



Oak Park Township  
Employee  
Workplace Safety Plan

May 11, 2021

## 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 alike as we take measures to be safe during the COVID-19 pandemic. We have made changes to our physical space, updated policies and procedures, and put new processes in place. Specific measures that the Township has taken thus far include:

- Installing glass barriers at reception areas in both 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 and in shared spaces.
- Adopting telecommuting policies and flexible schedules when possible.
- Utilizing shared calendars and capacity limits to limit the number of staff on-site at any one time.
- Establishing a hotline that employees can use to report any workplace issues including those related to COVID-19.

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. This document will be updated as needed.

## PROCEDURES

### *Employee Health Screening*

- The Centers for Disease Control and Prevention (CDC) website includes a list of symptoms and a “Self-Checker” here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html#self-checker>. Employees should review the symptoms of Coronavirus and take their temperatures before leaving home for work. If you have a fever or other symptoms, you should call your primary care provider and find out about testing. Then contact your Supervisor and stay home until the return to work criteria below are met.
- Upon arrival at the Township, staff will complete a screening questionnaire and have their temperature taken and recorded as a confidential medical record. **If an employee’s temperature is at or above 100.4 degrees Fahrenheit, the employee must be sent home immediately and documentation completed.**
- Employees who do not report to work or are sent home because they have symptoms must meet the following criteria before returning to work:
  - Have had no fever for at least 24 hours without taking medication to reduce fever during that time; AND
  - Any other symptoms have improved; AND
  - At least ten days have passed since symptoms began.
- Employees may return to work earlier if a doctor confirms the cause of the employee’s fever or other symptoms is not COVID-19 and provides a written release for the employee to return to work.

## *Exposure Response Plan*

- If an employee has a confirmed, possible, or direct exposure to COVID-19, they must report it to the Township Manager, Office Manager or Payroll Specialist (Administration) immediately. This information will be held in confidence.
- If an employee tests positive for COVID-19:
  - If the employee is at home, they should stay home. If they are at work, they should leave immediately. In either case, they should contact their primary care provider.
  - An employee who is staying home should notify their Supervisor that they will not be coming in.
  - If the employee is well enough and able to work remotely, they should be allowed to do so.
  - The employee should identify to their supervisor or Township Administration anyone with whom they had close contact at the Township.
  - If the employee has had prolonged direct contact (within six feet for a total of more than fifteen minutes in one day within the last two weeks) with other employees, those individuals should self-quarantine for fourteen days and monitor for symptoms.
  - Spaces where the employee was active will be thoroughly cleaned and disinfected.
- If an employee's family member, household member, or intimate contact tests positive for COVID-19:
  - Employee should stay home for ten days, self-monitor for symptoms, and notify administration if their conditions change.
  - The employee should identify anyone with whom they have had close contact.
  - If the employee has had prolonged direct contact (within six feet for more than fifteen minutes within the last two weeks) with other employees, and the employee develops symptoms, those individuals should self-quarantine for ten days and monitor for symptoms.
  - An employee who is staying home should notify their Supervisor that they will not be coming in.
- If an employee displays mild symptoms of COVID-19 (fever, cough, headache, loss of taste and smell):
  - Immediately contact administration.
  - Administration will contact the employee and determine if employee should stay home and self-quarantine.
  - An employee who is staying home should notify their Supervisor that they will not be coming in.

## *Personal Protective Equipment (PPE)*

- The Township is providing washable facemasks, face shields, gloves, hand sanitizer, and disinfecting wipes to all employees. We will also have disposable facemasks available for visitors.
- PPE can be obtained from the Office Manager at each building, Kim Henry at 105 and Tonie Moody-Sims at 130. Please let them know if you need anything or if you are running low on PPE.
- Disinfecting wipes and hand sanitizer are available at the copiers, file rooms, bathrooms, front desks and kitchen areas.

- If an employee is in their office or an isolated area with no one around them, a mask is not required. If they are working within 6' of other people, they should all be wearing masks. If someone is moving around the building where they may encounter others, they should put on a mask before moving through the building.

### *Cleaning Procedures*

- Our professional cleaning service will clean the 130 and 105 buildings on Mondays, Wednesdays and Fridays.
- We will add additional cleaning on weekdays during the workday at both buildings.
- If several people are in the building for an event, the space will be disinfected afterwards.

### *Physical Distancing*

- Keep a safe space between yourself and other people who are not from your household by staying at least 6 feet (about 2 arms' length) in both indoor and outdoor spaces.
- Physical distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing masks, avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds.
- Before coming into the office, you should inform your supervisor and check the appropriate shared calendar to make sure the building will not exceed maximum capacity.
- Capacity for 105 S. Oak Park Avenue – no more than 16 people at one time, not counting the Board Room, which will continue to be used for services that must be performed in person
- Capacity for 130 S. Oak Park Avenue – no more than 8 people on each floor at one time other than meal distribution days
- Be considerate of your co-workers' needs to be in the office and only come into the office if you must.
- In the office, please make space when passing in the hall and please clean any shared spaces and equipment before and after use.
- Please use the disinfecting wipes and hand sanitizer we have provided for your office and shared spaces and equipment frequently, to keep yourself and co-workers safe. If you notice supplies getting low, please notify the Office Manager.

### *Travel Guidance*

- All nonessential business travel will be suspended until further notice. Essential business travel should be limited to those situations where business cannot reasonably be conducted without face-to-face interaction or visits to specific locations. Your manager must approve all travel (including trips that were previously approved) until further notice.
- Staff, who are not fully vaccinated, returning from other countries or states around this country where the incidence of COVID-19 infection is high after visiting for more than 24 hours will need to self-quarantine for ten days from their return. The Cook County Public Health Department maintains a list of high incidence states, which is available here, <https://cookcountypublichealth.org/communicable-diseases/covid-19/covid-19-travel-guidance/>. The list is updated every Tuesday. The employee should coordinate with their supervisor to work from home during the quarantine period.

### *Phased Re-opening*

- Currently: 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.
- Phase 1: Once rates of COVID cases in Oak Park have stabilized below a seven-day average of 5 cases, for three weeks (May 17 at the earliest), we will begin to allow more staff into the buildings.
- Phase 2: If rates of COVID cases in Oak Park remain below a seven-day average of 5 cases and there is no evidence of transmission related to Township operations, we will steadily increase the number of staff allowed into the buildings at any one time until we are at a capacity consistent with the Village of Oak Park capacity restrictions or at a maximum, whichever is less. We will continue to rotate staff who are sharing offices.
- Phase 3: As rates of community transmission remain low or continue to drop, we will begin opening to limited public, while remaining within our occupancy guidelines for the two buildings.
- Phase 4: Once the Village of Oak Park removes capacity restrictions, we will evaluate and take the appropriate steps necessary to protect the health and safety of staff and comply with public health regulations, and we will open the buildings to the public. These measures will include initiating the Township's Remote Work Policy and rotating the use of shared office spaces.

### *Visitor Contact Protocols*

To protect the health and safety of staff and the public, until we are fully open to the public (Phase 4) 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, remove furniture as necessary, and observe 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 as much as possible.

### *Employees in High-Risk Categories*

- Accommodations will be made for employees in high-risk categories on a case-by-case basis.
- If employees in high-risk categories are working onsite, additional steps should be taken, including isolated workstations, additional PPE as requested, fewer days in the office, etc.
- Reasonable accommodations will be made for employees who cannot be vaccinated.

### *Remote Work*

Until we enter Phase 4, we will continue operating under the Township's Emergency Telecommuting policy, where practical, to keep employees healthy and safe. Employees should discuss the need for telecommuting, including necessary equipment, with their supervisor. Terms of any telecommuting

arrangement are covered in the Township's Emergency Telecommuting Policy adopted by the Board in June 2020. For details of the policy, please follow this link: [Emergency Telecommuting Policy](#)