



RETURN TO WORK AND REOPENING PLAN

Effective June 1, 2020

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Introduction

The purpose of this plan is to develop a phased approach to reopening City buildings and on-site operations to ensure the health and safety of employees and the public, while providing essential public service. City staff, elected officials, consultants, contractors, volunteers, and appointed officials are all subject to the requirements of this policy. Unless otherwise noted, the policies below are in effect through December 31, 2020 or until otherwise amended by the City.

The City will monitor updates from the Centers for Disease Control, Illinois Department of Public Health, DuPage County Health Department, and the Governor's Executive Orders and Restore Illinois plan. Information provided by these agencies will be used as guidance for the City's plans. Therefore, this plan may change as additional information becomes available.

Communications

The Administration Department will continue to publish updates and information as it becomes available. Employees should reach out to supervisors with questions about policy and procedures.

Additional information is available on the City website at www.warrenville.il.us/coronavirus or follow the City on Facebook @CityofWarrenvilleGovernment.

General Operations

City buildings have been closed since March 16, 2020, but services have continued through this national emergency. City staff has adapted by introducing service delivery options that do not require in person contact with the public to minimize exposure. As the City prepares to re-open, changes have been made to reduce risk of exposure and encourage social distancing practices. See **Appendix A: COVID-19 Social Distancing and Safety Procedures** for additional information.

Contactless Service Delivery

To limit exposure risks, departments with public interaction will continue to offer alternate contactless service delivery options, including video inspections, mail service for refuse stickers, and use of a new vestibule drop box in the City Hall Manning Avenue lobby for drop off of payments, permit applications, etc. The Police Department will continue to take minor crime reports by phone. Fingerprinting services will remain suspended until further notice.

Public Meetings

All public meetings including the City Council, Plan Commission/Zoning Board of Appeals, Adjudication Hearings, and Advisory Commission meetings have been canceled or conducted by electronic means while the Governor's Stay at Home Order is in effect and gatherings are limited. The City has resumed in-person public meetings, on a limited basis, as required by Illinois Public Act 101-0640, which became effective on June 12, 2020. The City will continue to conduct the meetings virtually via electronic means as well to encourage participation and adhere to social distancing and attendance limitation guidelines.

Use of City Buildings by the Public

Use of the City buildings by public groups, like local Homeowners' Associations, has been suspended until further notice. This suspension will remain in place until the DuPage County region enters Phase 5 of the Governor's Restore Illinois Plan.

Special Events

In accordance with the guidance of the public health officials, the City's community events have been canceled through August 31, 2020. City-sponsored events, likely to attract more than 50 attendees, which are scheduled before the DuPage County region enters Phase 5 of the Governor's Restore Illinois Plan will be canceled. Smaller events will be evaluated on a case by case basis.

City Business Travel, Training, and In-Person Meetings

All non-essential travel for City business is canceled unless it is deemed essential by the Department Head. Attendance at all conferences and trainings is canceled unless remote attendance is a possibility and/or the attendance is approved by the City Administrator or otherwise required by state or local statute. Employees are discouraged from attending meetings off-site and should plan to attend remotely if and when possible. If an in-person meeting on City property is required, all participants must maintain a minimum six (6) foot distance or wear face masks or coverings.

COVID-19 Purchases

All purchases or expenditures made as a result of the City's response to COVID-19 must be tracked by adding "COVID" to the invoice or receipt. Senior staff and Department Heads are authorized to make expenditures for necessary supplies within their spending authority. Questions related to purchases or tracking of expenses should be directed to the Finance Director.

Cleaning and Disinfecting City Buildings

Beginning June 1, 2020, the City's contracted cleaning company will extend the scheduled cleaning to every weeknight (Monday through Friday), which will include all regular cleaning protocols and disinfecting of commonly used areas, such as countertops, handles, and light switches.

Department Heads are responsible for implementing additional cleaning protocols within their departments and taking measures to assist with the sanitization of work spaces. See **Appendix A** for more information.

Use of Break Rooms and Lunch Rooms

Break and lunch rooms have been modified to encourage social distancing. Employees using these spaces must observe social distancing procedures and are required to wipe down used areas. See **Appendix A** for more information.

Return to Work

As the City prepares to re-open operations to the public, employees working remotely will begin to return to work. Employees will be informed about their return to work phase by their supervisor. Due to special circumstances, some employees may not be able to return to work at the assigned times. Please reference **Appendix B: Options for Leave or Delayed Return to Work** for available options. If an employee is requesting a continued Remote Work assignment, please complete the form attached as **Appendix C: Request to Continue Remote Work due to COVID-19**.

Phase One – June 3, 2020

Generally, this phase will align with Phase 3 of the Governor’s Restore Illinois Plan. At the discretion of the Department Head, use of remote work is still encouraged for those positions, which can do so effectively. Department Heads will continue to utilize staggered shifts, remote work, and other changes to work arrangements to limit the number of people reporting to work at the same time in a small office or workspace. Supervisors will be responsible for creating and communicating work schedules. Social distancing and safety protocols will be followed.

Phase Two – On or about June 29, 2020

Generally, this phase will align with Phase 4 of the Governor’s Restore Illinois Plan. All employees on remote work assignment will be directed to return to work on a part-time schedule at the discretion of the Department Head. Staggered shifts, remote work, and other changes to work arrangements to limit the number of people reporting to work at the same time in small office or workspaces will continue to be utilized. Supervisors will be responsible for creating and communicating work schedules. Social distancing and safety protocols will be followed.

Phase Three – On or about July 20, 2020

All employees previously on a remote work assignment will be directed to return to work at their regular full-time schedule. Social distancing and safety protocols will be followed. Department Heads, with approval from the City Administrator, may grant flexible schedules or limited remote work assignments at their discretion pursuant to City policies.

Re-opening City Buildings

Beginning on June 15, 2020, City Hall and Police buildings will re-open to the public with limited hours. Residents and visitors are encouraged to continue using alternate means of conducting business for their safety and the safety of City employees, when possible. The phased re-opening guidelines are outlined below.

Phase One – On or about June 15, 2020

City buildings will reopen to the public with limited hours as follows:

Police Department

Monday through Friday from 8:00 a.m. to 7:00 p.m.

City Hall – Manning Avenue Entrance

Monday, Wednesday and Friday from 10:00 a.m. to 1:00 p.m.

Senior and High Risk population only: 8:00 a.m. to 10:00 a.m.

Tuesday and Thursday from 1:00 p.m. to 5:00 p.m.

Senior and High Risk population only: 11:00 a.m. to 1:00 p.m.

Limitations

- Fingerprinting services will not be offered.
- Use of meeting rooms by community or public groups will not be permitted.
- Adjudication Hearings will not be conducted during phase one.
- City Hall Stafford Place entrance will remain closed.
- Essential public meetings will be conducted via electronic means.
- Residents requesting to meet with staff will be required to make an appointment in advance so social distancing guidelines can be followed.
- Vendors or contractors must schedule an appointment with appropriate staff in advance and follow safety protocols.

Phase Two – On or about June 29, 2020

City buildings will extend public operating hours with some continued limitations on service as follows:

Police Department

Monday through Friday from 8:00 a.m. to 7:00 p.m.

City Hall – Manning Avenue Entrance

Monday, Wednesday and Friday from 10:00 a.m. to 3:00 p.m.

Senior and High Risk population only: 8:00 a.m. to 10:00 a.m.

Tuesday and Thursday from 10:00 a.m. to 3:00 p.m.

Senior and High Risk population only: 3:00 p.m. to 5:00 p.m.

Limitations

- Fingerprinting services will not be offered.
- Use of meeting rooms by community or public groups will not be permitted.
- City Hall Stafford Place entrance will remain closed, except for public meetings, adjudication hearings, and by appointment.
- Adjudication Hearings will resume but with restrictions to adhere to social distancing guidelines.
- Committee of the Whole, City Council, and Plan Commission/Zoning Board of Appeals meetings will resume in person with restrictions to adhere to social distancing and limits on attendees. Virtual attendance via electronic means will continue and be encouraged.
- Advisory Board and Commission meetings may resume in person with restrictions to adhere to social distancing and limits on attendees. Virtual attendance via electronic means will continue and be encouraged. In-person meetings will take place in the City Council Chambers to allow for the appropriate social distancing..
- Residents requesting to meet with staff in person will be required to make an appointment in advance so social distancing guidelines can be followed.
- Vendors or contractors must schedule an appointment with appropriate staff in advance and follow safety protocols.

Phase Three – On or about July 27, 2020

City buildings will return to normal operating hours but with some continued limitations on service as follows:

Police Department

Monday through Friday from 8:00 a.m. to 7:00 p.m.

City Hall – Manning Avenue Entrance

Monday through Friday from 8:00 a.m. to 5:00 p.m.

Limitations

- Fingerprinting services will not be offered.
- Use of meeting rooms by community or public groups will not be permitted.
- City Hall Stafford Place entrance will remain closed for regular business, unless there is a public meeting or adjudication hearing.
- Adjudication Hearings will continue with restrictions to adhere to social distancing guidelines.
- Committee of the Whole, City Council, and Plan Commission/Zoning Board of Appeals meetings may resume in person with restrictions to adhere to social distancing and limits on attendees. Virtual attendance via electronic means will continue and be encouraged.
- Advisory Board and Commission meetings may resume in person with restrictions to adhere to social distancing and limits on attendees. Virtual attendance via electronic means will continue and be encouraged. In-person meetings will take place in the City Council Chambers to allow for the appropriate social distancing.
- Residents requesting to meet with staff will be required to make an appointment in advance so social distancing guidelines can be followed.

- Vendors or contractors must schedule an appointment with appropriate staff in advance and follow safety protocols.

Return to Full Operations with No Limitations

At this time, the City does not anticipate a return to full operations without limitations until the DuPage County region enters Phase 5 of the Governor's Restore Illinois plan. While social distancing and other measures are required or recommended by the relevant public health officials, the City will continue to monitor and restrict certain activities for the safety of employees and the public.

Delay or Suspension of Re-Open Phases

If at any time there appears to be a resurgence of cases, or the advice of the health officials deem it necessary, the City Administrator may suspend or otherwise alter the re-open schedule or delay a phase for the health and safety of employees and the public.

Limiting Risk of Exposure

All employees, elected officials, volunteers, contractors, and visitors have a responsibility to participate in the following mitigation efforts to reduce the spread of germs.

Individual Responsibility

The CDC has published the following mitigation guidelines to reduce the spread of germs:

- Stay home when sick.
- Cough or sneeze into a tissue and throw the tissue away.
- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching the eyes, nose, and mouth.
- Avoid close contact with people who are sick and contact a healthcare provider for a plan of care if ill.
- Clean and disinfect frequently touched objects and surfaces.
- Maintain a six-foot distance between yourself and others.
- Cover your mouth and nose with a cloth face cover when out in public and around others.

Policies to Reduce Risk

The following policies have been adopted to help reduce or limit the risk of exposure:

1. Temperature Checks: Every day, employees must take their temperatures before coming into work. If an employee does not have a thermometer at home, a touchless thermometer will be available to them at the entry of the building. Before and after using the on-site thermometer, wipe it clean with a disinfecting wipe.

Employees that have a temperature of 100.4 degrees or higher should wait 15 minutes and then re-take their temperature. If the retest temperature is 100.4 degrees or higher, the employee must notify their supervisor immediately and remain or return home until cleared for work. Employees should contact their supervisor for leave options and additional instruction.

2. Daily Self Check: Review **Appendix D: Daily Self-Checklist** each day before reporting to work.
3. Personal Protective Equipment (PPE): Employees, consultants, and contractors may be required to wear masks, face coverings, gloves, and other PPE when at work. Employees should consult with their supervisor on the appropriate type of PPE required for their specific position. Face masks or cloth face coverings must be worn whenever an employee is away from their office or desk. Everyone in a City building, including elected officials, consultants, contractors, and visitors must wear a face-covering whenever they are in a City building and maintaining a minimum six (6)-foot distance from others is not possible. Proper use of a mask or face covering includes making sure that both the nose and mouth are covered, it is fit snugly but comfortably against the side of the face, is secured and allows for breathing without restriction.

If gloves are required, they should be [properly removed and disposed](#) of after the task has been completed. If PPE is required for your position, it will be supplied to you. Department Heads will determine the appropriate use and procedures for PPE within their departments. Anyone unable to wear certain types of PPE due to medical reasons should notify their supervisor or Department Head.

Employees who work with outside contractors must notify them that they are to wear face coverings or masks and other PPE when entering any City building, as needed.

4. Employees with offices should keep their door shut when in their office. Face coverings will not be required when the employee is in their office alone with the door shut.
5. Hand sanitizer and sanitizing wipes will be accessible and should be used regularly. All employees are expected to wipe down their work area and frequently touched surfaces throughout the day. Also, hands should be washed often, even if gloves are being worn to reduce the spread of germs. Department Heads may implement additional cleaning or disinfecting protocols.
6. Proper social distancing/physical separation guidelines will be required to ensure employees are not within six (6) feet of any other employee or the public. Employees should avoid face-to-face meetings unless absolutely necessary. Instead use phones, email, or virtual meetings, like Zoom or GoToMeeting to communicate.
7. Departments and individuals should avoid sharing of papers and supplies, when possible. Documents can be scanned and emailed.
8. Communal Food and Celebrations: For the foreseeable future, communal food, including homemade foods and baked goods are not permitted. If a department would like to place a large food order, they should use a local restaurant that can package individual meals.
9. COVID-19 Exposure or Positive Test: If you think you might be ill with COVID-19 or another type of flu, contact your healthcare provider and notify your supervisor. Stay home to avoid exposing others to the virus.

Appendix A: Social Distancing and Safety Procedures

The following social distancing and safety procedures have been put into place for the safety and well-being of all employees, Elected Officials, and visitors.

GENERAL INFORMATION

Break Room and Lunch Room Changes:

- Police break/lunchroom: Two tables and two chairs must be spaced at least six (6) feet apart and at least six (6) feet away from the common counter area, refrigerator, and microwave. Remaining extra chairs to be placed in Sonny Mack room.
- Public Works break/lunchroom: Tables and chairs must be spaced to allow six (6) feet of distance between each as well as from common counter area, refrigerator, and microwave.
- City Hall break/lunchroom: Tables and chairs must be spaced to allow six (6) feet of distance between each as well as from common counter area, refrigerator, and microwave.
- In all lunch and breakroom areas, reusable utensils, plates, cookware, etc. will no longer be available. Staff may bring their own reusable dishes and utensils until further notice, or may use disposable-ware if available.

Employee Schedules:

- The overall scheduling, assignments, remote work, staggering of work schedules, breaks, and other measures will be determined by the respective Department Head. Social distancing will still need to be observed, which means that not all employees may be able to work in the same office or work area at the same time.
- Meetings should continue to be held by phone or virtually (such as Go To meetings or Zoom) until further notice. If an in-person meeting is needed, participants must be at least six (6) feet apart or wearing a face mask or covering.

Use of Protective Gloves:

- Police: Records clerks and all other staff are to use protective gloves when accepting mail, money, package deliveries, and disbursing mail. All staff when fueling vehicles or they are to use hand sanitizer afterward. All sworn personnel will follow the Police Chief's general orders regarding the use of PPE (i.e. Officers will wear gloves when effecting an arrest, conducting searches, and other situations they deem necessary to wear gloves).
- Public Works: Protective gloves are to be used when handling mail, documents, and other items from outside sources. All staff when fueling vehicles, or use of hand sanitizer afterward. When handling equipment shared with other employees of the department or the city; otherwise, shared equipment will be wiped down after each use.
- City Hall: Protective gloves are to be used by any employee when accepting mail from Postal carrier, receiving package deliveries from FedEx, UPS, etc., and disbursing mail to mail centers at each building. When conducting in-person transactions and handling cash or credit

cards (new set of gloves with each customer). Other staff when fueling vehicles, or use of hand sanitizer afterward.

Note: Disposable gloves used for the above purposes should be [properly removed and disposed](#) of after the task has been completed. Face masks and gloves may be disposed of in a standard trash container.

Required Face Coverings and Other Safety Equipment to Minimize Exposure:

Department Heads will designate one staff member per department to be responsible for ensuring safety supplies are in stock and available for employee use and visitors if needed. New orders to replenish low supplies are to be sent to Diana Herrera in the Finance Department and will be ordered on a weekly or biweekly basis as stock availability and delivery times dictate. The designated staff person should place orders well in advance of need due to longer than normal delays in receiving certain products.

- All employees and visitors will be required to wear a facemask or cloth face covering when within six (6) feet of another person (employee, customer, elected official, contractor, and all other people).
 - Face covering must cover nose and mouth, and be secured with ear loops, ties, or elastic band.
 - *The only exception to wearing a face covering is if a medical condition prohibits the person from wearing one. At that time, staff will need to offer an alternative method of providing service to that person. (i.e., Behind a Plexiglas divider, over the phone, via email, etc.)*
- Hand sanitizer should be used frequently, and anytime that hand washing is not immediately possible.
- Police: All police personnel will follow the Police Chief's general orders.
- Public Works: All personnel shall utilize the appropriate PPE required. See supervisor with questions or to obtain the appropriate items.

Visual Social Distancing Reminders in Each Building:

- Police Department lobby will display "where to stand" floor decals, wear a face mask or covering door sign, and adhere to social distancing free-standing signage.
- Public Works floor decals are not needed as it is not open to the public. However colorful wall and counter signage will be used for staff in the lunchroom area, and all entrances.
- City Hall will display "where to stand" floor decals, wear a face mask or covering door sign, and adhere to social distancing countertop and wall signage.
- Social distancing, wear a mask or face covering, and wash your hands signage will be displayed in all employee common areas and restrooms.

Other Steps to Limit Employee Exposure:

- City Hall: Plexiglas screens have been installed at City Hall front counters. Remain behind the protective dividers at each counter when assisting customers.
- Police: Temporary desktop Plexiglas screens are currently installed in the Records Department. Permanent window dividers are recommended to be added to existing office partition walls, keeping a line of sight intact.
- Public Works: Plexiglas screens are not needed as there are no side-by-side work stations nor customer service desk areas. No more than two (2) people should be in an office or workroom at the same time.
- Use painters tape or stand here signs to mark off where staff should stand near employee desks.

CLEANING PROCEDURES

The City's contracted cleaning company will come in every evening (Monday-Friday) to clean all three buildings. Signage is posted in each area as a reminder to all staff to wipe down common areas after use.

- Department Heads are to designate a staff person in their department to be responsible for monitoring supplies and notifying Diana Herrera in Finance when an order needs to be placed. The designated staff person should place orders well in advance of need due to longer than normal delays in receiving certain products.
- Disinfectant cleaning products are available in each common area location (copy room, lunchrooms, conference rooms, etc.) for staff to use.
- All staff are expected to wipe down all common surfaces or equipment they touch using the cleaning supplies available.
- Department Heads are to designate a staff person to perform routine cleaning of public space and employee common areas (up to but no less than three (3) times per day and immediately after exposure from someone showing signs of illness). Cleaning to include, but is not limited to countertops, customer pens, shared phones, copier, switches, doorknobs, and keypads.
- All furniture in public areas will be removed and placed into storage to reduce frequent touching, handling, or contact from visitors, and to reduce the challenges with cleaning and disinfecting them.
- Hand sanitizer is available in each department and at each employee entrance. Upon entering the building, employees are encouraged to use the hand sanitizer or wash their hands.
- Reference notes:
 - Normal routine cleaning with soap and water and disinfectants lower the risk of spreading infection.
 - Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Gloves and wipes, disinfectant sprays and paper towels will be available in each department.
 - Used gloves, wipes, and towels can be discarded in trash containers.

If an employee is diagnosed with COVID-19, the Assistant City Administrator must be contacted immediately to have a professional company perform disinfection of the appropriate areas.

Signage has been placed in common areas at all City buildings that state the following:

- Remember to disinfect surfaces you touch, examples include:
 - Lunch table
 - Countertops
 - Workstations
 - Coffee pot and refrigerator handles
 - Printer touch screen
 - Door handles, drawer pulls, and cabinet handles
- Wash your hands often or use hand sanitizer
- Wear face covering when within six (6) feet of others
- Have face covering with you at all times you are away from your desk, especially when you are in common areas, workspaces, office areas, stairways, break rooms, etc.

REOPENING, VISITORS, AND PUBLIC MEETINGS

The City will be reopening in three phases, which are outlined in the Return to Work and Reopen Plan.

Visitors in City Buildings

- A maximum of three (3) visitors per lobby area (Police, Community Development, and Finance) will be permitted. This does not apply to Public Works as they do not have a public lobby. Signs on entry doors and in the hallway will advise visitors to remain outside if three people are already in the lobby and come in when one leaves. Staff will need to monitor adherence and may need to ask visitors to leave the building and wait to be called on their cell phone to come back in for service.
- The City will continue to encourage residents and customers to conduct transactions online, via telephone, mail, or drop box if possible. This communication will continue through the City's various media outlets.
- All visitors to City buildings are required to wear the appropriate face coverings according to the circumstances and as health conditions permit (examples: in-person meetings, when social distancing is not possible will require face coverings; contractors will wear gloves and face coverings when appropriate).
- Disposable facemasks and gloves may be issued to visitors, including contractors, who will be onsite at or in city buildings and do not have their own. The policy shall be enforced by the applicable staff or supervisor.

Note: Any city staff member arranging for a visitor or subcontractor visit should remind them that they are required to provide their own facemasks and gloves and utilize them when conducting work inside and on the outside of city buildings.

Public Meetings and Use of Public Meeting Rooms

- City Council and Committee of the Whole in-person meetings can resume when the IDPH and CDC guidelines, Governor's orders, and City policies permit social gatherings of up to 50 people, currently Phase 4 of the Governor's Restore Illinois plan.
- Changes will be made to Council Chambers before resuming in-person meetings to allow for six (6)-foot distancing or installation of barriers between each elected official and staff member required to be in attendance, as well as the public.
- Additional microphones will be ordered and installed once the configuration is decided. Camera settings and limitations will also be considered.
- Audience seating will be pushed back and rearranged to create six (6)-foot separation. The Facilities Maintenance Supervisor will use painters tape to mark the floor with directions to assist with the flow of traffic into and out of the room.
- Closed Session Meetings may need to remain in Council Chambers to allow social distancing. Citizens who wish to stay until the end of the meeting will be instructed to wait in the lobby until session is over.
- Wipes will be available on the dais, in the Gallery and the AV Room. Staff, Elected or Appointed Officials, and anyone else participating in public meetings are encouraged to wipe down table tops, the dais, and any other surfaces as needed before the meeting.

Appendix B: Options for Leave or Delayed Return to Work

The City understands employees may have circumstances, which might not allow them to return to work on their designated return to work date. Reasons may vary from lack of childcare to a medical condition that would be severely compromised by exposure to the virus. Therefore, the following programs are available to delay your return to work or accommodate additional time-off related to COVID-19.

Please contact your supervisor immediately, if you may need to delay your return to work.

Remote Work

Under certain circumstances, employees may continue to work remotely at the discretion of the Department Head and City Administrator. Examples of qualifying circumstances might include exposure to COVID-19 or a positive test, a pre-existing medical condition(s) that could be severely complicated by exposure or contraction of the COVID-19 virus, or need to care for someone with COVID-19. This is subject to the availability of work that can be completed offsite. A doctor's signed note stating the reason the employee is at "high risk" if they contract the virus or are otherwise not able to return to work will be required.

Employees who have children under 14 and do not have childcare available due to COVID-19 may also be eligible for continued remote work at the discretion of the Department Head and City Administrator. Additional documentation substantiating a need to work remotely might also be required.

Families First Coronavirus Response Act (FFCRA)

Non-emergency responders may be eligible for paid time off under the Families First Coronavirus Response Act (FFCRA) if they are unable to work due to certain COVID-19 related circumstances. Please review the [City's Pandemic Preparedness Policy](#) and [FFCRA guide](#) for more information related to leave under the Act.

City's Emergency Responder COVID-19 Leave Policy

Emergency Responders may be eligible for paid time off under the City's Emergency Responder COVID-19 Leave Policy if they are unable to work due to certain COVID-19 related circumstances. Please review the [City's Pandemic Preparedness Policy](#) and the [Emergency Responder COVID-19 Leave Policy](#) for more information.

Sick Pay

Earned sick pay may be utilized for illnesses whether or not the illness is related to COVID-19, subject to the City's sick leave policies and applicable collective bargaining agreements.

Vacation Pay

Earned vacation time may be utilized to delay your return to work, subject to the approval of the City Administrator, and only if the need for continued leave is related to COVID-19 and meets certain related circumstances.

Voluntary Unpaid Furlough

A temporary Voluntary Unpaid Furlough program is being offered to employees who have exhausted all paid time off benefits and cannot return to work due to COVID-19 concerns. Unpaid furlough may not be used intermittently and is limited to two weeks or 10 working days. An application needs to be completed with a memo, which must reference a valid COVID-19 concern to be accepted and is subject to the City Administrator's approval. The following conditions will apply to this type of leave:

- This will be a voluntary, unpaid leave.
- The employee may not work at any other employment during the furlough leave.
- The employee is not eligible for unemployment since work is available and this is a voluntary leave requested by the employee.
- Employees in voluntary, unpaid furlough status will not be eligible to work at home and remote access capabilities will be deactivated during the furlough.
- Management retains the right to require you to return to work to cover essential services that are necessary but cannot be otherwise accommodated.
- Voluntary furlough is not available to employees designated as an Emergency Responder by the City for COVID-19.
- The employee may end the voluntary furlough early by contacting their supervisor.
- During this unpaid leave, the employee will be responsible to pay the employee portion of the health insurance and the cost of any other voluntary benefits. Payments must be received before the 1st of the month of premium coverage or loss of benefits may occur.
- Pension credits will cease while the employee is in unpaid status, which may affect your retirement date/final payout.
- If you develop COVID-19 while on leave, contact your supervisor so your leave designation may be changed, subject to the applicable leave policies.
- Voluntary furlough will end no later than December 31, 2020, or earlier at the discretion of the City Administrator.

Appendix C: Request for Remote Work Due to COVID-19

Name: _____ Department: _____

Title: _____ Today's Date: _____

Have you been designated as an Emergency Responder for COVID-19 by the City?

Yes No

I am requesting to continue a remote work assignment due to the following:

- I, as the employee of the City of Warrentville have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- I, as the employee of the City of Warrentville am experiencing symptoms of COVID-19 and I have sought or am seeking a medical diagnosis.
- I, as the employee of the City of Warrentville am CARING for an individual who is subject to a quarantine or isolation order relating to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- I, as the employee of the City of Warrentville am CARING for my child due to school or place of care of my child has been closed, or the childcare provider of my child is unavailable due to COVID-19 precautions.
- I, as the employee of the City of Warrentville am experiencing other substantially similar condition specified by the U.S. Department of Health and Human Services.

I am requesting to continue remote work on the following basis:

Part-time (20 hours or less per week) Full-time (40 hours per week)

I am requesting to continue remote work until _____ (enter date).

Attach a memo explaining the need for a continued remote work assignment with a doctor's note, or other pertinent documents related to the request.

Employee Signature

Date

	Approved	Disapproved	Date
_____ Department Head			
_____ City Administrator			

Appendix D: Daily Self Checklist

If you reply **YES** to any of the questions below, **STAY HOME** and call your supervisor. Take care of yourself. Seek medical assistance, if necessary.

- 1) Do you have a fever (temperature of 100.4 F or greater) without having taken any fever reducing medication? Yes No

- 2) Are you experiencing any of the following symptoms?

Loss of smell or taste?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Muscle Aches?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Sore Throat?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Cough?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Shortness of Breath?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Chills?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

- 3) Have you experienced any gastrointestinal symptoms such as nausea, vomiting, diarrhea, loss of appetite? Yes No

- 4) Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact by a health care provider? Yes No

- 5) Have you been asked to self-isolate or quarantine by a medical professional or local public health official? Yes No

If you start feeling sick during your shift with any of these symptoms, notify your supervisor and go home. Take care of yourself. Seek medical assistance, if necessary.