

Downers Grove Sanitary District

COVID-19 Preparedness Plan

May 29, 2020

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1. Introduction

The Downers Grove Sanitary District (DGSD) is committed to providing a safe and healthy workplace for our employees and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management, and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplace.

DGSD is classified as an essential business during the COVID-19 pandemic. Our employees are our most valuable asset and we are committed to their health and safety. Our COVID-19 Preparedness Plan follows guidelines established by the Centers for Disease Control and Prevention (CDC), Illinois Department of Public Health (IDPH) guidelines, and the “Restore Illinois” 5-Phase plan put in place by Illinois Governor J.B. Pritzker. The Restore Illinois Plan is included as Attachment A of this document. Just as these guidelines have changed as research and science develop, this plan will be updated should these guidelines be modified.

DGSD employees are expected to take steps to protect themselves from COVID-19 both at work and at home by following the recommendations of the public health authorities mentioned above.

Where applicable, this plan indicates different measures for Phase 1 through Phase 4 of the Restore Illinois plan. This COVID-19 Preparedness Plan will no longer be in effect once the Governor moves the State to Phase 5 of the Restore Illinois plan.

2. Signs and symptoms of COVID-19

The CDC has maintained an up-to-date list of symptoms of COVID-19. At the time of this document, the symptoms are:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

2.1. Employee Self-Monitoring of Symptoms

DGSD management is asking staff to self-monitor for these symptoms. Each employee needs to check his/her temperature prior to leaving home for work every day. DGSD staff who are experiencing any of the above symptoms should notify their supervisor and should not report to work. DGSD staff who have been exposed in the last fourteen days to someone who has tested positive for COVID-19 should notify their supervisor and should not report to work. By reporting to work, DGSD staff are certifying that they are symptom free and have not within the past fourteen (14) days knowingly been in close contact with someone who has tested positive for COVID-19.

Employees should not allow fear of inadequate sick leave to prevent them from following these guidelines. In response to the COVID-19 pandemic, the DGSD instituted the Emergency COVID-19 Absence Policy, which is provided as Attachment B.

2.2. Employees Who Have Tested Positive for COVID-19

Employees who test positive for COVID-19 should notify their supervisor immediately so that steps can be taken to protect other employees from contracting the virus. DGSD will follow current CDC and IDPH guidance for businesses in this situation. At the time of writing this document, the [guidance](#) includes the following. *(Note: hyperlinks in this document are underlined and blue.)*

- Infected employee quarantines at home for 14 days.
- Other employees will be informed of their possible exposure to COVID-19 in the workplace, but confidentiality will be maintained as required by the Americans with Disabilities Act.
- Potentially exposed employees should quarantine at home for 14 days, work remotely if possible, while self-monitoring for symptoms.
- If it has been 7 days or less since the sick employee has been to work, areas of the facility used for prolonged periods of time by the sick employee will be closed off.
- In order to minimize potential for other employees being exposed to respiratory droplets, wait 24 hours before cleaning and disinfecting.
- Open outside doors and windows to increase air circulation in these areas during the 24-hour wait.
- Follow the most updated [CDC cleaning and disinfection recommendations](#), including use of PPE while cleaning.
- If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not required. Routine cleaning and disinfection policies should continue.

3. Temporary Changes to the Way We Work

3.1. Alternate Work Plans

In a pandemic, steps should be taken to minimize physical contact between employees. The General Manager and supervisors will work together to identify essential personnel that must be physically present at DGSD facilities in order to conduct work during each Phase. Alternate work plans will be put in place by Phase such as: working from home, being on call, working reduced hours, staggered shifts, and standby duty.

3.1.1. Reporting to Work in Phases 1 and 2

Maintenance, Operations, Laboratory, and Systems staff will work on a standby duty schedule. The minimum number of Maintenance, Operations, Laboratory and Sewer Systems employees required in order to maintain the District's essential services will be scheduled to work. All other employees in these departments will be at home on standby. On-call employees from Maintenance, Operations, Laboratory, and Systems will also stay home on standby; however, as explained herein they will also still perform normal on-call responsibilities. Should an employee scheduled to work complete all their essential tasks before the end of their shift, that employee may go home and be on standby for the remainder of the shift with approval from his/her Supervisor. Biosolids delivery will not be done during this time.

Administrative employees will work remotely. One employee will be on-site Monday through Thursday in the Admin Center to answer phones, receive deliveries, pick up mail both at the post office and in the dropboxes, and to send important daily information to the employees working remotely. It's possible that an employee scheduled to work remotely on a certain day would need to come into the Admin Center briefly. A shared calendar has been created in Outlook for occupancy communication. Employees must check this calendar before planning to enter the Admin Center and must enter their name into the calendar and the time they need to enter so that others are aware. Admin Center capacity during Phase 1 and 2 should not exceed two (2) employees. The General Manager may at his/her discretion approve additional employees to be in the Admin Center for limited periods if required in order for the District to provide our essential services.

Employees who are home on either standby pay or on-call are expected to be able to respond at any time during normal working hours if needed. The expectation is that the standby or on-call employee stays at home practicing social distancing during working hours in order to be available should any of the employees who are at work become sick and need to be quarantined. All other requirements and provisions for on-call employees which are identified in the DGSD Employee Policy Manual apply. If an employee who is at home on standby or on-call becomes sick and is therefore not able to respond to calls, the employee must notify his or her supervisor immediately so he or she can be switched from standby pay to sick pay and be removed from the rotation of available employees.

Supervisors will work from home when it is not essential to be on District property.

3.1.2. Reporting to Work in Phases 3 and 4

With the exception of the on-call employees, Maintenance, Operations, Laboratory, and Systems staff will return to work full time. Start times will be staggered. Supervisors of these departments will work together to create the staggered schedule, which will help with social distancing in both the locker room and the lunchroom. On-call employees from Maintenance, Operations, Laboratory, and Systems will also stay home on standby. The guidelines for on-call employees staying at home during Phases 3 and 4 are the same as they were in Phases 1 and 2.

Biosolids delivery can resume in Phases 3 and 4 with the restrictions listed in section 3.6.

Most administrative employees will continue to work remotely through Phases 3 and 4. The Admin Center normally houses up to 15 employees working at their desks, plus residents at the front counter, and periodic entries by WWTC staff. It is not possible to practice social distancing at this capacity so supervisors will work together to create a plan to keep Admin Center capacity at five (5) employees or less at any one time. It's possible that an employee scheduled to work remotely on a certain day would need to come into the Admin Center briefly. A shared calendar has been created in Outlook for occupancy communication. Employees must check this calendar before planning to enter the Admin Center and must enter their name into the calendar and the time they need to enter so that others are aware. The General Manager may at his/her discretion approve additional employees to be in the Admin Center for limited periods if required in order for the District to provide our essential services.

Supervisors that report to the Admin Center will continue work from home as needed to limit the number of employees in the Admin Center. Maintenance, Operations and Laboratory Supervisors may continue to work from home as long as at least one Supervisor is at the WWTC during normal working hours.

3.2. Social Distancing

3.2.1. General Social Distancing Guidelines

Employees are expected to maintain 6-foot social distancing per IDPH recommendations when possible during Phases 1 through 4.

Employees should not shake hands with each other or with visitors during Phases 1 through 4.

When entering hallways inside of buildings or in tunnels, employees should announce themselves and also check the new wall-mounted and ceiling-mounted bubble mirrors (when available) to avoid an unexpected close-encounter with another staff member.

During Phases 1 through 4, foot traffic between the Administration Center building and the plant should be limited to only essential visits. If you work at the plant and are expecting a delivery, please coordinate with your supervisor so that the trips to the Admin building for deliveries are minimized.

3.2.2. Meetings

In-person group meetings should not occur during Phase 1 and 2. Staff should use virtual options instead (i.e.: Zoom, conference calls, etc.). In-person meetings of ten people or less may occur during Phase 3 and of fifty people or less may occur during Phase 4. Employees should continue to follow general social distancing guidelines for all in-person group meetings. If a virtual meeting is feasible rather than a face to face meeting during Phases 3 or 4, the virtual meeting format should still be used.

3.2.3. Locker Rooms & Restrooms

The men's locker room in the WWTC MSB will have doors marked as "in" and "out" to keep foot traffic moving in one direction. Employees should keep maximum occupancy of the men's locker room to four (4) people at a time, as long as the occupants can maintain a 6 foot distance from each other. This maximum occupancy includes people using the shower and toilet.

The ladies locker room in the MSB should keep capacity at one person at a time. Likewise, the ladies restroom in the Admin Center should be used by one person at a time. This can be accomplished by treating these two rooms as single occupancy spaces and locking the door while inside.

3.2.4. Time Clocks

At the time clocks, employees should wait at a 6-foot distance behind the employee in line ahead of them until they have completed their use of the time clock and have moved on. The time clock in the MSB has been relocated from the hallway to the southeast corner of the garage to allow for more physical spacing between employees.

3.2.5. Lunchrooms

In the MSB lunchroom, capacity should be limited to five (5) people at any one time. This 5-person maximum includes allowance for 4 people seated at the table, and one person using the sink/microwave or getting coffee and other supplies out of the back room. Additional tables will be set up in the Net-zero Education Center for two (2) people to eat, one person per table. Designated locations will be marked at each table and all other chairs will be removed in order to provide social distancing while eating. Employees may also use the picnic table outside, one person at a time. Systems staff may continue to eat at the table in the Systems Garage with a maximum of two (2) people at the table, seated at opposite ends. Lunch times should be staggered to allow proper distancing to occur.

Employees who work in the Admin Center and want to eat lunch on-site should plan to eat in the board room. Maximum lunch capacity in the board room will be four (4) people to allow for 6-feet of physical distance between employees who must take their masks off in order to eat. The basement lunchroom table will be available for overflow of employees to eat, but this situation should be avoided whenever possible to allow the basement lunchroom's fridge and microwave to remain accessible to all employees.

3.3. District Vehicles

During Phases 1 through 4, employees who must still use DGSD vehicles during the pandemic will use them alone, without a passenger. It will be the supervisor's discretion to allow two employees to ride in the same vehicle in an emergency situation. If this ever were the case, both employees must wear masks.

Each DGSD vehicle has been supplied a bottle of alcohol-based hand sanitizer, labeled with vehicle number. These bottles should not be thrown away when empty but should instead be refilled from the larger containers of alcohol-based sanitizer mentioned later in this plan.

Employees using a shared District vehicle need to wipe down the vehicle before and after use. This cleaning may be focused on the area's which the employee will touch or breathe on, such as door handles, the steering wheel, driver's seat, and dashboard.

3.4. Sewer System Backup Response

When a resident calls about a backup, admin staff answering the phones should ask residents if they have any symptoms of COVID-19 or have been in recent contact with anyone who has tested positive for COVID-19. A questionnaire is included as Attachment C for admin staff to use for each backup call. These forms should be stored in a file in the admin center.

Technicians should speak with residents via phone instead of ringing their doorbell. If a technician must enter a resident's home, they should wear coveralls, gloves, an N95 mask, and protective eyewear.

Technicians should submit their backup reports electronically via email or text instead of dropping paperwork in the office. Handwritten paperwork can be scanned with a smart phone using the Adobe Scan App in order to submit it electronically.

Paperwork dispersal between the office and Sewer Systems Staff should be done from the clipboard at the backdoor of the Admin Building.

3.5. Inspections of Contractor Work and BSSRAP-OHSP Inspections

Upon the actual site inspection visit, DGSD inspectors/Technicians should ask that the areas be cleared of non-essential contractor personnel or occupants (except for the necessary contact person) during the inspection. DGSD inspectors should wear an N95 mask if they must enter a building. Technicians entering a resident's home to perform a BSSRAP/OHSP inspection must wear coveralls, gloves, an N95 mask, and protective eyewear. At the inspector's/technician's discretion, the inspection will proceed only if the inspector/technician is comfortable in performing the inspection based upon site conditions and persons present.

Paperwork dispersal between the office and inspector should be done from the clipboard at the backdoor of the Admin Building.

3.6. Biosolids

Biosolids deliveries can resume in Phase 3 & 4. Admin Center staff should place the completed request forms on a clipboard at the backdoor of the Admin Building. The Operations Supervisor may implement other measures as appropriate to protect DGSD employees.

3.7. Customers at Administration Center

The DGSD Administration Center will be temporarily closed to foot traffic from the public during Phases 1 and 2. During Phases 1 through 2, all work serving the public should be performed via phone and email instead of in-person whenever practical. Some examples of appropriate in-person transactions during the Phases 1 and 2 include receipt of packages, accessing bulk mail and drop boxes, and emergency inspections. Additional safety measures shall be implemented in these situations such as: use of gloves to handle mail, following social distancing guidelines between DGSD staff members, donning facemasks, etc.

The Administration Center will reopen to customers during Phase 3. Phase 3 and Phase 4 office hours for customers will be 10am-noon and 1pm-3pm Monday through Thursday. Safety guidelines must be followed for customers to enter, which are detailed in the door sign in Attachment D. When the Administration Center reopens to customers and until Phase 5 is reached, only one customer will be allowed at the counter at a time. Other customers must wait outside until it is their turn. The exception to this would be members of the same family (e.g. husband and wife coming in together to sign documents). All customers over the age of 2 entering the Administration Center during Phases 3 and 4 will be required to wear a mask and to remain on the opposite side of the front counter's plexiglass partition from DGSD staff.

During the pandemic, customers will not be allowed to utilize the employee restrooms in the Admin Center.

3.8. Visitors/Contractors

Due to the nature of our business, it is possible that certain non-employees must still enter the DGSD Wastewater Treatment Center (WWTC), Administration Center, and Lift Stations during a pandemic. All vendors, contractors and visitors entering our facilities during Phases 1 through 4 must fill out the DGSD online visitor form, which is located on the DGSD website, and their visit will be approved based on their responses. No contractor or visitor may enter DGSD facilities without filling out the form and wearing a mask. Employees who are hosting a non-DGSD person at a DGSD facility during Phases 1 through 4 need to forward the memo provided in Attachment E to the party and ensure that the party has filled out the online form prior to allowing them to enter DGSD facilities. Attachment E includes questions asked in the online form.

WWTC restrooms shall be closed to non-employees. Alternate restroom facilities (i.e. a port-a-potty) have been set up outside building K for non-employees.

Contractors or other non-employees will not be allowed to use the DGSD lunchrooms or other designated eating spaces.

It is every DGSD employee's responsibility to remind contractors to follow these guidelines.

4. Hand Washing and Hygiene

As a wastewater treatment center, DGSD employees are accustomed to frequent hand washing. Staff should continue to wash their hands for at least 20 seconds with soap and water frequently throughout the day but especially:

- At the beginning and end of their shift;
- Before and after eating; and
- After using the restroom.

In areas where clean running water is not available, such as in DGSD vehicles, hand sanitizer containing at least 60% alcohol has been provided. The DGSD Lab will make additional hand sanitizer when needed. Each supervisor has a large bottle of DGSD lab-made hand sanitizer. Employees may refill smaller bottles from their supervisor's bottle. When doing so, the smaller bottle must be labeled to indicate the ingredients. Printed labels are available stating the ingredients of the DGSD lab-made hand sanitizer recipe. Please see your supervisor if you need such a label.

Employees should always avoid touching their face with unwashed hands.

During Phases 1 through 4, employees and visitors should not use personal water bottles, mugs, glasses, etc. when getting water from the water coolers. Disposable cups are provided at the water coolers which may be used for either hot or cold drinks.

5. PPE (Personal Protective Equipment)

As a wastewater treatment center, DGSD staff is accustomed to wearing PPE to protect themselves from exposure to wastewater. DGSD employees should continue to use their usual PPE. Additional PPE has been provided for the duration of the pandemic.

- N95 Masks - DGSD staff should wear N95 masks whenever performing tasks that could involve raw wastewater where wearing a face shield is not possible. During these tasks, protective eyewear should also be worn. Inspectors and systems staff should wear N95 masks if they must enter a resident's home.
- Clear Face Shields - DGSD staff should wear clear face shields whenever performing tasks where raw wastewater could be splashed in the face, mouth, nose or eyes.
- Fabric Masks - DGSD staff must wear fabric masks any time they are inside of a DGSD building and any time they are outside and cannot maintain a 6 foot social distance from other people. A set of five fabric masks have been provided for each employee, however if employees have another fabric mask they prefer they are welcome to wear it at work provided it meets the guidelines set by IDPH. Employees are responsible for washing their own fabric face masks at home. Washable masks should not be worn more than a day before being laundered.
 - Note: Fabric masks may be removed in the showers, in order to eat in the lunchrooms, and momentarily while alone and separated from others in order to take a drink.
- Disposable Masks – Should an employee forget their fabric mask at home, the employee should request a disposable mask from their supervisor. Disposable masks should be thrown away after being worn for an eight-hour work day.

- Gloves - WWTC and Sewer Systems staff should continue to use their gloves as always. Disposable gloves have been added to the Admin Center for handling mail and packages.

Note: As many employees are not accustomed to wearing masks, it is recommended that staff take a short break once per hour or as needed to step outside and remove their mask. This is especially important in the warm summer months.

6. Cleaning and Disinfecting

During Phases 1 through 4, DGSD's contracted cleaning crew will be cleaning the Admin Center three (3) times a week, MSB lunchroom, restrooms, offices, and hallways two (2) times a week, and Laboratory floors and restrooms two (2) times a week. The DGSD Building and Grounds crew will be providing additional disinfection of counters, desks, phones, doorknobs, handles, and faucets each morning before the first shift begins as well as disinfecting the drop box at the Admin Center.

During Phases 1 through 4, DGSD staff is expected to disinfect shared items such as printers, copiers, and hand tools both before and after use. Sanitizing wipes or sanitizing spray with paper towels will be provided near shared items for this purpose.

During Phases 1 through 4, DGSD employees utilizing designated eating spaces (lunch rooms, board room, Net Zero education center, Systems Garage) should clean the eating area before and after eating. Sanitizing wipes or sanitizing spray with paper towels will be provided in eating areas for this purpose.

During Phases 3 and 4, the front counter and front door handles/knobs at the Admin Center will be cleaned 3 times a day on the days the center is open to customers per the following schedule:

- By a staff member of Building and Grounds prior to 10am opening (as part of early morning routine disinfection);
- By Admin Center staff at noon when the Admin Center closes for lunch; and
- By Admin Center staff at 3pm when the Admin Center closes for the day.

7. Travel

Business-related travel for employees will not occur in Phases 1 through 4. Regarding personal travel, employees are encouraged to check the [CDC's travel advisory page](#) as well as the [US Department of State travel advisory page](#) for recommendations and potential bans related to travel during the COVID-19 pandemic. Travel advisories can change frequently as the pandemic

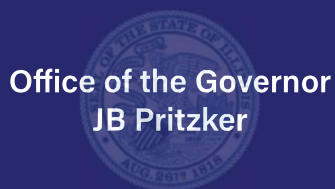
situation evolves. Employees should communicate their travel plans to their supervisors in case quarantine measures need to be taken in order to protect other employees.

Attachment A – Restore Illinois Plan

(10 page PDF follows)

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

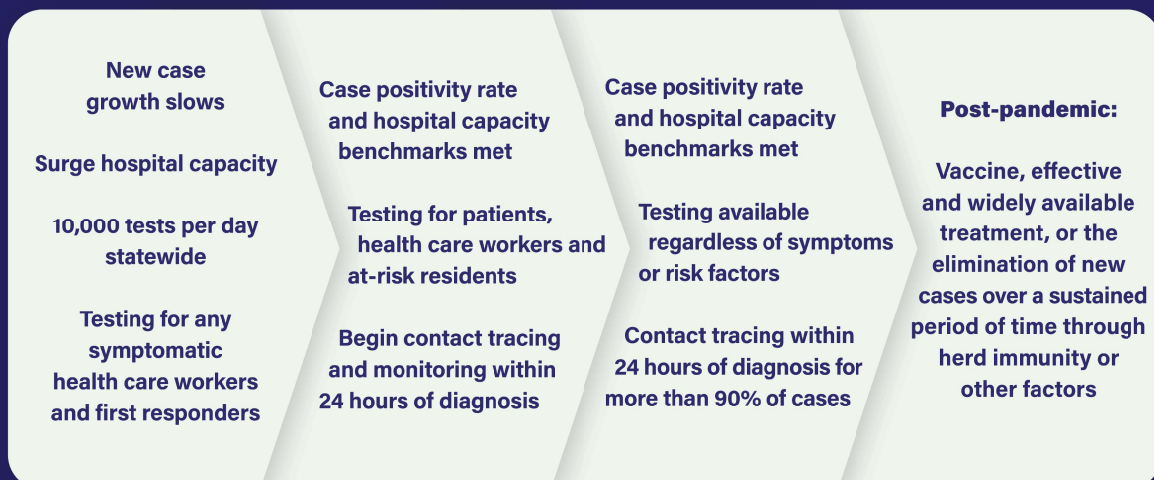


May 5, 2020

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curb-side pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>



An Introduction



From the beginning of the new coronavirus pandemic, Illinois' response has been guided by data, science, and public health experts. As community spread rapidly increased, Governor Pritzker moved quickly to issue a Disaster Proclamation on March 9, restrict visitors to nursing homes on March 11, close bars and restaurants for on-site consumption on March 16, move schools to remote learning on March 17, and issue a Stay at Home order on March 21. This virus has caused painful, cascading consequences for everyone in Illinois, but the science has been clear: in the face of a new coronavirus with unknown characteristics and in the absence of widespread testing availability and contact tracing, mitigation and maintaining a 6-foot social distance have been the only options to reduce the spread and save as many lives as possible.

Millions of Illinoisans working together by staying at home and following experts' recommendations have proven these mitigation and social distancing measures effective so far. The result has been a lower infection rate, fewer hospitalizations, and lower number of fatalities than projected without these measures. Our curve has begun to flatten. Nevertheless, the risk of spread remains, and modeling and data point to a rapid surge in new cases if all mitigation measures were to be immediately lifted.

Now that Illinois is bending the curve, it is vitally important that we follow a safe and deliberate path forward to get our Illinois economy moving. That path forward is not what everyone wants or hopes for, but it will keep Illinoisans as safe as possible from this virus as our economy is reopening.

Restore Illinois is about saving lives and livelihoods. This five-phased plan will reopen our state, guided by health metrics and with distinct business, education, and recreation activities characterizing each phase. This is an initial framework that will likely be updated as research and science develop and as the potential for treatments or vaccines is realized. The plan is based upon regional healthcare availability, and it recognizes the distinct impact COVID-19 has had on different regions of our state as well as regional variations in hospital capacity. The Illinois Department of Public Health (IDPH) has 11 Emergency Medical Services Regions that have traditionally guided its statewide public health work and will continue to inform this reopening plan. For the purposes of this plan, from those 11, four health regions are established, each with the ability to independently move through a phased approach: Northeast Illinois; North-Central Illinois; Central Illinois; and Southern Illinois.

The five phases for each health region are as follows:

Phase 1 – Rapid Spread: The rate of infection among those tested and the number of patients admitted to the hospital is high or rapidly increasing. Strict stay at home and social distancing guidelines are put in place and only essential businesses remain open. Every region has experienced this phase once already, and could return to it if mitigation efforts are unsuccessful.

Phase 2 – Flattening: The rate of infection among those tested and the number of patients admitted to the hospital beds and ICU beds increases at an ever slower rate, moving toward a flat and even a downward trajectory. Non-essential retail stores reopen for curbside pickup and delivery. Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating and fishing while practicing social distancing. To varying degrees, every region is experiencing flattening as of early May.

Phase 3 – Recovery: The rate of infection among those surveillance tested, the number of patients admitted to the hospital, and the number of patients needing ICU beds is stable or declining. Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions. Gatherings limited to 10 people or fewer are allowed. Face coverings and social distancing are the norm.

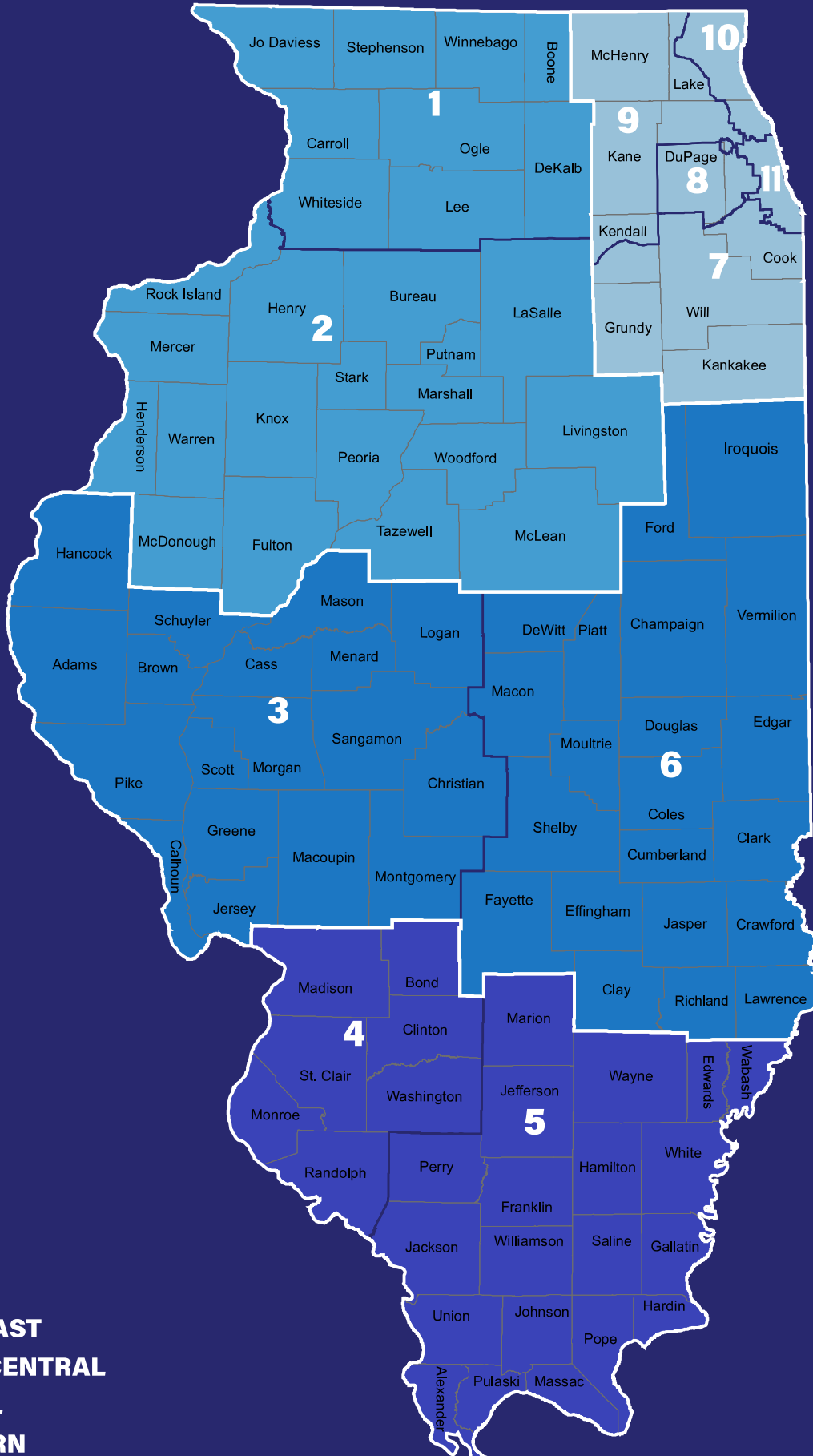
Phase 4 – Revitalization: The rate of infection among those surveillance tested and the number of patients admitted to the hospital continues to decline. Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health. Face coverings and social distancing are the norm.

Phase 5 – Illinois Restored: With a vaccine or highly effective treatment widely available or the elimination of any new cases over a sustained period, the economy fully reopens with safety precautions continuing. Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures in place reflecting the lessons learned during the COVID-19 pandemic.

Until COVID-19 is defeated, this plan also recognizes that just as health metrics will tell us it is safe to move forward, health metrics may also tell us to return to a prior phase. With a vaccine or highly effective treatment not yet available, IDPH will be closely monitoring key metrics to immediately identify trends in cases and hospitalizations to determine whether a return to a prior phase may become necessary.

*All public health criteria included in this document are subject to change.
As research and data on this novel coronavirus continue to develop, this plan
can and will be updated to reflect the latest science and data.*

RESTORE ILLINOIS HEALTH REGIONS



- NORTHEAST**
- NORTH-CENTRAL**
- CENTRAL**
- SOUTHERN**

Phase 1: Rapid Spread

WHAT THIS PHASE LOOKS LIKE

COVID-19 is rapidly spreading. The number of COVID-19 positive patients in the hospital, in ICU beds, and on ventilators is increasing. The public health response relies on dramatic mitigation measures, like stay at home orders and social distancing, to slow the spread of the virus and prevent a surge that overwhelms the health care system. With a Stay at Home order in place, only essential businesses are in operation and activities outside of the home are limited to essentials, like grocery shopping.

WHAT'S OPEN?

Gatherings: Essential gatherings, such as religious services, of 10 or fewer allowed; No non-essential gatherings of any size

Travel: Non-essential travel discouraged

Health care: Emergency procedures and COVID-19 care only

Education and child care: Remote learning in P-12 schools and higher education; Child care in groups of 10 or fewer for essential workers

Outdoor recreation: Walking, hiking and biking permitted; State parks closed

Businesses:

- **Manufacturing:** Essential manufacturing only
- **"Non-essential" businesses:** Employees of "non-essential" businesses are required to work from home except for Minimum Basic Operations
- **Bars and restaurants:** Open for delivery, pickup and drive-through only
- **Entertainment:** Closed
- **Personal care services and health clubs:** Closed
- **Retail:** Essential stores are open with strict restrictions; Non-essential stores are closed

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity:

- Slowing of new case growth
- Availability of surge capacity in adult medical and surgical beds, ICU beds, and ventilators

Testing:

- Ability to perform 10,000 tests per day statewide
- Testing available in region for any symptomatic health care workers and first responders

Phase 2: Flattening

WHAT THIS PHASE LOOKS LIKE

The rise in the rate of infection is beginning to slow and stabilize. Hospitalizations and ICU bed usage continue to increase but are flattening, and hospital capacity remains stable. Face coverings must always be worn when social distancing is not possible. Testing capacity increases and tracing programs are put in place to contain outbreaks and limit the spread.

WHAT'S OPEN

Gatherings: Essential gatherings, such as religious services, of 10 or fewer allowed; No non-essential gatherings

Travel: Non-essential travel discouraged

Health care: Emergency and COVID-19 care continue; Elective procedures allowed once IDPH criteria met

Education and child care: Remote learning in P-12 schools and higher education; Child care in groups of 10 or fewer for essential workers

Outdoor recreation: Walking, hiking, and biking permitted; Select state parks open; Boating and fishing permitted; Golf courses open; All with IDPH approved safety guidance

Businesses:

- **Manufacturing:** Essential manufacturing only
- **"Non-essential" businesses:** Employees of "non-essential" businesses are required to work from home except for Minimum Basic Operations
- **Bars and restaurants:** Open for delivery, pickup, and drive through only
- **Personal care services and health clubs:** Closed
- **Retail:** Essential stores are open with restrictions; Non-essential stores open for delivery and curbside pickup

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity: The determination of moving from Phase 2 to Phase 3 will be driven by the COVID-19 positivity rate in each region and measures of maintaining regional hospital surge capacity. This data will be tracked from the time a region enters Phase 2, onwards.

- At or under a 20 percent positivity rate and increasing no more than 10 percentage points over a 14-day period, AND
- No overall increase (i.e. stability or decrease) in hospital admissions for COVID-19-like illness for 28 days, AND
- Available surge capacity of at least 14 percent of ICU beds, medical and surgical beds, and ventilators

Testing: Testing available for all patients, health care workers, first responders, people with underlying conditions, and residents and staff in congregate living facilities

Tracing: Begin contact tracing and monitoring within 24 hours of diagnosis

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 3: Recovery

WHAT THIS PHASE LOOKS LIKE

The rate of infection among those surveillance tested is stable or declining. COVID-19-related hospitalizations and ICU capacity remains stable or is decreasing. Face coverings in public continue to be required. Gatherings of 10 people or fewer for any reason can resume. Select industries can begin returning to workplaces with social distancing and sanitization practices in place. Retail establishments reopen with limited capacity, and select categories of personal care establishments can also begin to reopen with social distancing guidelines and personal protective equipment. Robust testing is available along with contact tracing to limit spread and closely monitor the trend of new cases.

WHAT'S OPEN

Gatherings: All gatherings of 10 people or fewer are allowed with this limit subject to change based on latest data & guidance

Travel: Travel should follow IDPH and CDC approved guidance

Health Care: All health care providers are open with DPH approved safety guidance

Education and child care: Remote learning in P-12 schools and higher education; Limited child care and summer programs open with IDPH approved safety guidance

Outdoor recreation: State parks open; Activities permitted in groups of 10 or fewer with social distancing

Businesses:

- **Manufacturing:** Non-essential manufacturing that can safely operate with social distancing can reopen with IDPH approved safety guidance
- **"Non-essential" businesses:** Employees of "non-essential" businesses are allowed to return to work with IDPH approved safety guidance depending upon risk level, tele-work strongly encouraged wherever possible; Employers are encouraged to provide accommodations for COVID-19-vulnerable employees
- **Bars and restaurants:** Open for delivery, pickup, and drive through only
- **Personal care services and health clubs:** Barbershops and salons open with IDPH approved safety guidance; Health and fitness clubs can provide outdoor classes and one-on-one personal training with IDPH approved safety guidance
- **Retail:** Open with capacity limits and IDPH approved safety guidance, including face coverings

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity: The determination of moving from Phase 3 to Phase 4 will be driven by the COVID-19 positivity rate in each region and measures of maintaining regional hospital surge capacity. This data will be tracked from the time a region enters Phase 3, onwards.

- At or under a 20 percent positivity rate and increasing no more than 10 percentage points over a 14-day period, AND
- No overall increase (i.e. stability or decrease) in hospital admissions for COVID-19-like illness for 28 days, AND
- Available surge capacity of at least 14 percent of ICU beds, medical and surgical beds, and ventilators

Testing: Testing available in region regardless of symptoms or risk factors

Tracing: Begin contact tracing and monitoring within 24 hours of diagnosis for more than 90% of cases in region

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 4: Revitalization

WHAT THIS PHASE LOOKS LIKE

There is a continued decline in the rate of infection in new COVID-19 cases. Hospitals have capacity and can quickly adapt for a surge of new cases in their communities. Additional measures can be carefully lifted allowing for schools and child care programs to reopen with social distancing policies in place. Restaurants can open with limited capacity and following strict public health procedures, including personal protective equipment for employees. Gatherings with 50 people or fewer will be permitted. Testing is widely available, and tracing is commonplace.

WHAT'S OPEN

Gatherings: Gatherings of 50 people or fewer are allowed with this limit subject to change based on latest data and guidance

Travel: Travel should follow IDPH and CDC approved guidance

Health care: All health care providers are open

Education and child care: P-12 schools, higher education, all summer programs, and child care open with IDPH approved safety guidance

Outdoor Recreation: All outdoor recreation allowed

Businesses:

- **Manufacturing:** All manufacturing open with IDPH approved safety guidance
- **"Non-essential" businesses:** All employees return to work with IDPH approved safety guidance; Employers are encouraged to provide accommodations for COVID-19-vulnerable employees
- **Bars and restaurants:** Open with capacity limits and IDPH approved safety guidance
- **Personal care services and health clubs:** All barbershops, salons, spas and health and fitness clubs open with capacity limits and IDPH approved safety guidance
- **Entertainment:** Cinema and theaters open with capacity limits and IDPH approved safety guidance
- **Retail:** Open with capacity limits and IDPH approved safety guidance

HOW WE MOVE TO THE NEXT PHASE

Post-pandemic: Vaccine, effective and widely available treatment, or the elimination of new cases over a sustained period of time through herd immunity or other factors.

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 5: Illinois Restored

WHAT THIS PHASE LOOKS LIKE

Testing, tracing and treatment are widely available throughout the state. Either a vaccine is developed to prevent additional spread of COVID-19, a treatment option is readily available that ensures health care capacity is no longer a concern, or there are no new cases over a sustained period. All sectors of the economy reopen with new health and hygiene practices permanently in place. Large gatherings of all sizes can resume. Public health experts focus on lessons learned and building out the public health infrastructure needed to meet and overcome future challenges. Health care equity is made a priority to improve health outcomes and ensure vulnerable communities receive the quality care they deserve.

WHAT'S OPEN

- All sectors of the economy reopen with businesses, schools, and recreation resuming normal operations with new safety guidance and procedures.
- Conventions, festivals, and large events can take place.

Attachment B – Emergency COVID-19 Absence Policy
(3 page PDF follows)

**DOWNERS GROVE SANITARY DISTRICT
TEMPORARY EMPLOYEE POLICY
EMERGENCY COVID-19 ABSENCE POLICY**

Effective Dates: April 1, 2020 – December 31, 2020

Date Issued: April 3, 2020

Emergency Paid Sick Leave

All full time employees are entitled to eighty (80) hours of emergency paid sick leave (referred to as “emergency paid sick leave”) effectively immediately. Emergency paid sick leave may be used only during the effective dates provided herein for the following reasons:

1. The employee has been advised by a health care provider to self-quarantine because of COVID-19, or
2. The employee is caring for a family member who has been advised by a health care provider to quarantine because of COVID-19. For the purposes of this temporary policy, a family member is defined as any of the following: child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent (collectively defined as “eligible family member”).

Any emergency paid sick leave that has not been used by December 31, 2020 will be forfeited. If an employee runs out of emergency paid sick leave and needs additional time off due to a COVID-19 absence, the employee may use regular accrued sick leave, vacation time or personal leave as allowed by the District’s Employee Policy Manual.

In order to receive emergency paid sick leave, the following notification procedure must be followed:

1. The employee must call on the first day of quarantine in accordance with the rules outlined below.
2. The employee must call his/her immediate supervisor and notify him/her that the employee will not be reporting to work. The employee must specify whether the absence is due to their own personal illness/quarantine or if it is due to the illness/quarantine of an eligible family member. Employees unable to reach their supervisor must notify any other supervisor. If none of these individuals are available, the employee must notify the General Manager. If the General Manager is not available, the employee must leave a message with the District office personnel (not with the answering service or in voicemail) and the employee will receive a call back from the appropriate individual. When under a government issued Stay at Home Order, the District office will be open to calls Monday through Friday between 8:00 a.m. and 2:00 p.m.

3. The employee must call in within one (1) hour after the employee's scheduled starting time.
4. If an employee calls in and leaves a message with a fellow employee or with the answering service and does not follow the call-in procedure outlined above, the employee will not receive emergency paid sick leave for the absence.
5. When the employee calls to provide notification of his/her absence, the employee must indicate the expected duration of the leave as determined by the health care provider. If the expected duration of the leave changes during the course of the leave, the employee needs to notify his/her supervisor immediately. The employee will not be held to the expected return date. This is solely to assist the employee's supervisor with scheduling staffing for the expected duration of the employee's leave. The employee may only return to work once the Back to Work Clearance provisions provided herein are met.
6. When the employee calls to provide notification of his/her absence, the employee's supervisor may ask questions as needed to ascertain whether other District employees were potentially exposed to COVID-19 thereby requiring the District to take additional measures to prevent the spread to other employees. Please note that COVID-19 related absences are still covered by HIPAA.

If deemed necessary, the General Manager, at his/her discretion, may require any employee claiming the benefit of emergency paid sick leave for their own personal illness to submit written proof of eligibility, signed by a health care provider. Proof of eligibility may be from a tele-health provider.

Back to Work Clearance

Any employee returning to work after using emergency paid sick leave or after a COVID-19 related absence, regardless of whether paid leave was utilized, must furnish to his/her supervisor a back to work release from a duly licensed physician. Said release may be from a tele-health provider.

Employees shall not return to work until:

1. At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath), and
2. At least 7 days have passed since symptoms first appeared.

Return to Work Practices and Work Restrictions

Any employee returning to work after a COVID-19 related absence shall:

1. Be restricted from contact with persons who are severely immunocompromised until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer,
2. Adhere to hand hygiene, respiratory hygiene, and cough etiquette in the Center for Disease Control's (CDC's) interim infection control guidance (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles), and
3. Self-monitor for symptoms and seek re-evaluation from a health care provider if respiratory symptoms recur or worsen.

Attachment C – Questions to Ask Residents Reporting a Backup

Date:		
Call Taken By (DGSD Employee):		
Resident Name:		
Property Address:		
Best Contact Phone Number:		
Required Questions:	Yes	No
Have you or anyone in your household been diagnosed with COVID-19 in the past 14 days?		
Have you or anyone in your household experienced any of the following symptoms today or in the last 14 days? (read each symptom and check appropriate response)		
Fever or Chills		
Cough		
Shortness of breath or difficulty breathing		
Fatigue		
Muscle or body aches		
Headache		
New loss of taste or smell		
Sore throat		
Congestion or runny nose		
Nausea or Vomiting		
Diarrhea		

Attachment D – Phase 3 and 4 Front Door Sign

(1 page PDF follows)



RESTORE ILLINOIS PHASE 3 & 4 ADMIN CENTER HOURS: MON THRU THURS 10AM - NOON & 1PM - 3PM

*If you are experiencing an emergency, please call (630) 969-0664.
Our technicians are available at all hours to help you!*

GUIDELINES FOR ENTERING THE BUILDING:

1. Please do not enter if you are feeling ill.
2. One customer in the building at a time unless you are part of the same family that is quarantining together.
3. Facemasks are required for all who enter.
4. We apologize but customer use of employee restrooms is prohibited during the COVID-19 pandemic.

Attachment E – Pandemic Visitor Memo
(1 page PDF follows)

Board of Trustees
Wallace D. Van Buren
President
Amy E. Sejnost
Vice President
Paul W. Coultrap
Clerk

Downers Grove Sanitary District

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P.O. Box 1412
Downers Grove, IL 60515-0703
Phone: 630-969-0664
Fax: 630-969-0827
www.dgsd.org

General Manager
Amy R. Underwood

Legal Counsel
Michael G. Philipp

Providing a Better Environment for South Central DuPage County

To: All Contractors and Visitors
From: Amy Underwood, General Manager
Date: April 24, 2020

The Downers Grove Sanitary District's management team is closely evaluating the ever-evolving Covid-19 situation and following guidance from public health officials to make decisions that protect our staff while allowing us to continue to serve the public. Effective today and until further notice, we ask visitors to adhere to the following guidelines.

Please do not enter our facility if:

1. You have tested positive for Covid-19 or know you have been exposed in the past 14 days to anyone who has tested positive for Covid-19.
2. You are experiencing any of the following 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.

Before entering our facility:

1. Fill out and submit the form found [HERE](#) 12 to 24 hours before your scheduled visit. Upon reviewing your responses, we will notify you if there is a problem with your visit. If you do not hear from us, plan to arrive at your scheduled visit time.

When you enter our facility:

1. Cover your nose and mouth with a cloth mask or disposable mask. DGSD is not responsible to provide masks to visitors.
2. Maintain 6 foot separation between yourself and others.
3. Do not shake hands with others.
4. Refrain from using employee restrooms. There is a port-a-potty located on the south side of building K and a sink just inside the south door of building K that visitors are welcome to use.
5. Do not enter any district buildings other than the one you are assigned to do work in or approved by your District host.

Attachment F - Online Visitor Form

The online form is located [HERE](#). Below is simply a list of the questions asked on the form. The online form is updated regularly as the CDC's official COVID-19 symptom list is updated. Submission of the online form sends email notification to the DGSD visitor's host.

Visitor Safety Form

The Downers Grove Sanitary District's management team is closely evaluating the ever-evolving Covid-19 situation and following guidance from public health officials to make decisions that protect our staff while allowing us to continue to serve the public. As part of that effort, we are asking visitors and contractors to complete this form 12 to 24 hours before their scheduled visit.

If your visit to our facility is over an extended time, you may be asked to complete this form more than once. Thank you for your understanding.

By completing this form, you are representing that you and all additional visitors under your direction or from your organization also meet the requirements of eligibility to visit the District's facilities as specified below.

Visitor's Name*

Visitor's Phone Number*

Enter the best number to contact you if we have questions or concerns regarding your visit.

DGSD Primary Point of Contact*

Select the name of the Downers Grove Sanitary District employee that has coordinated your visit.

Frequency of Visit*

Is your visit to the District going to be a single day or will it span multiple days?

REQUIREMENTS FOR ELIGIBILITY (YOUR ANSWERS TO THIS SECTION APPLY FOR ALL VISITORS ASSOCIATED WITH YOU)

Have you (or any of your other visiting associates) been diagnosed with Covid-19 in the last 14 days?*

Have you (or any of your other visiting associates) had close contact with or cared for someone diagnosed with Covid-19 in the last 14 days?*

Covid-19 Symptom Check*

Have you (or any of your other visiting associates) experienced any of the following symptoms in the last 14 days?

- ☐ Fever or chills
- ☐ Cough
- ☐ Shortness of breath or difficulty breathing
- ☐ Fatigue
- ☐ Muscle or body aches
- ☐ Headache
- ☐ New Loss of taste or smell
- ☐ Sore throat
- ☐ Congestion or runny nose
- ☐ Nausea or vomiting
- ☐ Diarrhea

Digital Signature*

Typing your name on this form acts as your digital signature and your agreement to this statement: "I have answered the questions on this form truthfully and to the best of my knowledge."