



Oak Park Township Workplace Safety Plan Community and Visitors

October 22, 2020

INTRODUCTION

Oak Park Township views safety as a top priority and has taken precautions to ensure that our workplaces and processes are as safe as they can be for employees and visitors as we respond to the COVID-19 outbreak. We've made changes to our physical space, updated policies and procedures, and put new processes in place. This plan outlines information helpful for visitors to the Township buildings and passengers in Township vehicles. Specific measures that the Township has taken thus far include:

- Installing glass barriers at reception areas in the 105 S. Oak Park Ave and 130 S. Oak Park Ave buildings, as well as movable Plexiglas barriers for use in other spaces.
- Enhancing ventilation through upgraded filters and installation of U/V treatment in all HVAC units at both buildings.
- Adding cleanings and enhanced cleaning measures provided by a professional cleaning service.
- Providing Personal Protective Equipment (PPE) in the form of facemasks, face shields, gloves, hand sanitizer, and disinfecting wipes to all employees.
- Adopting telecommuting policies and flexible schedules when possible.
- Utilizing shared calendars and capacity limits to limit the number of staff on-site.
- Installing plexiglass barriers in Senior Services vehicles to protect drivers and passengers.

This document lays out other procedures that we will follow as we move toward re-opening our offices to more staff and eventually to the public, at dates still to be determined. This document will be updated as needed.

PROCEDURES

Visitor Contact Protocols

At this time, our buildings are still closed to the public, although we are meeting visitors at the door, in the parking lot, and in some cases at an appropriate distance indoors or preferably outdoors. When the local levels of infection stabilize at a lower rate, we will begin finalizing Visitor Protocols. Once we re-open to visitors, we will:

- Require visitors to wear facemasks, which will be provided at the entrances to our buildings for those who do not have them.
- Establish maximum capacities for both buildings, limit the number of visitors in any area at one time and removing furniture as necessary, and observing physical distancing measures.
- Have signage directing visitor traffic throughout the workspaces, with one-way patterns and separate, designated entrances and exits.
- Welcome visitors in the offices by appointment only, with visitors notifying us that they have arrived and waiting outside until we call them to enter.
- Conduct a screening and temperature check at the building entrance.
- Use video or teleconferencing whenever feasible.
- Provide contactless pickup and delivery of paperwork or other items.

Review of Procedures

We will continue monitoring local and regional positivity rates as well as seek guidance from the Village of Oak Park Public Health Department to determine the best implementation of procedures for Township employees, visitors to Township buildings and passengers on Township vehicles. Please refer to our website and social media for updates or call the Township Manager at 708-383-8005.