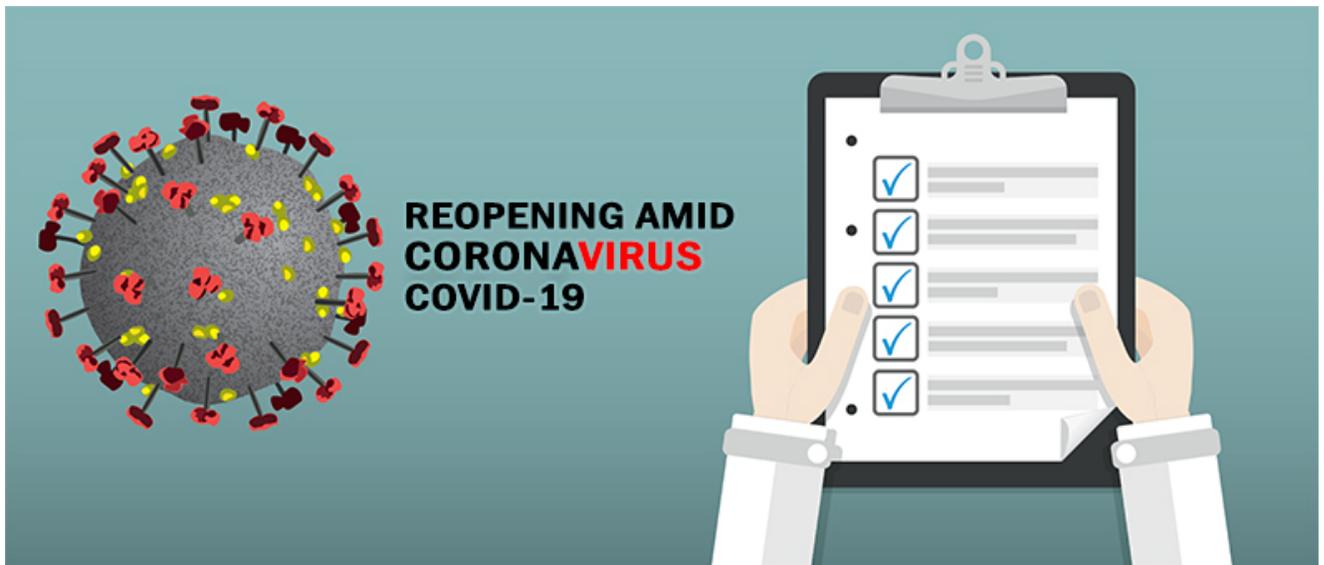




The Village of
Glenview

Reopening Plan: A Measured Approach



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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 Department continue in an organized and professional manner and in accordance with these policy directives.

1.3 Facility Access

The Village's facilities continue to be open to the public with limited access. The Village Hall and Police Records remains open to the public from 8:30 a.m. to 4:30 p.m. Senior Services is open to the public by appointment only and the loan closet remains closed. The Public Works facilities and Fire Stations, as well as the Village Manager's Office remain closed to the public.

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 application or via the telephone or the mail. Payments for water billing may be made over the phone.

1.5 Communications

The Village's Communication Manager 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

Under modifications to the Open Meetings Act, public meetings may be held with the use of online tools, such as Zoom.

1.6 Capacity and Format of Meetings and Events

In accordance with guidance from the Illinois Department of Public Health, all Village events expected to have a crowd in excess of 50 people have been cancelled for the foreseeable future. Although the state of Illinois is allowing gatherings that 1) do not exceed 50% of room capacity; and 2) do not exceed 50 people; and 3) social distancing of at least 6 feet can be maintained, it is not advisable for crowds to congregate barring an emergency response. All efforts should be made to maintain social distancing and avoidance of close contact.

The capacity of each meeting room within the Village has been reviewed and updated so that individuals can socially distance if an in-person meeting is necessary. The revised capacity can be found in Active Directory when reserving the room. The Fitness Room in Village Hall has a current capacity of five (5). The capacity of Fitness Areas within the Fire Department will be determined by the Fire Chief.

There are four conference rooms (Appleyard, Nelson, Dewes and Hutchings) that have been outfitted with technology for video conference via Zoom.

1.7 Sanitizing and Disinfecting Facilities and Work Areas

The Director of each Department is responsible for implementing additional cleaning of the Department's offices and taking other measures to assist with the sterilization of the Department's operating space.

The Facilities Department shall be responsible for additional cleanings. Currently, a "fog" disinfection of all facilities is occurring on a monthly basis.

Sanitizer and rags have been provided to each department to allow for the regular wiping down of common areas and work stations. Each conference room and common area has also been provided with cleaning supplies. If a room is used, it is to be wiped down after use. Requests for additional or special cleanings should be sent to facilities@glenview.il.us.

1.8 Business Travel and Training

All non-essential business travel is cancelled. This includes any travel outside of Cook and Lake Counties unless it is deemed essential by the Village Manager. Attendance at all conferences and trainings is cancelled unless remote attendance is a possibility and/or the attendance is approved by the Village Manager. All individuals are highly discouraged from attending meetings off-site and should plan to attend remotely if and when available. This timeframe is continually being evaluated and may be extended as appropriate.

1.9 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.

Chapter 2: Employee Leave

2.1 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 policies 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.

Additionally, during the period from April 1, 2020 through December 31, 2020 (unless extended thereafter), employees who do not work as scheduled because the employee (or a covered family member) has symptoms commonly known to be related to the COVID-19 virus, the employee may be entitled to take up to two weeks of paid time off pursuant to the Families First Coronavirus Response Act (FFCRA). See Section 2.3 below for a list of FFCRA qualifying reasons.

In most cases, when taking emergency leave time off work pursuant to the FFCRA, the employee will not be required to use paid time off benefits at the same time. However, after an employee has exhausted his/her FFCRA time, the employee 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 (and all FFCRA, when applicable) 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.

2.2 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 2.2, the word "promptly" means within 30 minutes of the time the employee knew or should have known that he/she was not able to work as scheduled for this reason.

Once an employee or household member starts to feel ill (for any reason) or is exhibiting COVID-19 related symptoms, the employee should start a "symptom diary" for themselves and/or their household member. The "symptom diary" should include daily entries of the date, description of symptoms and severity, including the individual's temperature. The purpose of the diary is to assist in appropriately determining when an employee may return to work. The types of symptoms that are considered to be commonly related to the COVID-19 virus include (not all inclusive list): temperature at or above 100 degrees, chills, cough, shortness of breath, body or muscle aches, headache, new loss of taste or smell, running nose, nausea, vomiting and diarrhea.

There may be times where an employee or household member has been exposed to a COVID-19 positive or may have had close contact to a person who has tested positive for COVID-19 or another contagious medical condition. Under such circumstances it may be appropriate for the supervisor to send the employee home, on their own accrued time, until more facts are gathered about the circumstances of the exposure and/or a medical professional can be consulted in appropriate cases. This practice is necessary for the employer to reasonably evaluate the circumstances involved and determine if some additional precautions or quarantine requirements are advisable and appropriate. These decisions will be made on a case-by-case basis with consideration of all of the available information and circumstances involved. Employees may be asked to participate in an interactive discussion to explore the available options depending on the particular situation.

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).

Close Contact

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).

Employees (All) with Confirmed COVID-19

The [CDC recommends](#) employees who have tested positive for COVID-19 begin isolation for a period of up to 14 days. 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

Critical Infrastructure Employees (CIE)

This section is intended to provide guidance to employees who work in critical infrastructure job functions, including [sworn police and fire, operational dispatch and public works employees](#).

To ensure continuity of operations of essential functions, the [CDC advises](#) that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community. Of course, all employees are expected and required to exercise good judgment when working and follow all uniform precautions for safety at work (including wearing a mask, social distancing and frequent hand washing, etc.).

CIE Household Member or Close Contact with Confirmed COVID-19

A potential exposure means having a household contact or having close contact, within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- **Regular Monitoring:** As long as the employee doesn't have a fever or symptoms, they should self-monitor under the supervision of Advocate's virtual monitoring program. This program is 14 days and includes virtual daily check-ins.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employees can use facemasks that are available from the Village and/or the employee can use their own face masks as long as they are consistent with the CDC guidelines (or better) – meaning at least three ply for disposable masks.
- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace and while off site engaged in work related activities. This is not always practical when performing duties for the residents and in those cases good safety practices should be followed and normal PPE gear is required.
- **Disinfect and clean work spaces:** Frequently and routinely clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment, devices and vehicles.

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 CIE 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 a CIE 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, if FFCRA leave is not applicable, employees may be required to use their own accrued leave.

Non-CIE Close Contact with Confirmed COVID-19

The [CDC recommends](#) employees need to stay home and initiate a quarantine period if they have had close contact with someone who has COVID-19. A quarantine is used to keep someone *who might* have been exposed to COVID-19 away from others.

Employees under quarantine should stay home and monitor their health:

- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4°F), cough, shortness of breath, or [other symptoms](#) of COVID-19
- If possible, stay away from others, especially people who are at [higher risk](#) for getting

The Village may approve employer sponsored testing under the testing procedures outlined in Appendix B. There may be circumstances when an employee tests negative for COVID-19 and is allowed to return to work by a medical professional prior to the expiration of 14 day quarantine period.

2.3 Families First Coronavirus Response Act Paid Sick Leave

On March 13, 2020 most employees were provided with one week's worth of additional sick leave or PTO to use for circumstances identified in Sections 2.1, 2.2 as well as under the Village's Sick Leave Policy in the Employee Handbook (or respective collective bargaining agreement). There may be additional sick leave (up to 80 hours) available for employees who experience circumstances under the FFCRA as outlined below:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

The FFCRA Leave is expected to expire on December 31, 2020 unless extended by Congress.

2.4 Requesting FFCRA Leave

The Village Manager's Office shall approve all requests for FFCRA leave to determine if the circumstances qualify for such leave and that the program is administered consistently across all departments. When the department becomes aware that an employee is or may be off of work due to an actual or potential FFCRA qualifying reason, they shall contact AVM Sarah Schillerstrom to discuss the specific circumstances. Additional information may be requested from the employee to verify the employee is using FFCRA paid time off for qualifying reasons. The Village Manager's Office will provide their approval of FFCRA Leave directly to payroll and the department shall enter pay code #339 on the respective time card. Not all COVID related circumstances will qualify for FFCRA Leave.

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 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.

2.6 Leave for Child Care

As a result of the closure of community schools, any employee that needs to miss work occasionally for child-care purposes may take any available leave (e.g., sick, vacation, personal days, etc.). Employees may not bring their children to work. Additionally, employees may be eligible for additional sick leave under Section 2.3 if the employee is caring for a child if the school or place of care has been closed or classes are not being offered in-person. Employees who have been provided the choice to return their children to the classroom and elect the e-learning option, shall not be eligible for leave under the FFCRA as defined in Section 2.3. Requests for such leave shall be provided to the Department Director with reasonable notice of the need for such leave. Additional documentation may be required to substantiate the need for such leave. All leave is subject to the approval of the Department Director.

Employees who are unable to work (or telework) due to a need to care for a child if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency may be eligible for additional leave under

the FMLA expanded provisions of the FFCRA. First Responders (Fire, Police, Dispatch and Public Works) are exempt from this provision of the FFCRA and are ineligible for extended FMLA leave for child care purposes alone due to the closing of a school or childcare facility. Please contact the Village Manager's Office for more information and/or to apply for other leave of absence if eligible.

2.7 Community Related Exposure to COVID-19 (Non-CIE)

The [CDC](#) recommendations for various exposures are being updated regularly. There are currently two risk exposure categories:

Person	Exposure to	Recommended Precautions for the Public
<ul style="list-style-type: none"> Individual who has had close contact (within 6 feet for a total of 15 minutes or more) 	<ul style="list-style-type: none"> Person with COVID-19 who has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation; can be laboratory-confirmed or a clinically compatible illness) Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation). <p>Note: This is irrespective of whether the person with COVID-19 or the contact was wearing a mask or whether the contact was wearing respiratory personal protective equipment (PPE)</p>	<ul style="list-style-type: none"> - Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times - Self-monitor for symptoms <ul style="list-style-type: none"> o Check temperature twice a day o Watch for fever*, cough, or shortness of breath, or other symptoms of COVID-19 - Avoid contact with people at higher risk for severe illness from COVID-19 - Follow CDC guidance if symptoms develop
<p>All U.S. residents, other than those with a known risk exposure</p>	<p>Possible unrecognized COVID-19 exposures in U.S. communities</p>	<ul style="list-style-type: none"> • Practice social distancing and other personal prevention strategies • Be alert for symptoms <ul style="list-style-type: none"> o Watch for fever*, cough, or shortness of breath, or other symptoms of COVID-19 o Check temperature if symptoms develop • Follow CDC guidance if symptoms develop

*For the purpose of this guidance, fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F (38°C) or higher. Note that fever may be intermittent or may not be present in some people, such as those who are elderly, immunocompromised, or taking certain fever-reducing medications (e.g., nonsteroidal anti-inflammatory drugs [NSAIDS]).

2.8 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 (or household members) 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 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.

2.9 COVID-19 Testing Resources

There may be certain circumstances where an employee is asymptomatic and comes in direct contact with or has a household member with COVID-19 for which the Village may provide employee testing. See **Appendix B** for eligibility criteria and testing details.

There are also other testing options if an individual does not qualify for the procedure outlined in **Appendix B**. As of June 5, 2020 the State of Illinois is offering several [community-based testing sites](#) that are open to all regardless of symptoms.

2.10 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 daily 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 Temperature Checks

As a precautionary measure to protect the individuals working on behalf of the Village and the public, temperatures will be taken of those who report to a Village facility before and after each shift.

To properly administer the taking of temperatures, follow these guidelines:

- Clean and sanitize the thermometer after each use.
- The individual should not drink any beverages for at least 15 minutes prior to having their temperature taken.
- The individual should be settled and comfortable in their surroundings for at least 15 minutes prior to having their temperature taken. For example, an individual should not have their temperature taken if they immediately came inside from being outside all day or if they have several layers of clothes on.
- If the temperature reads 100.00 or greater, wait 15 minutes and re-take.

A temperature of 100.00 for EMS professionals and 100.4 for non-EMS professionals will prevent

an individual from being able to work. If the retest comes back over 100.00 (EMS professionals) or 100.4 (non-EMS professionals), the individual is not permitted to work and/or be on-site.

As with all medical information, the fact that an individual had a fever or other symptoms would be subject to ADA confidentiality requirements. Each department should keep track of the date and time temperatures are administered and to whom but only higher than normal temperatures should be reported to the Assistant Village Manager.

3.4 Personal Protective Equipment (PPE)

The Village has provided appropriate PPE based on each individual's department and risk exposures. 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.

Face Coverings

As long as face coverings are required by state and/or local orders, they are to be worn by individuals while working at a Village facility and social distancing cannot be maintained or guaranteed. Or when interacting with others in the field and social distancing cannot be maintained or guaranteed. Additionally, requirements of members of the public to wear face covering while in a Village facility will follow State guidance.

Cloth face coverings should:

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

Eye Protection

Eye protection has been made available to all individuals working on behalf of the Village.

Individuals working in the low exposure category, such as office workers are not required but may choose to wear eye protection.

Gloves

OSHA suggests that workers in the medium risk exposure category may need to wear additional PPE such as gloves based on the hazards of the task at hand. It is not recommended individuals in a Low Exposure Risk category wear gloves, unless a specific task warrants it. If gloves are used, they should be [properly removed and disposed](#) of after the task has been completed.

3.5 Social Distancing

All individuals shall be required to implement social distancing practices. 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 and should be avoided at all times when social distancing. Individuals are strongly encouraged to host meetings using ZOOM as the default method. Individuals should not have in-person meetings if it is at all avoidable.

Departments are responsible for identifying physical spaces or times of day that result in congregate situations and address them accordingly. Possible solutions to discouraging congregate situations include but are not limited to, staggering meal breaks, start and end times, removal of chairs, utilizing multiple entrance and exit points and appropriate social distancing markers on the floor.

3.6 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.

3.7 Office Coordination and Staggering of Schedules

The purpose of coordinating and staggering schedules is to limit the number of people in a small office space and to ultimately avoid physical interactions among individuals. Each department will be provided with a calendar tool on the EIC to coordinate who will be in the office and when. Departments may choose to develop an alternative process for tracking this information if the EIC calendar is not effective for that particular work unit.

3.8 Common Supplies

Departments and individuals are to take steps to minimize the sharing of papers and writing instruments. Documents can be emailed or shared electronically.

3.9 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.

3.10 Communal Food and Eating at Desks

The purpose of this policy is to help avoid individuals from eating and using common areas and/or equipment such as the printer resulting in the spread of germs. For the foreseeable future, communal food, including homemade goodies are strongly discouraged. Individuals are

discouraged from utilizing the lunch rooms and are encouraged to eat at their work station. When individuals eat at their work station, they should focus on eating their food and immediately wash their hands and sanitize their work area including the removal of dirty dishes.

When departments place large food orders they should be with vendors that can package individual meals, as opposed to communal, buffet style. Exceptions to this policy may be made when donations have been made by the public (e.g. pizza).

3.11 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. 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 symptoms of being ill, they are to be sent home.

3.12 Contact Tracing

Individuals working on-site at Village facilities are required to complete a “Daily Contact Log”. The purpose of this log is to track who individuals have direct contact with and what areas of the facility they have been in so as to streamline the response in the event an individual tests positive for COVID-19. It is the supervisor’s responsibility to ensure the applicable information is being provided on a daily basis. The collection of such information in the “Daily Contact Log” should be collected electronically whenever possible, so as to minimize the sharing of papers. A sample “Daily Contact Log” is provided in **Appendix C**. Departments may use a combination of individual reporting of contacts and the department schedule and work assignments for the purpose of contact tracing.

3.13 Quarantine Housing

The Village has identified temporary shelter locations for first responders for reasons related to COVID-19. Such circumstances may include, but are not limited to, a first responder who is COVID-19 positive and does not want to self-quarantine at home for various reasons. The Village has identified two options that first responders can utilize in such circumstances.

- The Cook County Department of Public Health has secured hotels throughout Cook County for this purpose. However, there are guidelines that must be met for placement of which include:
 - o First Responders who are living with other high risk individuals (i.e. elderly and/or immune-compromised) and
 - o Do not have the ability to safely quarantine themselves from other household members (this means not having access to a separate bedroom and bathroom.
 - o Priority is given to First Responders who may not be able to afford leasing or renting a hotel room on their own.
 - o Hotel stays appear to be limited to 14 days.

Due to the restrictions of the Cook County program, the Village has identified two additional options.

1. A local hotel is willing to house first responders who need to quarantine for various reasons. The movements of the first responder throughout the facility will be extremely limited but the amenities include a kitchen, and the Fire Department has agreed to be the liaison between the first responder and the hotel staff so as to minimize additional potential exposure.

2. Station 13 can also be used for the purpose of quarantine for first responders.

If first responders find themselves in a situation where there is reason to self-isolate or quarantine due to COVID-19, please work with your respective department and the Village Manager's Office to determine which option will meet the individual needs of the first responder.

3.14 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.

3.15 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

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 has their own responsibilities for a successful program.

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.

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. To be eligible for remote work, employees must have been employed for twelve (12) consecutive months. 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 supervisor 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.

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.

Collaboration Tools



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. Zoom)
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

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.

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 drive-up testing locations throughout northern Illinois - <https://coronavirus.illinois.gov/s/testing-sites> .

The Village of Glenview is working with Physician's Immediate Care and Advocate to provide asymptomatic COVID-19 testing for employees. Testing with these vendors are limited, therefore 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 outside of work

- A Non-CIE employee who had a household member who tested positive for COVID-19 and has been asymptomatic through the 14 day isolation period.
- A CIE employee who had a household member who tested positive for COVID-19.

Exposure while at work

- Employees who came in close contact with an employee that tested positive for COVID-19 after coming to work. The close contact must have occurred within 5 days of the employee testing positive for COVID-19.
- Employees who came in close contact with an employee that had a household member test positive for COVID-19 after coming to work. The close contact must have occurred within 5 days of the employee's household member testing positive for COVID-19.
- 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 or Physicians Immediate Care, however, the clinic may have their own eligibility requirements and they will be the ultimate decider as to whether an employee receives a test.

Definitions

For the purposes of this policy, close contact includes:

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

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.

The number of tests allowed by employer per day and location capacity may be limited. The Village Manager's Office will contact the employee directly to identify the appropriate testing location and time.

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.
(Must have COVID-19 symptoms AND be a first responder)

Physician's Immediate Care 123 S. Northwest Highway, Park Ridge IL 60068

*Hours: M-F 8:00 a.m. to 6 p.m. and Sat-Sun 8:00 a.m. to 2 p.m. by appointment only
(Employees with COVID-19 symptoms; all healthcare workers and first responders; exposed employees deemed at risk by the provider (with or without symptoms))

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

Employees tested while assigned to work must use accrued leave (use of sick leave is appropriate) to cover the period for which they are being tested.

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 Physician's Immediate Care and 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:

Sean Halloran (shalloran@glenview.il.us x4332)

Sarah Schillerstrom (sschillerstrom@glenview.il.us x4538)

Appendix C: Daily Contact Log

Example

Name	Princess Leia
Date	5/4/2020
Time In/ Temp Taken (Y/N)/Free from Symptoms (Y/N)	7:58 am / Yes/ Yes
Mid-Shift - Free from Symptoms (Y/N)	Yes
Time Out/Temp Taken	10:37 am /Yes
Areas	Resolution Center, Mail Room, Wash Room
Contact #1 Name	Luke Skywalker
* Where	Mail Room
* Length	4 Minutes
* Social Distancing	Yes, at least 6 feet apart
* PPE	Luke and I were both wearing face coverings
Contact #2 Name	Han Solo
* Where	Resolution Center
* Length	8 minutes
* Social Distancing	Yes, Han was at the printer and I was at my desk.
* PPE	I was not wearing a face covering but Han did have a face covering
Contact #3 Name	
* Where	Chewy
* Length	Hallway
* Social Distancing	Seconds, passed each other in the hallway while I was leaving
* PPE	No, neither of us were wearing PPE