

# Village of Glenview Safety Protocols

During the COVID-19 Pandemic

# Background Information

All staff are required to complete this training before returning to work on site

This training is meant to be Village-specific

For COVID-19-specific information, the Village relies on:

- CDC (<https://www.cdc.gov/>)
- IDPH (<https://www.dph.illinois.gov/>)
- State of Illinois (<https://coronavirus.illinois.gov/s/>)
- OSHA (<https://www.osha.gov>)

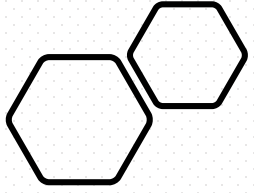
# CDC COVID-19 General Recommendations

Watch this two-minute video 

Disclaimer: This video says not to wear a face covering unless you are around sick people. This is no longer the case, and all staff will be required to wear face coverings at work when interacting with the public or when social distancing cannot be guaranteed.



<https://www.youtube.com/watch?v=9Ay4u7OYOhA>



# Training Categories



AWARENESS



PHYSICAL DISTANCING



FACE COVERINGS, GLOVES,  
AND EYE PROTECTION



HANDWASHING AND  
CLEANING



SHARED SPACES



STRESS  
MANAGEMENT



Awareness



# Always Stay Aware



Be aware of your surroundings

Visually scan your environment



Play the “what if” game

What would you do if someone kept moving closer to you?



Be prepared

Know where sinks and sanitizer are, wear your face covering when appropriate



Take responsibility for yourself and stay home if you are sick

If everyone takes care of themselves, everyone stays safe

# Expect Change



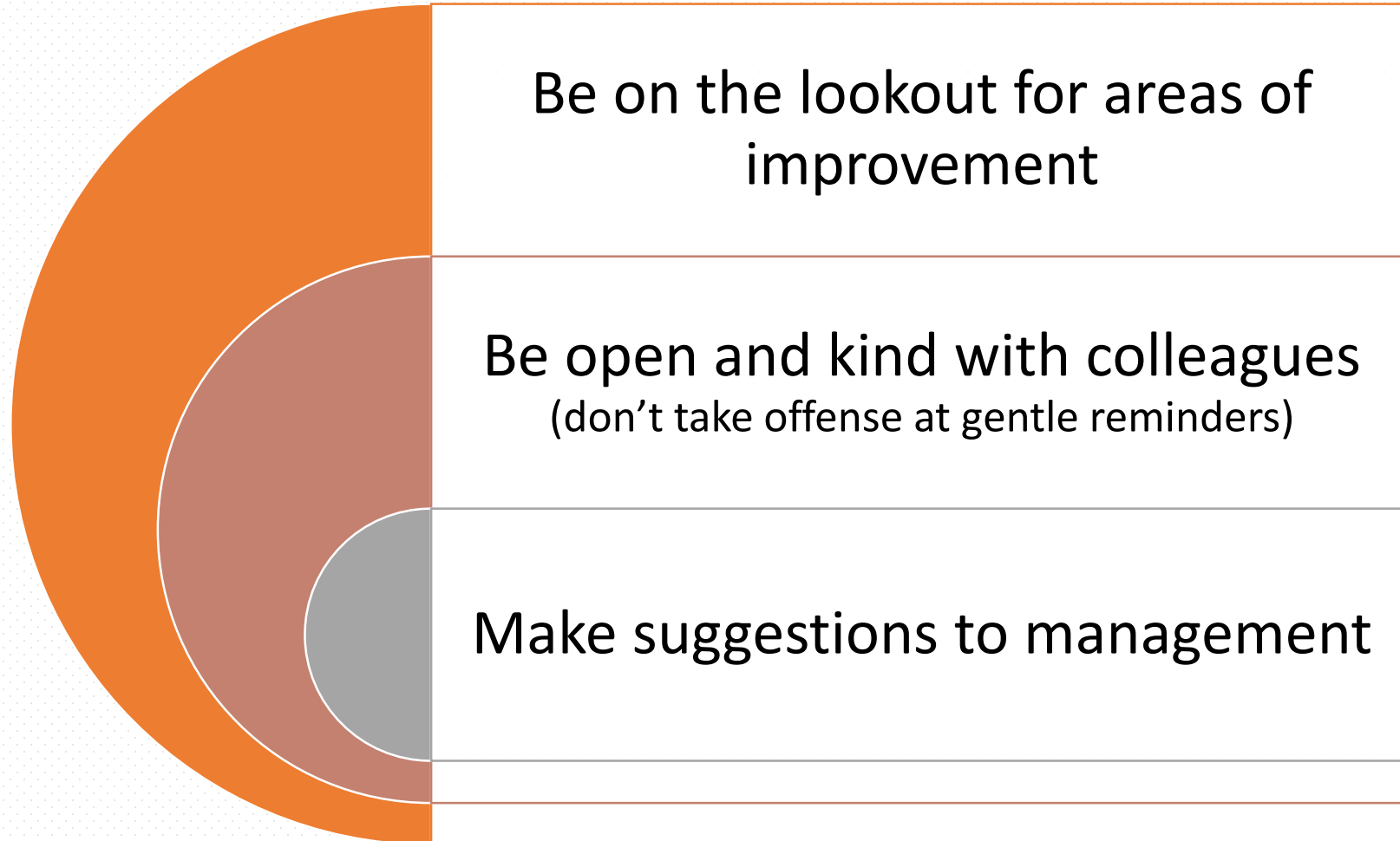
Don't get into a routine

Read signs

Pay attention to  
directional signage

Read email at the start of  
your shift

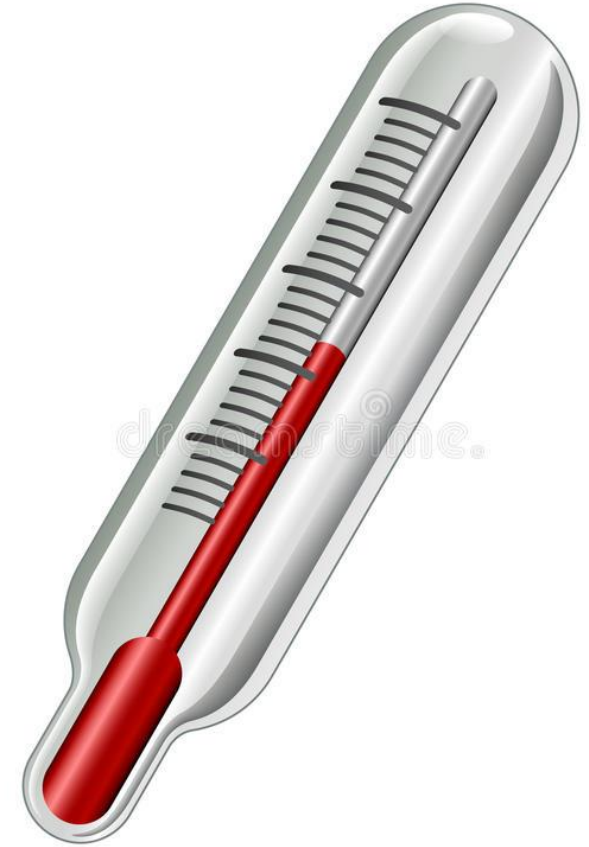
# Share Ideas and Concerns





# Guidelines for Administering Temperatures

- Sanitize thermometer after each use
- Before taking a temperature
  - Sit or be calm for at least 15 minutes
  - Avoid beverages for at least 15 minutes
- If temperature is 100.00 or greater, wait 15 minutes and retake
- If retake is above normal the individual will be sent home
  - 100.00 or greater (EMS)
  - 100.4 or greater (non-EMS)



# Wellness Screenings

- Self assessment of signs/symptoms for COVID-19
- Conduct at beginning and middle of your shift
- Assessment questions are posted by your department's temperature station
- If answer to all questions is:
  - “no” – Record on your daily contact log
  - “yes” – Inform your supervisor immediately
- Individuals experiencing COVID-19 symptoms will be sent home

**IF YOUR ANSWER TO ANY OF THESE QUESTIONS IS “YES” PLEASE INFORM YOUR SUPERVISORS IMMEDIATELY**

**Are you currently experiencing:**

- ✓ Fever
- ✓ Cough
- ✓ Sore Throat
- ✓ Difficulty Breathing/Shortness of Breath
- ✓ Muscle Aches
- ✓ New or Unusual Headaches
- ✓ New loss of taste or smell
- ✓ Chills or Rigors
- ✓ Gastrointestinal Concerns
- ✓ Is anyone in your household displaying any symptoms of 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?

# Daily Contact Log

- Required documentation of daily contacts
- The purpose is to streamline the response for a positive COVID-19 case
- Record whether temperature was taken and results of wellness screening
- Record each person you have contact with, where, when, describe if social distancing practices were followed and what personal protective equipment (PPE) was being worn
- Completed logs should be forwarded to your supervisor
- Example:  
<https://eic.glenview.il.us/intranet/Teams/SpecialTeams/COVID19/Pages/home.aspx#InplviewHash07d309db-34c4-445c-8076-47ec4719e469=SortField%3DModified-SortDir%3DAsc>

<b>Example</b>	
<b>Name</b>	Princess Leia
<b>Date</b>	5/4/2020
<b>Time In/ Temp Taken/Free from Symptoms</b>	7:58 am / Yes / Yes
<b>Mid-Shift - Free from Symptoms</b>	Yes
<b>Time Out/Temp Taken</b>	10:37 am /Yes
<b>Areas</b>	Resolution Center, Mail Room, Wash Room
<b>Contact #1 Name</b>	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
<b>Contact #2 Name</b>	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
<b>Contact #3 Name</b>	
* 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

# Symptom Diary

- The purpose of a “symptom diary” is to assist in determining when the employee can return to work in accordance with CDC guidelines
- When an employee or a household member starts to feel ill or is exhibiting symptoms of COVID-19, they should start a “symptom diary”
- Daily entries should include
  - Date
  - Description of symptoms
  - Severity
  - Temperature

## Symptoms of Coronavirus (COVID-19)

**Know the symptoms of COVID-19, which can include the following:**



**Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.**



Physical  
Distancing



We've all missed each other but...

**Yes!**



**Nope!**






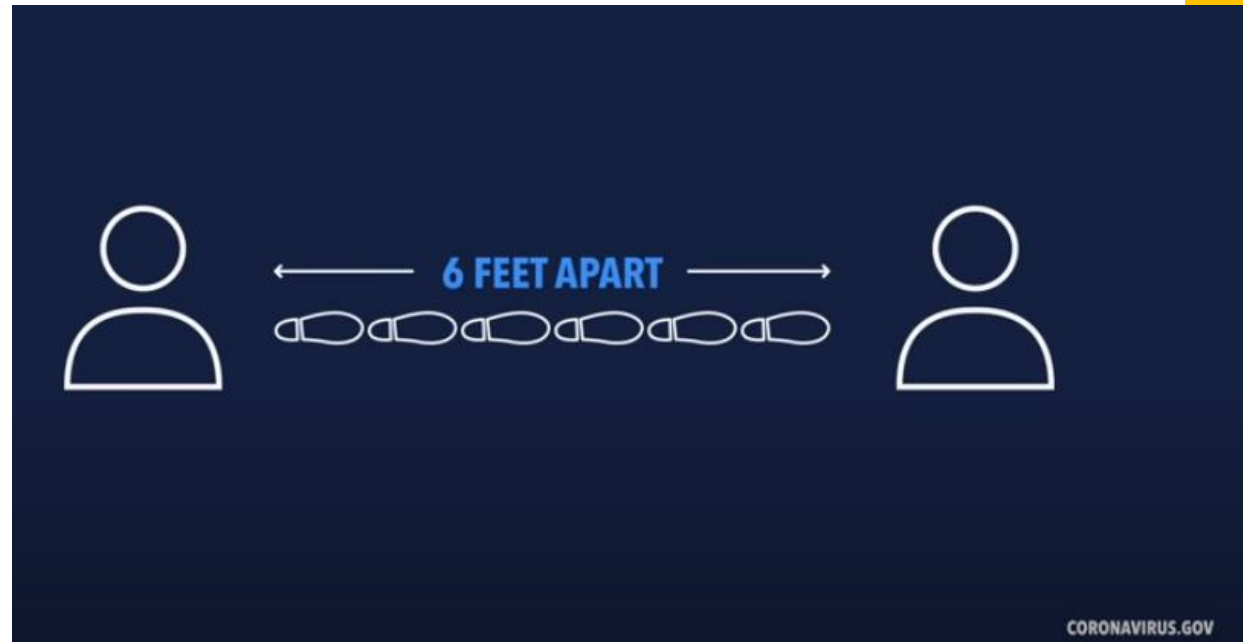
# Stay Separated

The best thing that you can do is to try and stay 6' away from people

Protective equipment, supplies, and cleaning help when you can't



# Physical Distancing



Watch a one-minute video



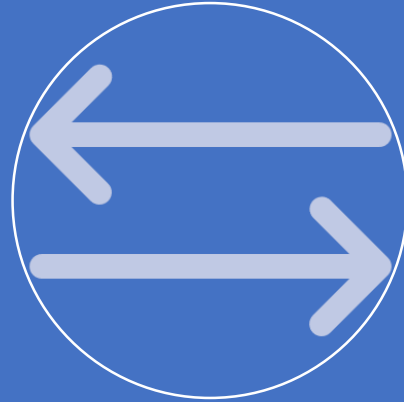
[https://www.youtube.com/watch?v=wKX1PQTz5\\_M](https://www.youtube.com/watch?v=wKX1PQTz5_M)



# Village Distancing Practices

- Enter the building through the staff entrance with your face covering in place
- Maintain a 6-foot distance from everyone
- Avoid congregating with coworkers
- Meeting room and lunchroom capacities have been reduced
- Plexiglas glass has been installed at customer service counters
- Village Hall lobby has been reconfigured to promote social distancing for customers including floor stickers
- Communicate with co-workers via phone calls, virtual meetings, and email
- Exit the building through the staff entrance
- Remove your face covering once outside the building





## **Move Out of the Way**

You cannot trust that the other person will move.

This is like driving, you hope that other drivers follow the rules of the road, but you are aware, ready, and you respond if they don't.



# Physical Distancing at Work

Watch this one-minute video 



<https://www.youtube.com/watch?v=NhR2Nym7Pbo>



# Face Coverings, Gloves, and Eyewear



# Face Coverings

- Face Coverings are required when:
  - interacting with others AND social distancing cannot be maintained or guaranteed
  - working at a Village facility AND social distancing cannot be maintained or guaranteed
- Reusable cloth face coverings will be provided to all employees
- N95 masks are available only to healthcare professionals who need protection from both airborne and fluid hazards per CDC guidance



Watch this five-minute video on proper face covering tips:

<https://www.youtube.com/watch?v=JwPWdkbyizw>

Visit this webpage:

<http://www.dph.illinois.gov/covid19/community-guidance/mask-use>

# How to Wear a Cloth Face Covering

- Wash/sanitize hands prior to putting on face covering
- Cloth face coverings should:
  - Fit snugly but comfortably against the side of the face
  - Cover your nose and mouth completely and be secured under your chin
  - Be secured with ties or ear loops
  - Include multiple layers of fabric
  - Allow for breathing without restriction
  - Be able to be laundered and hung dry without damage or change to shape



# How to Remove a Face Covering

- To Remove a Face Covering
  - Wash/sanitize hands prior to removing covering
  - Do not touch eyes, nose, and mouth
  - Remove the covering using the ear loops



# How to Store and Reapply a Face Covering

- Storing a Face Covering
  - Fold the covering in half so that the outward surfaces are touching each other
  - Place covering into clean paper bag and fold the bag to close
  - Wash/sanitize hands
- To reapply face covering after it has been stored
  - Wash/sanitize hands
  - Grasp the face covering by the ear loops and remove from the bag
  - Use the ear loops to put it back on and tuck it under your chin and secure it to your face at the bridge of your nose
  - Wash/sanitize hands





# How to Wash a Cloth Face Covering

Reusable cloth face coverings should be washed at the end of the day:


- Washing Machine and Dryer
  - Include with your regular laundry
  - Use regular laundry detergent and the warmest appropriate water setting
  - Toss in the dryer on high heat or lay flat to dry
- Hand Wash
  - Face coverings can be hand washed following the CDC guidance at the link below:



Visit this webpage:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

# Face Coverings for Customers

- Face coverings are required by Executive Order 2020-32
  - when in a public space and unable to maintain a six-foot social distance
  - when in public indoor spaces
- Signage has been posted at all public entrances to Village Hall 
- **If someone enters Village Hall without a face covering** – Staff is to offer a disposable face covering to the customer.
- **If someone refuses to accept the offered face covering** – Staff is to provide courteous customer service as quickly as possible.



# Gloves

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- Gloves will be made available and should be worn for a specific task such as:
  - Accepting documents from the public
  - Handling mail or cash
  - When in someone's home
- Hands should be washed before and after wearing gloves

Washing your hands is still one of the best ways to prevent the spread of germs. Gloves get dirty too.



# How to Wear & Remove Gloves

Watch this two-minute video 



[https://www.youtube.com/watch?v=3I\\_kKVNrEMo](https://www.youtube.com/watch?v=3I_kKVNrEMo)

# Protective Eyewear

- Those seeking eye protection may request it from their supervisor.
  - Ensuring Proper Fit
    - Cover from the eyebrow to the cheekbone
    - Fit over the temples comfortably and over the ears
    - The frame should be as close to the face as possible
  - Caring for your eyewear
    - Be careful not to touch eyes, nose, and mouth when removing eyewear
    - Wash or sanitize hands immediately after removing
    - Protective eyewear should be cleaned daily with a 10% bleach solution and allowed to air dry





# Handwashing and Cleaning



# Wash Your Hands

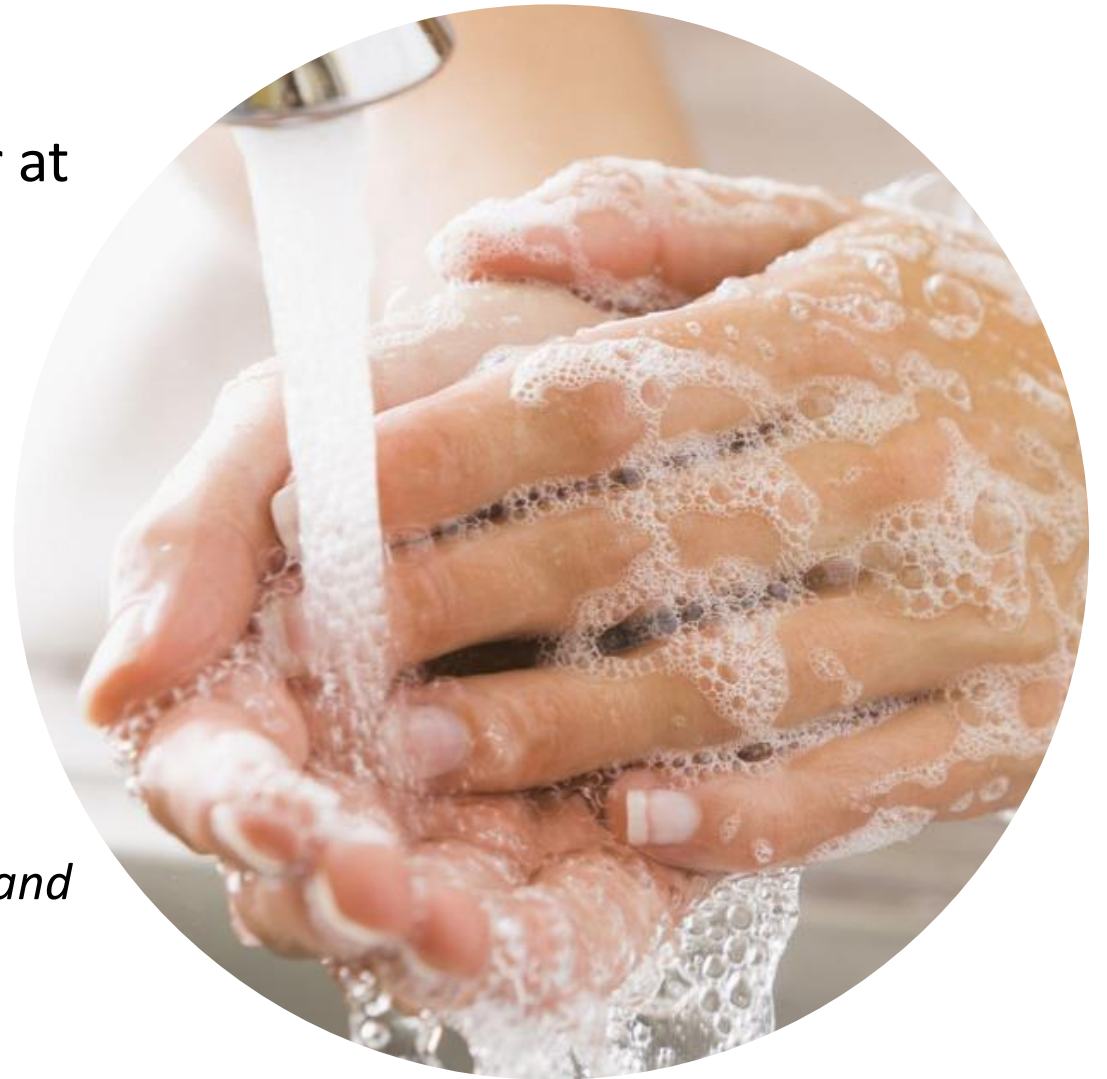
Wash your hands often with soap and water for at least 20 seconds.

- After blowing your nose, coughing, or sneezing
- Before, during, and after preparing food
- After using the toilet
- After touching garbage
- Before and after the work shift
- Before and after work breaks
- After touching objects that have been handled by other people
- Before and after wearing gloves

*If soap and water is not available, use of alcohol-based hand sanitizer should be used until soap and water can be accessed*

Visit this webpage:

<https://www.cdc.gov/handwashing/when-how-handwashing.html>





# How to Properly Wash Your Hands

Watch this two-minute video 



There's no sound on this video

<https://www.youtube.com/watch?v=d914EnpU4Fo>



# Cleaning Protocol

- Common areas and frequently touched surfaces are cleaned throughout the day
- Public area and frequently touched surfaces are cleaned overnight
- All facilities receiving fog disinfection on monthly basis
- Individuals are responsible for disinfecting their personal workspace and equipment (phone, keyboard, headsets, etc.)
- Individuals are to disinfect meeting spaces and communal items such as the copy machine after use with provided supplies
- Everyone should wash their hands throughout their shift, after disinfecting protocols or when gloves are used



# Cleaning Supplies

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- Cleaning supplies and directions are posted and available throughout the facility
- If you have special cleaning needs, contact [facilities@glenview.il.us](mailto:facilities@glenview.il.us)





# Shared Spaces



# Shared Spaces

- Limit your movements around the facility
- Practice social distancing
- Avoid visiting others in their workspace
- Avoid congregating
- Wipe down shared supplies and equipment before use (copier, microwave, vending machines)
- Keep individual workstation clear of clutter and clean with disinfectant wipes regularly
- Utilize the phone, virtual meetings or email to communicate



# Food and Drink

- Eat in the lunchroom if space is available
- When eating at a workstation:
  - focus on eating
  - When finished immediately wash hands and remove dirty dishes
- Office homemade goodies are discouraged
- Water fountains are closed
- Touchless water stations are open
- Coffee pot handles are to be sanitized after use



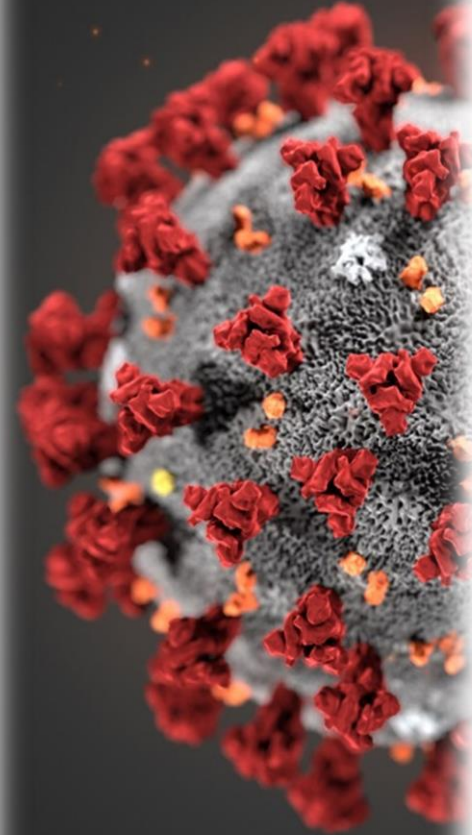


# Stress Management



# The “New Normal”

- The work environment and our lives will be impacted permanently by COVID-19
- Accept what you can and cannot control
- Stress is a part of life, we must learn to accept and manage it
- **6 Minute Simon Sinek** “There is No Going Back to Normal”  
<https://www.youtube.com/watch?v=ThJdIJD-foY>
- **Optional: 15 minute Ted Talk** “How to Make Stress your Friend” <https://www.youtube.com/watch?v=RcGyVT AoXEU>



# Stress Management

- Access information from health professionals
  - CDC (<https://www.cdc.gov/>)
  - IDPH (<https://www.dph.illinois.gov/>)
  - State of Illinois (<https://coronavirus.illinois.gov/s/>)
  - OSHA (<https://www.osha.gov>)
- Unplug from electronic devices
- Build an action plan to incorporate these things – small steps lead to success



Visit this webpage:

<https://www.workhealthlife.com/Article/Read/Tips-for-coping-with-the-Coronavirus-outbreak>



# Employee Assistance Program (EAP)

- Up to three face-to-face or remote sessions with a counselor through the Village's EAP
- 24/7 services by calling 888-293-6948 or at [workhealthlife.com/Standard3](https://workhealthlife.com/Standard3)
- Your calls to the EAP are confidential and are not accessible by the Village

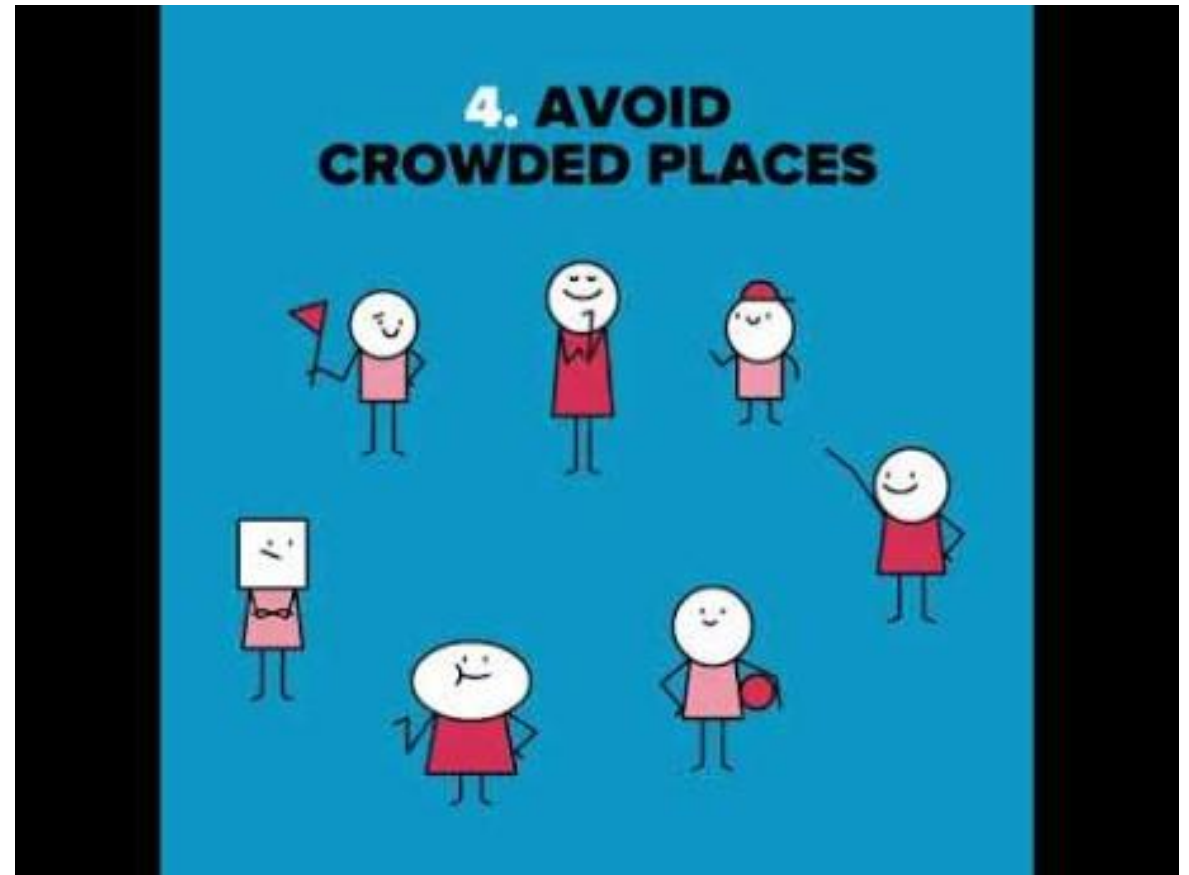


Optional twenty-five minute video on emotional wellbeing during COVID-19 pandemic

<https://www.workhealthlife.com/Article/Read/Emotional-Well-Being-During-the-COVID-19-Pandemic-Video>

# In Summary

Watch this 30-second video 



[https://www.youtube.com/watch?v=8c\\_UJwLq8PI](https://www.youtube.com/watch?v=8c_UJwLq8PI)

# Training Acknowledgement

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- Complete training before returning to regular on-site duty
- Inform supervisor of your completion of training



# Questions?

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- Send an email to:
  - [nsantoro@glenview.il.us](mailto:nsantoro@glenview.il.us)
  - [sschillerstrom@glenview.il.us](mailto:sschillerstrom@glenview.il.us)

