TO: All Village Employees

FROM: Evonne Kovach, Municipal Manager

RE: Policies in Effect During the Corona Virus Outbreak

DATE: March 14, 2020

A few weeks ago, the Village began taking steps for the health and safety of our employees and the public. These measures included the provision of additional hand sanitizer, cleaning wipes, disinfectant sprays, and disposable gloves. Extra building cleaning processes were put in place, and are being implemented, especially for high-touch areas. These include spraying and/or wiping of all door knobs, copiers, key pads, countertops, etc. every couple of hours.

At the close of business on Friday, I made the decision to close Village offices to visitors. Fortunately, we are able to accommodate the intake of payments and paperwork by way of the lock box in the foyer. Envelopes in a variety of sizes have been provided by the lock box. The phone in the foyer will allow staff to converse with visitors who may need additional assistance. Wipes have been provided by the phone and lockbox for use by the visitors.

For the health and safety of all Village employees, I am putting a number of policies in place for the duration of the corona virus outbreak. Until further notice, please adhere to the following:

1. First and foremost, if you feel sick *stay home*, and notify your direct supervisor as always. Corona Virus symptoms (from the CDC website) include fever, cough, or difficulty breathing. If you are experiencing any of these symptoms, call your primary care physician who will ask you a series of questions to determine if you should be tested for COVID-19. This apparently is the preferred method because if you opt to go to an emergency room or urgent care you will be asked to self-quarantine while you are waiting for your test results. I ask that you please keep me informed of any information you receive from your doctor so the appropriate actions can be taken for other Village staff.
2. Sit only at your assigned desk. Do not use another employee’s phone or computer.
3. Please clean your work station often using the disinfecting wipes provided, specifically your phone, computer keyboard and mouse and your personal/work cell phone(s). For the shared work stations in the police department, please disinfect the work areas, the computers, the office cell phone and cruisers at least at every shift change. A canister of disinfecting wipes has been provided for each cruiser and for the office work areas.
4. No visitors should be brought into Village offices, the exception being prisoners.
5. The mail carrier and deliveries can be buzzed in as needed.
6. Do not share pens and pencils.
7. When you are counting money or handling other items that may have been received from the general public please use disposable gloves that have been provided in each office.
8. Wash hands frequently with soap and water, use alcohol-based hand sanitizer when hand washing is not available, avoid touching your face (eyes, nose and mouth) and use proper cough and sneeze etiquette (cover your coughs and sneezes with a tissue and discard tissues immediately).
9. Because we are such a small government office, every staff member is important to our operation. I ask that you please use good discretion and limit your personal exposure to large crowds and practice social distancing (maintaining a distance of at least 6 feet from another person) during this difficult time.

We are working with the Village Solicitor to address 2 additional items: Council meetings and Mayor’s Court. When we have a plan of action for those “gatherings” we will let you know.

COVID-19 is causing our lives and environment to change rapidly. Because of this, these policies may need to be updated often. Your thoughts and suggestions are always appreciated!

Please stay safe and stay well!