendar up to date to avoid confusion and breakdown in communication.

### Collaboration Tips

1. Let colleagues, supervisors, and customers know where and when you are working. It is important that others know how to reach you, and when you are available for meetings.
2. Share your calendar with your team members.
3. Use email effectively. Use the subject line to alert the reader to the topic, the level of urgency, and the required action.
4. Use Chat as a means for quick questions and answers (should be transitory in nature). Despite the informal nature of Chat, always begin with a greeting, and remain courteous and professional.
5. Stay connected to your workplace and team members by being available and responsive (e.g., answer calls and respond to emails promptly).
6. Agree to communication guidelines with your supervisor and team members to establish a common expectation for responding to queries and emails.

### Microsoft Teams – Collaboration Tools

Microsoft Office 365 offers a number of collaborations tools. Teams offers workspace chat and videoconferencing, webinars, file storage and applications integration. One Note is a note-taking program for free-form information gathering and multi-user collaboration. It gathers users' notes, drawings, screen clippings, and audio commentaries. Planner lets public or private groups share tasks in a project plan. Stream is a corporate video-sharing service. Wiki allows users to create notes and mention people. Shifts in Microsoft Teams is a schedule management tool that helps you create, update, and manage schedules for your team



## Appendix B: Asymptomatic Covid-19 Testing Policy and Procedure

### Important Note:

**This testing protocol is not for employees experiencing symptoms of COVID-19. If you are experiencing COVID-19 symptoms, please contact your primary care physician's office to determine your treatment plan. Employees may also obtain testing, regardless of if they are experiencing symptoms, through various testing locations throughout the state. The following link outlines several local testing options in Suburban Cook County - [COVID-19 Testing - Cook County Department of Public Health \(cookcountypublichealth.org\)](https://www.cookcountypublichealth.org/covid-19-testing).**

The Village of Glenview is working with Advocate to provide asymptomatic COVID-19 testing for employees. There are certain eligibility and timing requirements the Village will observe prior to approving an asymptomatic test.

### Eligibility Criteria

This test is a precautionary measure, voluntary and will be approved(\*) by the Village under the circumstances described below or as approved by the Village Manager:

#### Exposure while at work

- Employees who came in close contact/exposure with an employee that tested positive for COVID-19 after coming to work as defined in Section 2.1.
- An employee who had close contact, while at work, with a COVID-19 positive person without department issued personal protective equipment (PPE).

This eligibility criteria may be re-evaluated and updated based on guidance from federal, state, and local institutions, and when testing becomes more widely available.

\*Note that the Village may approve an employee seek a COVID-19 test from Advocate, however, the clinic may have their own eligibility requirements and they will be the ultimate decider as to whether an employee receives a test.

### Test Approval Process

To obtain a voluntary asymptomatic COVID-19 test, the requesting employee must email or verbally make a request to their Department Director, Chief or their designee. They will determine if their employee is eligible to receive the Asymptomatic COVID-19 test based on the eligibility criteria above. If they determine the employee is eligible, they will work with the Village Manager's Office to authorize the test.

### Testing Locations

The closest testing location to the Village of Glenview and default location if the employee is to be tested while assigned to work:

**Advocate – 5540 Touhy Ave., Skokie IL 60077**

\*Hours: M-F 8:00 a.m. to 8 p.m. and Sat-Sun 8:00 a.m. to 4 p.m.

***\*Hours and testing availability are subject to change at any time.***

Testing while assigned to work will be based on the needs of the department and availability of testing. An employee seeking this voluntary testing may be asked to complete the testing while not assigned to work to accommodate the needs of the department.

Employees tested while off work can select a location closer to their home. Testing is limited to certain Advocate locations and the Village Manager's Office will work with the employee to identify the best location for testing.

#### Return to Work after a Positive Asymptomatic Test

The Village will consult the most recent CDC guidance in conjunction with the recommendation of medical professionals to determine when an employee may return to work following an asymptomatic positive test.

#### Testing Costs

The cost for the approved asymptomatic COVID-19 test will be paid for by the Village of Glenview.

Village Manager's Office contacts for this program:

Sarah Schillerstrom ([sschillerstrom@glenview.il.us](mailto:sschillerstrom@glenview.il.us) x4538)