



**VILLAGE OF HOFFMAN  
ESTATES EMPLOYEE POLICIES  
AND GUIDELINES DURING THE  
COVID-19 PANDEMIC**

These policies are temporary in nature and replace any previous policies on the matter.

These policies will also be updated as necessary based on guidance from the Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH).

## Contents

General Information upon Returning to Work .....	2
Policy Item: Employees entering the building and start of day .....	3
Policy Item: Face Mask Policy .....	4
Policy Item: Hand Washing Policy.....	5
Policy Item: Visitors to Village Hall .....	6
Policy Item: Operational hours for Elderly and Vulnerable Populations .....	7
Policy Item: COVID-19 Policy* .....	8
What If an Employee has COVID-19 symptoms or is COVID-19 Positive? .....	8
What if an Employee Develops Symptoms at Work? .....	8
Policy Item: Meetings .....	9
Policy Item: Lunch Rooms.....	10
Policy Item: Copy Rooms .....	11
Policy Item: Use of Village Fitness Rooms .....	12
Policy Item: Village Pool Cars.....	13

DRAFT

## General Information upon Returning to Work

As the Village prepares for the return of many employees who have been either working from home or participating in the reduced work schedule back to the regular full-time work schedule, employee health and safety are top priority as we transition back.

The following rules and guidelines must be followed by employees:

1. Any employee who feels sick or is experiencing any symptoms that are associated with the virus, should cease contact with other employees, customer, and others outside of the office. The employee should not come to work if symptoms present while at home. Employees must notify their supervisor as soon as possible. Employees should not report to work if experiencing symptoms of Coronavirus Disease (COVID-19), fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell. Employees should seek medical attention.
2. Appropriate masks are to be worn at all times by employees unless they are in their personal work space or office. This would include entering and exiting the Village buildings and walking in common areas, hallways and walkways. Masks that are vulgar, obscene, sexually expressive and/or offensive, or depicts language and/or pictures to this effect, are prohibited.
3. Employee must maintain workspace hygiene including washing hands frequently for a minimum of 20 seconds and disinfecting their workspace daily including work surfaces they come in contact with at the office (i.e. phone, computer, copy machine).
4. All employees are expected to follow social distancing guidelines and maintain a distance of at least six (6) feet from all other employees, residents, counter customers, vendors, delivery personnel and others, at all times. Workspaces will be modified to maintain six feet of distance between employees.
5. Employees who do not follow the aforementioned COVID-19 rules and guidelines may be subject to discipline per the Personnel Policy Manual.

### **Acknowledgment**

Please click on the following link for acknowledgment of this policy.

<https://www.surveymonkey.com/r/6ML353T>

Policy Item: Employees entering the building and start of day

Date of last Update: May 15, 2020

Policy Number: 01

Each day an employee begins a work shift, they will be required to self-monitor at home for symptoms related to COVID-19. If the employee exhibits coronavirus disease symptoms (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell), they will be asked to contact their supervisor and remain at home out on sick time.

Upon coming to work, each employee will be required to wear an appropriate face mask upon entering the building and use social distancing of six (6) feet from other people at all times.

Once an employee enters the building they will be required to wash their hands either in a bathroom near or within their department or other hand washing station within their department or use hand sanitizer from one of the stations provided. Employees will be required to wipe down their high-touch work surfaces within their work area upon arriving with disinfecting supplies provided. This would be once a day, at the start of the work day and will include phone, keyboard and general desk work surfaces per the following guidelines:

- Keyboards, mice and desktop telephones can be cleaned with disinfectant wipes and then wiped with a dry cloth/paper towel to remove the residue.
- Do not spray cleaner directly on electronic equipment.
- DO NOT CLEAN the monitors, as most are not touchscreen.
- DO NOT CLEAN the computer tower/system unit.

Employees shall declutter their office and work space to facilitate effective cleaning each day.

Employees shall refrain from sharing pens, staplers, and other office supplies.

Employees should continue to self-monitor and refer to the COVID-19 policy (Policy #06) if they develop symptoms.

Policy Item: Face Mask Policy

Date of last Update: May 15, 2020

Policy Number: 02

All employees will be required to wear an appropriate face mask when they are away from their personal work space or in common areas. This would include walking from an office area to other locations that may result in interaction with other employees or customers (i.e. bathroom, copy room, other office locations).

Field personnel (i.e. Police, Fire, P.W. inspectional staff) will follow the face mask wearing policy for outside work as provided by respective department's policy, however, those field employees will follow the face mask policy as defined below when entering Village Office buildings.

When wearing appropriate face masks:

- Face masks should cover your nose and mouth
- The mask should fit comfortably, yet snug to your face
- Make sure there are no gaps between your face and the mask
- Allow for breathing without restriction
- Once the mask is on, do not touch any part of your face or the mask itself
- If you must touch your face/mask, wash or sanitize your hands before AND after touching it
- If the mask has ear loops, touch only the loops when taking it off
- If the mask has ties, touch only the ties when taking it off
- Never touch the front of the mask to remove, it is considered contaminated
- Discard disposable masks properly or wash cloth masks immediately after use
- The mask is not a replacement for social distancing or handwashing. All three should be used in coordination.
- If you wear glasses, folding a tissue and placing it on the bridge of your nose, under your glasses can help reduce condensation produced by the mask.
- Masks that are vulgar, obscene, sexually expressive and/or offensive, or depicts language and/or pictures to this effect, are prohibited
- Remember that this is not only for your protection, but for others around you. Be considerate of others.

Below is a video on how to properly wear face masks:

<https://www.youtube.com/watch?v=pRRqZdlgg74>

Policy Item: Hand Washing Policy

Date of last Update: May 15, 2020

Policy Number: 03

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

During the COVID-19 pandemic, CDC recommends you should clean hands:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- And before touching your eyes, nose, or mouth because that's how germs enter our bodies.

Always remember that hand hygiene is the most effective measure to prevent pathogen transmission and infection.

Below is a video that will walk you through proper glove use and hand hygiene:

<https://www.youtube.com/watch?v=M8ut9uPEZlk>

Policy Item: Visitors to Village Hall

Date of last Update: May 15, 2020

Policy Number: 04

For purposes of this policy, visitors refers to all residents, contractors, meeting attendees and any other non-Village employees.

All visitors who arrive to Village Hall will enter through the main entrance. All visitors will be assisted by the designated Village Customer Service Representative located in the lobby. The Customer Service Representative will determine and advise each visitor if their business can be accomplished outside of Village Hall (i.e. drop box payment, online etc.) and, if not, guide them to the appropriate destination within Village Hall.

If it is determined the visitor must conduct business at Village Hall, the Customer Service Representative will also ensure that all visitors who enter Village Hall are wearing an appropriate face mask and utilizes the hand sanitizer available to them. The Customer Service Representative will also remind each visitor to please follow appropriate signage within Village Hall.

DRAFT

Policy Item: Operational hours for Elderly and Vulnerable Populations

Date of last Update: May 15, 2020

Policy Number: 05

Per the State of Illinois, the Village of Hoffman Estates, upon opening business to the general public, must afford separate business hours for the elderly and vulnerable population throughout the COVID-19 Pandemic period.

Effective June 1, 2020, the Village of Hoffman will reopen to the elderly and vulnerable population who need to transact business at Village buildings (i.e. Village Hall) from 9:00 a.m. to 10:00 a.m. Monday through Friday each week.

The general public who need to transact business at Village buildings (i.e. Village Hall) can visit Village operations from 10:00 a.m. – 3:30 p.m. on Monday through Friday of each week.

All residents and individuals who need to conduct business with the Village operations are encouraged to perform those transactions online, via mail, phone and any other non-contact options or utilize Village drop boxes for payments or other business related activities.

All visitors to Village facilities must wear a face mask and will be monitored prior to entry into Village facilities.

DRAFT



Policy Item: COVID-19 Policy\*

Date of last Update: May 15, 2020

Policy Number: 06

COVID-19 is a serious respiratory illness that can easily spread from person to person and the Village of Hoffman Estates is determined to take all appropriate action to mitigate the transmission of the virus at the work place. The Village will follow the guidance of both the Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH) regarding the appropriate response to COVID-19. The following are a few scenarios that may occur and the direction the Village will follow.

### What If an Employee has COVID-19 symptoms or is COVID-19 Positive?

Employees need to remain at home if they are experiencing symptoms of Coronavirus Disease (COVID-19), including fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell. Employees need to communicate to their supervisors of their condition and will be placed on sick leave.

Employees with COVID-19 can only return to work once they have met the most up to date criteria set forth by the CDC and IDPH. This generally includes either being symptom free for an extended period of time or being cleared to return to work by a doctor after appropriate testing. Employees are to follow any specific guidance issued by your department (i.e. Fire Department).

Also, employees who were off of work related to COVID-19 symptoms or was COVID-19 positive should apply for Emergency Sick leave either through the Families First Coronavirus Response Act (Non-emergency responders) or the Village of Hoffman Estates COVID-19 Plus policy (Emergency Responders).

### What if an Employee Develops Symptoms at Work?

If an employee develops symptoms while at work, they must immediately cease contact with all others and will go home sick and communicate to supervisor via e-mail or phone. The Village will investigate possible exposure as appropriate. The Village will follow all appropriate CDC and IDPH guidelines regarding work place disinfection of all affected areas and employee safety.

\*If you believe you have been exposed to someone who is COVID-19 positive, please contact your supervisor or Human Resources Management.

Policy Item: Meetings

Date of last Update: May 15, 2020

Policy Number: 07

During the current Phase of the Governors Order both internal employee meetings and external meetings should continue to remain virtual. If meetings cannot take place virtually, they must adhere to the guidelines below.

Social distancing of at least six (6) feet is required at all times and the number of individuals allowed to be in a meeting room at the same time will be determined by the ability to adhere to the six (6) foot distance requirement. Conference Rooms will be marked with the allowed occupancy and only provide seating for that number. Appropriate masks will be required to be worn during the entire period of time in the meeting. Attached is a list of occupancy limits for each room. Employees shall sanitize the equipment and meeting area they are using prior to the meeting.

DRAFT

Policy Item: Lunch Rooms

Date of last Update: May 15, 2020

Policy Number: 08

Employees will be allowed to use Village lunch rooms. Employees are to clean the area they have used after each use. Only one person will be permitted per table and social distancing of at least six (6) feet is required at all times. Employees should clean up all dishes after their use. Appropriate face masks are to be worn into and out of the lunch rooms. Masks should only be removed when eating or drinking.

Fire Department personnel are to follow the department issued policy on Lunch Rooms.

DRAFT

Policy Item: Copy Rooms

Date of last Update: May 15, 2020

Policy Number: 09

All copies/faxes should be submitted to the Office Services Assistant (Village Hall) or designated Administrative Assistant (Police Department and Public Works) for processing. Employees should minimize time spent in copy rooms and only visit copy rooms when having a specific need to use equipment. When copy room use is necessary, social distancing of at least six (6) feet is required at all times. If you perform a copy/fax/scan within your department office please be mindful to minimize the number of the jobs and perform them at the end of the day to minimize how often you use and disinfect the equipment.

DRAFT

Policy Item: Use of Village Fitness Rooms

Date of last Update: May 15, 2020

Policy Number: 10

1. Wipe down any equipment before each use.
2. Make sure to maintain a social distance of at least six (6) feet from anyone else in the Fitness Center while you are working out.
3. Make sure to wash your hands for at least 20 seconds with soap and water after your workout. If soap and water are not available, use an alcohol-based hand sanitizer. Sanitizer is widely available in Village facilities.
4. This applies to fitness rooms in Police and Village Hall. Fire Department fitness rooms are to follow the department issued policy.

DRAFT

Policy Item: Village Pool Cars

Date of last Update: May 15, 2020

Policy Number: 11

All employees who are assigned pool cars must disinfect the car before and after each use including steering wheel, gear shift, door handles, keys, etc.

Whenever possible, employees should travel alone in a pool car. When this is not possible, all occupants of the car shall wear an appropriate face mask.

DRAFT