

# Downers Grove Sanitary District

## **COVID-19 Preparedness Plan**

**June 14, 2021**

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# 1. Introduction

The current global COVID-19 pandemic has impacted our communities in an unprecedented and unexpected way. This impact has led to the implementation of additional guidelines and restrictions intended to protect public health. 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), the Occupational Safety and Health Administration (OSHA), 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 and Illinois Resurgence Mitigation Plan are 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 Phases 1 through 5 and Bridge to Phase 5 of the Restore Illinois Plan and Tiers 3 through Tier 1 of the Illinois Resurgence Mitigation Plan. District management will closely monitor recommendations from the County, the State, and public health authorities and will inform employees when this plan is no longer in effect. The General Manager may at her discretion issue an amendment to this plan as necessary.

## 2. Symptoms, Exposure, and Return to Work Requirements

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 and Potential Exposure

DGSD management is asking staff to self-monitor for the above symptoms, regardless of each employee's vaccination status. This includes the on-call employees that are at home on standby pay so that the supervisor can replace the employee on-call immediately. 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, should not report to work, and should follow all requirements of Section 2.2. By reporting to work, DGSD staff are certifying that they are symptom free.

In addition to self-monitoring for symptoms as specified above, potential exposure can be prevented by following CDC guidelines, avoiding gatherings, following other current regional restrictions that may be established by governmental authorities, and limiting out-of-state travel as these present increased risk for cross-contamination and COVID-exposure. In the event an employee elects to attend a gathering that requires quarantine as defined in Section 8 below or is directed by their supervisor to quarantine as a result of out-of-state travel as identified in Section 7 below, they must meet the following protocol prior to returning to work:

- Get tested with a PCR test 3-5 days after travel AND stay home and self-quarantine for 7 days after travel;
  - Even if your test is negative, stay home and self-quarantine for 7 days; and
  - If your test is positive, isolate yourself to protect others from getting infected and must follow all requirements of Section 2.3.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.

Anyone returning to work after the above protocol will be asked to follow isolation protocols (Section 3) while at work until a total of 14 days has elapsed since returning home from travel or attending a gathering.

In the event the employee cannot follow isolation protocols while at work or work remotely during the quarantine period, the employee may utilize vacation leave, personal leave, or take unpaid leave during normally scheduled workdays. Employees should contact their supervisors to explore whether remote work is available.

DGSD Staff that has attended a gathering or traveled out-of-state may report to work without quarantine or isolation if they have remained asymptomatic and meet one of the following criteria:

- Are fully vaccinated (e.g. two weeks after their second dose in a two dose series, such as the Pfizer or Moderna vaccines, or two weeks after a single dose vaccine, such as the Johnson & Johnson's Janssen vaccine); or
- Were previously diagnosed with COVID-19 within the past 3 months.

## **2.2. Employees Who Have Symptoms**

- DGSD staff who are experiencing any of the above symptoms must notify their supervisor and must not report to work. This applies to both vaccinated and unvaccinated employees.
- The District's Safety Coordinator will contact the employee via phone for documenting their symptoms.
- Employees should contact their medical provider to seek guidance on how to manage their care.
- In the event that the medical provider directs that the employee take a COVID-19 test, the employee must notify their supervisor and/or the Safety Coordinator.
- If a COVID-19 test is taken, the employee must notify their supervisor or the Safety Coordinator of the results immediately:
  - If the result is positive, see section 2.3; or
  - If the test is negative, the employee should follow their medical provider's recommendations and must secure a release for return to work from their provider.
- Unless directed otherwise by their medical provider, employees experiencing symptoms need to quarantine at home for 14 days and work remotely if possible, while self-monitoring for symptoms.
- If the employee has utilized more than three (3) consecutive days of sick leave and/or the employee wishes to return to work in-person earlier than 14 days from the onset of symptoms, the employee must obtain a release from their medical provider to return to work.
- An employee does not need to obtain a release from their medical provider to return to work if all of the following applies to the employee:
  - Has quarantined at home for 14 days from the onset of symptoms;
  - Has been fever-free for at least 24 hours, without the use of fever-reducing medications; and
  - No other symptoms are present.

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.

## **2.3. Employees Who Have Tested Positive for COVID-19**

Employees who test positive for COVID-19 must notify their supervisor immediately so that steps can be taken to protect other employees from contracting the virus. DGSD reasonably

follows CDC and IDPH guidance for businesses in this situation and will periodically review the applicability of such guidance. This guidance includes the following:

- Unless directed otherwise by their medical provider, employees that have tested positive must isolate at home for 10 days from the onset of symptoms and be fever-free for at least 24 hours, without the use of fever-reducing medications, and other symptoms have improved before returning to work (the exception being loss of taste and smell). Employees may work remotely if possible, while self-monitoring for symptoms.
- An employee that has tested positive for COVID-19 as referenced above must obtain a release from their medical provider before returning to work.
- Other employees will be informed of their possible exposure to COVID-19 in the workplace, but confidentiality (unless waived by the COVID-19 positive individual) will be maintained as required by applicable law.
- In accordance with Section 2.4 below, employees that have been in close contact with the employee that tested positive will be required quarantine at home for 14 days, work remotely if possible, while self-monitoring for symptoms.
- If at the time the District is notified an employee has tested positive and it has been 7 days or less since the employee that tested positive has been to work, areas of the facility or vehicles used by that employee will be closed off and/or isolated and/or disinfected, where possible.
- In order to minimize potential for other employees being exposed to respiratory droplets, wait 24 hours where possible before cleaning and disinfecting.
- Open outside doors and windows to increase air circulation in these areas during the 24-hour wait.
- Employees should consult with their supervisor prior to beginning any disinfection efforts themselves.
- A third-party cleaning and disinfection service vendor may be utilized at the discretion of the District.
- In the event the District determines cleaning and disinfection is to be performed by District staff, employees must 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 employee that tested positive used the facility, additional cleaning and disinfection is not required. Routine cleaning and disinfection policies should continue.

## **2.4. Exposure to COVID-19 positive Individuals**

DGSD staff who have been in “close contact” (as defined below) in the last fourteen days with someone who has tested positive for COVID-19 should notify their supervisor immediately. This includes the on-call employees that are at home on standby pay so that the supervisor can replace the employee on-call immediately. Close contact is defined as any of the following: 1) Being within 6 feet of a sick person with COVID-19 for a total of 15 minutes or more within a 24-hour period starting from 48 hours prior to the onset of symptoms in the sick person (or, for

asymptomatic persons, 48 hours prior to test specimen collection), 2) Caring at home for a sick person with COVID-19, 3) Having direct physical contact with the person (e.g. hugged or kissed them), or 4) Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, sneezed on, somehow got respiratory droplets on you, sharing eating or drinking utensils, etc.).

DGSD Staff with an exposure to someone who has tested positive for COVID-19 may report to work without quarantine or isolation if they have remained asymptomatic since the current COVID-19 exposure and meet one of the following criteria:

- Are fully vaccinated (e.g. two weeks after their second dose in a two dose series, such as the Pfizer or Moderna vaccines, or two weeks after a single dose vaccine, such as the Johnson & Johnson's Janssen vaccine); or
- Were previously diagnosed with COVID-19 within the past 3 months.

Employees that don't meet the conditions of the prior paragraph and have had close contact with someone who has tested positive for COVID-19 will be required to quarantine at home for 14 days from the last date of close contact with the individual. The employee may work remotely if possible, while self-monitoring for symptoms throughout the quarantine period.

By reporting to work, DGSD staff are certifying that either of the following apply: (1) the employee is either fully vaccinated or was previously diagnosed with COVID-19 within the past 3 months; or (2) the employee has not within the past fourteen (14) days knowingly been in close contact with someone who has tested positive for COVID-19 and is still contagious.

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.

## **2.5. Calculation of Quarantine and Isolation Periods**

Any of the quarantine and/or isolation periods referenced throughout this Plan start the full day after the day determined by the District as the start date (Day 0). For example, if an employee returned from travel on April 1 and they needed to undergo a 14 day quarantine period, they would be able to return to work on April 16.

## **2.6. Use of Vaccination Information**

Employees are not required to disclose their vaccination status. Any employee who has chosen to provide the District with a copy of their COVID-19 vaccination card should be aware the District may use their vaccination status for the following purposes:

1. Contact tracing
2. Administration of relaxed mask use procedures
3. Administration of other procedures in the COVID-19 Preparedness Plan related to vaccination status

#### 4. Potential incentives offered to employees for becoming vaccinated

In order to accomplish Items 2 and 3 above, supervisors will be informed which employees in their department are fully vaccinated.

Additional District staff, such as the General Manager, Administrative Supervisor, Accounting Assistant (for payroll purposes) and Safety Coordinator may also be informed of an employee's vaccination status as needed in order to facilitate any of the above purposes.

### 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 tier or phase. Alternate work plans will be put in place by tier or 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 Administration 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 Administration Center briefly. A shared calendar has been created in Outlook for occupancy communication. Employees must check this calendar before planning to enter the Administration Center and must enter their name into the calendar and the time they need to enter so that others are aware. Administration 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 Administration

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 Tier 3**

Only BSSRAP Emergency inspections shall be performed at this time. Biosolids delivery may continue at this time with contactless delivery at the discretion of the Operations Supervisor. All other work assignments to be performed as provided for under Phase 3, Tier 2, Tier 1, and Phase 4.

### **3.1.3. Reporting to Work in Phase 3, Tier 2, Tier 1, Phase 4, and Bridge to Phase 5**

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. If the Maintenance or Operations departments do not have two or more fully vaccinated employees in its department, on-call employees for the respective department will stay home on standby. If the Laboratory or Sewer System departments do not have one or more fully vaccinated employees in its department, the on-call employee for the respective department will stay home on standby. If an on-call employee is on standby staying at home, the guidelines are the same as they were in Phases 1 and 2.

Biosolids delivery can resume with the restrictions listed in section 3.6.

Most administrative employees will continue to work remotely. The Administration Center normally houses up to 16 employees working at their desks, plus residents at the front counter, periodic entries by WWTC staff and meetings in the Board room. It is not possible to practice social distancing at this capacity so supervisors will work together to create a plan to keep the Administration Center capacity at four (4) or less employees that will be in the building for more than one hour. It's possible that an employee scheduled to work remotely on a certain day would need to come into the Administration Center briefly. A fifth employee may enter the office so long as he/she will be in the office no more than one hour. A shared calendar has been created in Outlook for occupancy communication.

Employees must check this calendar before planning to enter the Administration Center and must enter their name into the calendar and the time they need be in the office so that others are aware. Employees should not put “ALL DAY” on the calendar but rather put the actual time frame as this will allow others that need to visit the office to know when a pocket of availability is open. Employees that are popping into the side hallway to pick up packages or use the time clock are not counted for the purpose of the capacity limitation provided herein. The General Manager may at his/her discretion approve additional employees to be in the Administration Center for limited periods if required in order for the District to provide our essential services.

Supervisors that report to the Administration Center will continue work from home as needed to limit the number of employees in the Administration 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.

#### **3.1.4. Reporting to Work in Phase 5**

Supervisors may continue to offer flexibility to all employees for work schedules, including the offer of staggered times and/or the possibility of remote work for those positions that are able to work remotely. 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. Employees who report to work in the Administration Center should continue to use the shared Outlook calendar.

#### **3.1.5. Isolation Protocol**

Effects of the COVID-19 pandemic may result in District staffing levels being too low to maintain normal operations and render us unable to provide our essential service to the community. In this case, employees who are quarantining due to potential exposure (have no known exposures, have not tested positive, and have not exhibited symptoms) may be asked to continue working under an isolation protocol. This protocol will allow an employee to perform essential job duties while isolated from other employees. Details of the isolation protocol will be communicated by the management team if such an emergency arises but may include workday modifications such as:

- Reduced on-site hours (i.e. do what is needed on site, then work remotely or be on standby at home for the rest of the day);
- Clearly communicated instructions for the isolated employee to avoid physical interaction with other employees;
- Clearly communicated instructions for other employees to avoid physical interaction with the isolated employee;
- An alternate method for the employee to record their working hours so that they don't need to access the shared timeclock;

- An alternate area for the employee to store their belongings and change clothes so that they don't enter the shared locker room. This area will be marked such that other employees know not to enter the space;
- The isolated employee may be required to wear personal protective equipment, including but not limited to, face masks, face shields, gloves, etc. while performing work in isolation;
- The isolated employee may be directed to clean and disinfect workspaces and equipment that were used in the course of performing work in isolation;
- Minimize their use of District vehicles and equipment (includes golf carts, tricycles, forklift, etc.). In the event a vehicle or piece of equipment is deemed essential, a dedicated vehicle or piece of equipment will be assigned for use only by that specific employee. This vehicle or piece of equipment will be marked from the outside such that other employees know not to use it;
- An independent restroom area that is not part of any common areas where multiple employees would enter the restroom. This restroom will be marked such that other employees know not to enter the space;
- An alternate space for the employee to take a lunch break, separated from other employees; and
- Contactless interaction when working with vendors, members of the public or other District staff.

### **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 and should not shake hands with each other or with visitors.

Until Phase 5, when entering hallways inside of buildings or in tunnels, employees should announce themselves. Employees should always check wall-mounted and ceiling-mounted bubble mirrors (when available) to avoid collisions with another staff member.

Until Phase 5, 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 Administration Center for deliveries are minimized. See Section 3.2.6 for additional social distancing guidance for the Administration Center.

#### **3.2.2. Meetings**

Meeting capacities and restrictions for the various stages of the Restore Illinois Plan and Illinois Resurgence Mitigation Plan are detailed below. Employees should continue to follow general social distancing guidelines for all in-person group meetings in Phases 3 or 4 and Tiers 2 or 1. Employees and meeting guests must also follow all applicable mask



restrictions that may be required under Section 5 below. When possible, indoor meetings should be limited to an hour or less. If a virtual meeting is feasible rather than a face to face meeting during Phases 3 or 4, Bridge to Phase 5, or Tiers 2 or 1 the virtual meeting format should still be used.

During Phase 1, Phase 2, and Tier 3:

- In-person group meetings should not occur. Staff should use virtual options instead (i.e.: Zoom, conference calls, etc.).

During Phase 3 and Tier 2:

- Outdoor in-person meetings of ten people or less may occur.

During Tier 1:

- Outdoor in-person meetings of twenty-five people or less may occur.

During Phase 4:

- Outdoor in-person meetings of fifty people or less may occur.
- Indoor meetings may be allowed in the Admin Center Board Room limited to a maximum of 12 people for the sole purpose of holding meetings for the Board of Trustees and Board of Local Improvements.
- Employees may attend professional meetings, seminars, or training events upon the approval of their Supervisor after confirming appropriate safety measures are being administered at the location of the meeting.

During Bridge to Phase 5:

- Outdoor in-person meetings of 100 people or less may occur.
- Indoor meetings may occur at the following locations at the following maximum number of people:
  - Admin Center Board Room: 16 people.
  - MSB Garage: 40 people (without tables).
  - MSB Lunchroom: 16 people (when no tables present).
  - Net-Zero Energy Building: 6 people.
- Employees may attend professional meetings, seminars, or training events upon the approval of their Supervisor after confirming appropriate safety measures are being administered at the location of the meeting.

During Phase 5:

- There are no COVID-19 related capacity limits for meetings provided the meeting room has sufficient space to allow unvaccinated individuals to maintain 6 feet social distance per the Restore Illinois Phase 5 guidance for all meetings, both indoors and outdoors.
- The Phase 5 requirements of Section 5 also apply in these instances.

### **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 Administration 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 (for Eating)**

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 Administration 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. 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.

The District has created outdoor covered eating areas to expand lunch time or meeting locations during nicer weather.

Employees using eating areas must make every reasonable effort to achieve 6-feet of physical distance between themselves and others.

### **3.2.6. Office Spaces**

The following applies until Phase 5:

- In all District office spaces throughout the Administration Center and WWTC, capacity is limited to one (1) person at any one time.
- The Operations Center communal space (i.e. room where the large SCADA screen is located) has a capacity limit of two (2) people working in the space at any one time and one (1) person using the space temporarily for passing through for a total of three (3).
- All employees should keep their personal conversations with employees “popping in” to the office or “in passing” to a minimum to maintain social distancing and also so as not to delay an employee from exiting the office and/or taking up capacity unnecessarily.

During Phase 5:

- There are no COVID-19 related capacity limits for office spaces provided the office space has sufficient space to allow unvaccinated individuals to maintain 6 feet social distance per the Restore Illinois Phase 5 guidance for indoor office spaces.
- The Phase 5 requirements of Section 5 also apply in these instances.

### **3.3. District Vehicles**

Until Phase 5, employees who must still use DGSD vehicles during the pandemic will use them alone, without a passenger. The term “vehicles” includes cars, trucks, commercial motor vehicles, tractors, skid steers, loaders, golf carts, and forklifts. 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.

During Phase 5, employees may ride together in vehicles as long as all are masked. The in-vehicle masking requirement applies regardless of vaccination status.

Each DGSD vehicle has been supplied a bottle of alcohol-based hand sanitizer and a bottle of alcohol-based sanitizing spray, each labeled with vehicle number. These bottles should not be thrown away when empty but should instead be refilled from the larger containers of hand sanitizer and alcohol located in the MSB lunchroom and in the Administration Center board room.

At all times, employees using a shared District vehicle need to use the alcohol spray to sanitize 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**

The following applies until Phase 5:

Technicians should speak with residents via phone instead of ringing their doorbell. 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 Administration Center.

During Phase 5:

When technicians are speaking with residents outdoors and cannot maintain at least 6 feet of distance, they must wear a mask for the duration of that interaction regardless of vaccination status.

### **3.5. Inspections of Contractor Work and BSSRAP-OHSP Inspections**

The following applies until Phase 5:

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. In addition, a questionnaire is included as Attachment C for staff to use with each of these interactions ensuring that District staff can avoid having contact with anyone who has tested positive for COVID-19. These forms should be stored in a file in the Administration Center. 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 Administration Center.

For bid construction work requiring inspections of the Contractor's work, the Contract Documents will include the following or similar language:

"Contractor shall follow all protocols in the State of Illinois Restore Illinois plan for the current Phase or Tier that DuPage County (i.e., Region 8) is in at the time the work is being performed. During any Phase or Tier other than Phase 5, the Contractor shall take the measures provided herein to make a safe environment every time the Contractor or a Subcontractor needs to interact in-person with the Owner's Representative, any other

Owner personnel or the Owner's engineering subconsultant throughout the course of the Construction work. The Contractor's designated safety officer or representative shall fill out the Owner's online visitor form weekly collectively representing all Contractor employees, Subcontractor employees or anyone else associated with the Contractor's work that will be on site that week. The form may be accessed through this link:

<https://www.dgsd.org/visitor-safety-form/>. Should any question be answered in the affirmative, the Owner's Representative will follow up with the Contractor's safety officer to determine what, if any, measures are required to isolate that individual or individuals from the Owner's personnel/representatives. Prior to inspection of the work, Contractor shall clear the area to be inspected of all non-essential persons. Any Contractor employee or Subcontractor employee that is essential to the inspection shall wear a mask and maintain at least 6 feet between his/her person and the Owner's Representative. The inspection will only proceed if the Owner's Representative is comfortable in performing the inspection based upon site conditions and persons present."

In addition, anyone attending the Pre-Construction or progress meetings, if held in-person, will be required to submit fill out the online visitor form 12 – 24 hours prior to attending the meeting.

During Phase 5:

When technicians or inspectors are either (1) speaking with residents or contractors outdoors and cannot maintain at least 6feet of distance or (2) entering a resident's home or business; they must wear a mask for the duration of that interaction regardless of vaccination status.

In interactions with contractors where at least 6 feet of distance cannot be maintained, District staff should request that a contractor's employees must wear a mask as well.

Staff should continue to use Attachment C to avoid entering the home of a resident with symptoms.

In addition, anyone attending the Pre-Construction or progress meetings, if held in-person, will be required to submit fill out the online visitor form referenced in Section 3.8 below 12 – 24 hours prior to attending the meeting.

### **3.6. Biosolids**

Biosolids deliveries can be made in Phase 3, Tier 3, Tier 2, Tier 1, Phase 4, Bridge to Phase 5, and Phase 5. Until Phase 5, Administration Center staff should place the completed request forms on a clipboard at the backdoor of the Administration Center. 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 Phase 1, Phase 2, and Tier 3. During Phase 1, Phase 2 and Tier 3, 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 Phase 1, Phase 2, and Tier 3 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 be open to customers during Phase 3, Tier 2, Tier 1, Phase 4 and Bridge to Phase 5. The office hours for customers will be 10am-noon and 1pm-3pm Monday through Thursday. These hours are subject to change based on recommendations from local health authorities. Safety guidelines must be followed for customers to enter, which are detailed in the Phase 3 and Phase 4 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 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 Phase 5:

The office hours for customers will be 10am-noon and 1pm-3pm Monday through Friday. These hours are subject to change at the General Manager's discretion and are intended to be increased over time to better serve our customers. Safety guidelines must be followed for customers to enter, which are detailed in the Phase 5 door sign in Attachment D. Only two customers will be allowed at the counter at a time. Other customers must wait in designated areas 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 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 Administration 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 must fill out the DGSD online visitor form, which is located on the DGSD website ([click link here](#)), and their visit will be approved based on their responses. The form asks questions such as:

- Duration of visit
- Vaccination status
- Symptoms

- Exposure to Covid positive individuals
- Travel to high risk areas

Submission of the form sends an automatic email notification to the DGSD host. Employees may verify this form has been properly completed by a visitor by asking their supervisor.

Employees who are hosting a non-DGSD person at a DGSD facility need to forward the above link to the online visitor form to the party and ensure that the party has filled out the online form prior to allowing them to enter DGSD facilities. The online visitor form will reference the visitor memo for the current phase or tier or bridge which indicates guidelines visitors must follow when entering DGSD facilities. The memos are provided in Attachment E.

All visitors are required to follow the same facemask and social distancing guidelines as employees.

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.

Employees are authorized on behalf of the District to enforce these guidelines with our visitors. Employees that observe visitors not following these guidelines should ask them immediately to comply or leave.

### **3.9. Plant Tours**

Plant Tours may occur only during Phase 4, Bridge to Phase 5, and Phase 5. Plant tours may occur under the following conditions:

- The DGSD tour guide must be fully vaccinated during Phase 4.
- The DGSD tour guide must wear a mask regardless of their vaccination status.
- Maximum group size is 8 visitors plus one DGSD tour guide.
- All tour participants need to wear masks and practice social distancing throughout the tour.
- The tour will be outdoors only. No visitors will be permitted inside the buildings.
- Videos which are normally watched in the Net Zero Education Center can be provided to the group in advance.
- Tour participants may not use the District restrooms or sinks.
- The online visitor form will need to be completed by each participant 12 – 24 hours prior to attending. If a tour participant is a minor, the form will need to be completed by a parent/guardian.

## 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.

Until Phase 5, 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 –
  - During Phases 1-4, Tiers 1-3: All 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.

- During Bridge to Phase 5 and Phase 5:
  - All DGSD employees who interact with public at the counter or side door in the Administration Center or who must enter a resident's home must wear a mask regardless of their vaccination status.
  - All DGSD employees must wear masks when in a vehicle with another person regardless of their vaccination status.
  - Tour guides must wear masks regardless of vaccination status.
  - In all other situations, fully vaccinated DGSD staff may choose to unmask as they feel comfortable. Should a fully vaccinated employee wish to not wear his or her mask, proof of vaccination status must be provided to District Administration.
  - 
  - Unvaccinated employees may choose not to wear a face mask when able to maintain a (6) six foot social distance **while outdoors**.
  - Unvaccinated employees may choose to unmask if they are alone in an **indoor space**. "Indoor space" is defined as both an office space as referenced in Section 3.2.6 and all other interior spaces of District facilities (e.g. the Administration Center, various buildings at the WWTC including the garages, Tunnels, Lift Station buildings, etc.).
- Employees who are immunocompromised should consider wearing face masks when in a room with others or within 6 feet of others.
- 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 Administration Center for handling mail and packages.

## 6. Cleaning and Disinfecting

DGSD's contracted cleaning crew will be cleaning the Administration 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. Until Phase 5, the DGSD Building and Grounds crew

will be providing additional disinfection of counters, doorknobs, handles, and faucets each morning before the first shift begins. In addition, the crew will disinfect the drop box at the Administration Center.

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.

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.

On days when the Administration Center is open, the front counter and front door handles/knobs at the Administration Center will be cleaned by a staff member of Building and Grounds prior to 10am opening (as part of early morning routine disinfection). Administration Center staff shall disinfect the front counter between customers, when practical.

In addition to these cleaning and disinfection protocols, employee are expected to follow other sections of this document that relate to cleaning and disinfection of District facilities and vehicles.

## **7. Travel**

The CDC recommends delaying travel until you are fully vaccinated, because travel increases your chance of getting and spreading COVID-19. If you are not fully vaccinated and must travel, follow the CDC's recommendations for unvaccinated people traveling internationally or domestically. Overnight business-related travel for employees will not occur until the Bridge to Phase 5. Per the Restore Illinois Plan attached as Attachment A, non-essential travel is discouraged during Phases 1 and 2. During Phases 3, 4, Bridge to Phase 5, and Phase 5, employees are encouraged to check the [CDC's travel advisory page](#), the [US Department of State travel advisory page](#), and the [City of Chicago's Emergency Travel Order Page](#) for recommendations and potential bans related to non-essential travel during the COVID-19 pandemic. Travel advisories can change frequently as the pandemic situation evolves, the District will attempt to provide periodic updates to employees with timely information, but ultimately it is the employee's responsibility to remain apprised of any changes. In the event an employee wishes to pursue out-of-state travel, they must follow the following process:

### **Quarantine Determination Steps**

- (1) Has the employee been fully vaccinated or been diagnosed with COVID-19 within three months of their intended travel return date?
  - a. If Yes, the employee does not need to quarantine upon returning from travel so long as they are not exhibiting COVID-19 symptoms.

- b. If No, proceed to Step 2.
- (2) Will the employee be using public transportation at any point during the travel (including, but not limited to, buses, trains, commercial airlines, boats, etc.)?
  - a. If Yes, the employee will complete the quarantine period as defined in Section 2.1 above before returning to work.
  - b. If No, proceed to Step 3.
- (3) Has the employee already determined they will be quarantining after returning from travel?
  - a. If Yes, the employee will complete the quarantine period as defined in Section 2.1 above before returning to work.
  - b. If No, proceed to Step 4.
- (4) The employee should consult their supervisor or the Safety Coordinator to complete the District's Pre-Travel Checklist prior to travelling in order to determine whether a quarantine is appropriate upon their return from such travel.

This Pre-Travel Checklist may contain, but is not limited to, the following:

- the employee's intended destination(s);
- if the employee's traveling companions live in the same household as the employee;
- infection rates in the destination at the intended time of travel; and
- whether the employee is planning to attend any events or gatherings throughout the travel period.

As part of this determination, their supervisor shall work with the District's Safety Coordinator to determine the appropriate quarantine measures that need to be taken as specified in Section 2.1 above in order to protect other employees, vendors, and the public.

If during the employee's travel, any of the items covered by the Pre-Travel Checklist changes (e.g. the employee decides to take a tour using public transportation at their destination), upon the employee's return from travel and prior to reporting for duty in-person, the employee must notify their supervisor of the change and assess if there should be a change to the pre-travel quarantine determination.

## **8. Events and Gatherings**

Until Phase 5:

A "gathering" refers to a planned or spontaneous event, indoors or outdoors, with a small number of people participating or a large number of people in attendance such as a community event or gathering, concert, festival, conference, parade, wedding, or sporting event. The following factors should be considered prior to attending a gathering:

- The more people an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading;
- The higher the level of community transmission in the area that the gathering is being held, the higher the risk of COVID-19 spreading during a gathering; and
- The size of an event or gathering should be determined based on state, local, territorial or tribal safety laws and regulations.

If an employee attends a gathering where it is difficult for individuals to remain spaced at least 6 feet apart during the gathering or attendees travel from outside the local area, the employee must notify their supervisor prior to reporting for duty in-person in order for the District to determine whether a quarantine is appropriate after attending the gathering. The employee's supervisor shall work with the District's Safety Coordinator to determine the appropriate quarantine measures that need to be taken as specified in Section 2.1 above in order to protect other employees, vendors, and the public.

During Phase 5:

The above Section 8 only applies to unvaccinated employees. When determining whether an unvaccinated employee needs to quarantine after attending a gathering, the CDC guidance on "Choosing Safer Activities" attached as Attachment F should be referenced by the employee's supervisor and the Safety Coordinator.

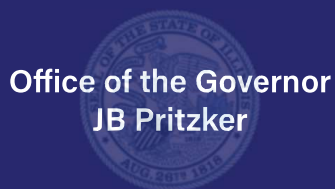
## **9. Revisions to the Plan**

The COVID-19 situation is one that is fluid and constantly evolving. The District will continue to evaluate the effectiveness of its efforts to minimize the spread of COVID-19 amongst its employees, visitors to our facilities, and the public we serve. From time to time, the District will revise this Plan as needed in order to continue to best protect our organization and continue to provide essential public service. At any time, the General Manager may at her discretion issue an amendment to this plan as necessary.

**Attachment A – Restore Illinois Plan**  
(18 page PDF follows)

# RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

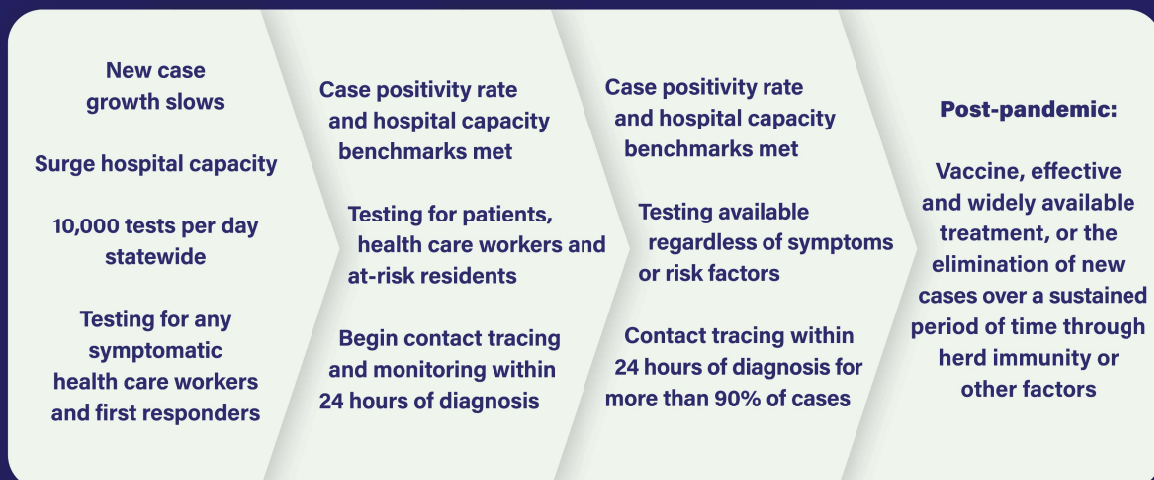


May 5, 2020

# 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 &amp; 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.

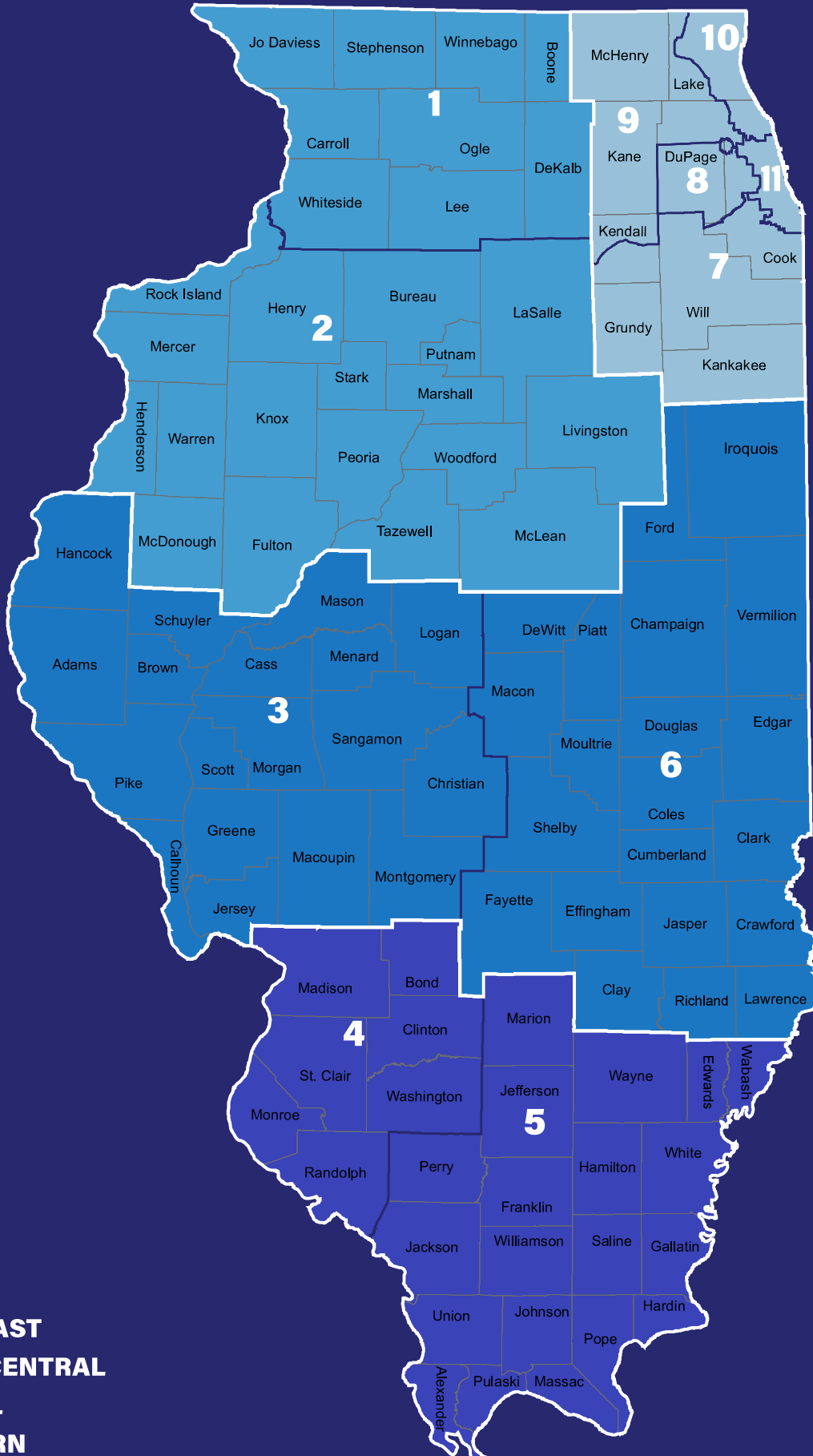
**Phase 4 – Revitalization:** The rate of infection among those surveillance tested and the number of patients admitted to the hospital continues to decline. Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the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

## Actions to Combat a Resurgence of COVID-19

UPDATED 1/18/2021

From the onset of the COVID-19 pandemic, Illinois has followed the science and listened to public health experts to keep people safe.

After bending the curve in the spring, Illinois achieved relatively low rates of community spread and hospitalizations in the summer. But amid a nationwide surge, every region of Illinois saw an increase in cases and hospitalizations in the fall, which triggered the regional tiered mitigations outlined in this plan.

As the surge became more severe here in Illinois and across the nation, Governor Pritzker and the Illinois Department of Public Health moved all 11 regions into Tier 3 mitigations, effective November 20, 2020. At the advice of public health experts, including Dr. Anthony Fauci, the mitigations remained in place over the holidays to prevent a “surge upon a surge.” With some regions now beginning to make progress, Governor Pritzker announced that any region that has met the metrics for a reduction of mitigations will be able to move out of Tier 3 to less restrictive tiers beginning January 15, 2021.

By operating with consistent and meaningful mitigations throughout the holiday season, Illinois has saved lives, brought down community risk, and set ourselves up to safely reduce these mitigations. This approach has allowed the state to be in its strongest position to combat the virus since the pandemic began, as the administration prepares to proceed with Phase 1B of Illinois' vaccine distribution plan. Illinois also continues to build upon its nation-leading testing operation, surpassing more than 100,000 tests per day. This plan accounts for months of additional research as public health experts reach a greater scientific understanding of this virus. Ultimately, as conditions continue to improve, IDPH will re-classify regions to Tier 2, Tier 1, and back to Phase 4 as they meet the necessary metrics.





Mitigations will be applied or deliberately lifted on a regional basis based on the Emergency Medical Services (EMS) Regions that have traditionally guided IDPH in its statewide public health work, allowing for a more granular approach. These regions follow county lines to account for counties that are in more than one region of the EMS system. The 11 regions are as follows:

1. **NORTH:** Boone, Carroll, DeKalb, Jo Daviess, Lee, Ogle, Stephenson, Whiteside, Winnebago
2. **NORTH-CENTRAL:** Bureau, Fulton, Grundy, Henderson, Henry, Kendall, Knox, La Salle, Livingston, Marshall, McDonough, McLean, Mercer, Peoria, Putnam, Rock Island, Stark, Tazewell, Warren, Woodford
3. **WEST-CENTRAL:** Adams, Brown, Calhoun, Cass, Christian, Greene, Hancock, Jersey, Logan, Macoupin, Mason, Menard, Montgomery, Morgan, Pike, Sangamon, Schuyler, Scott
4. **METRO EAST:** Bond, Clinton, Madison, Monroe, Randolph, St. Clair, Washington
5. **SOUTHERN:** Alexander, Edwards, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jefferson, Johnson, Marion, Massac, Perry, Pope, Pulaski, Saline, Union, Wabash, Wayne, White, Williamson
6. **EAST-CENTRAL:** Champaign, Clark, Clay, Coles, Crawford, Cumberland, De Witt, Douglas, Edgar, Effingham, Fayette, Ford, Iroquois, Jasper, Lawrence, Macon, Moultrie, Piatt, Richland, Shelby, Vermillion
7. **SOUTH SUBURBAN:** Kankakee, Will
8. **WEST SUBURBAN:** DuPage, Kane
9. **NORTH SUBURBAN:** Lake, McHenry
10. **SUBURBAN COOK:** Suburban Cook
11. **CHICAGO:** City of Chicago



*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.*

## Actions to Combat a Resurgence of COVID-19

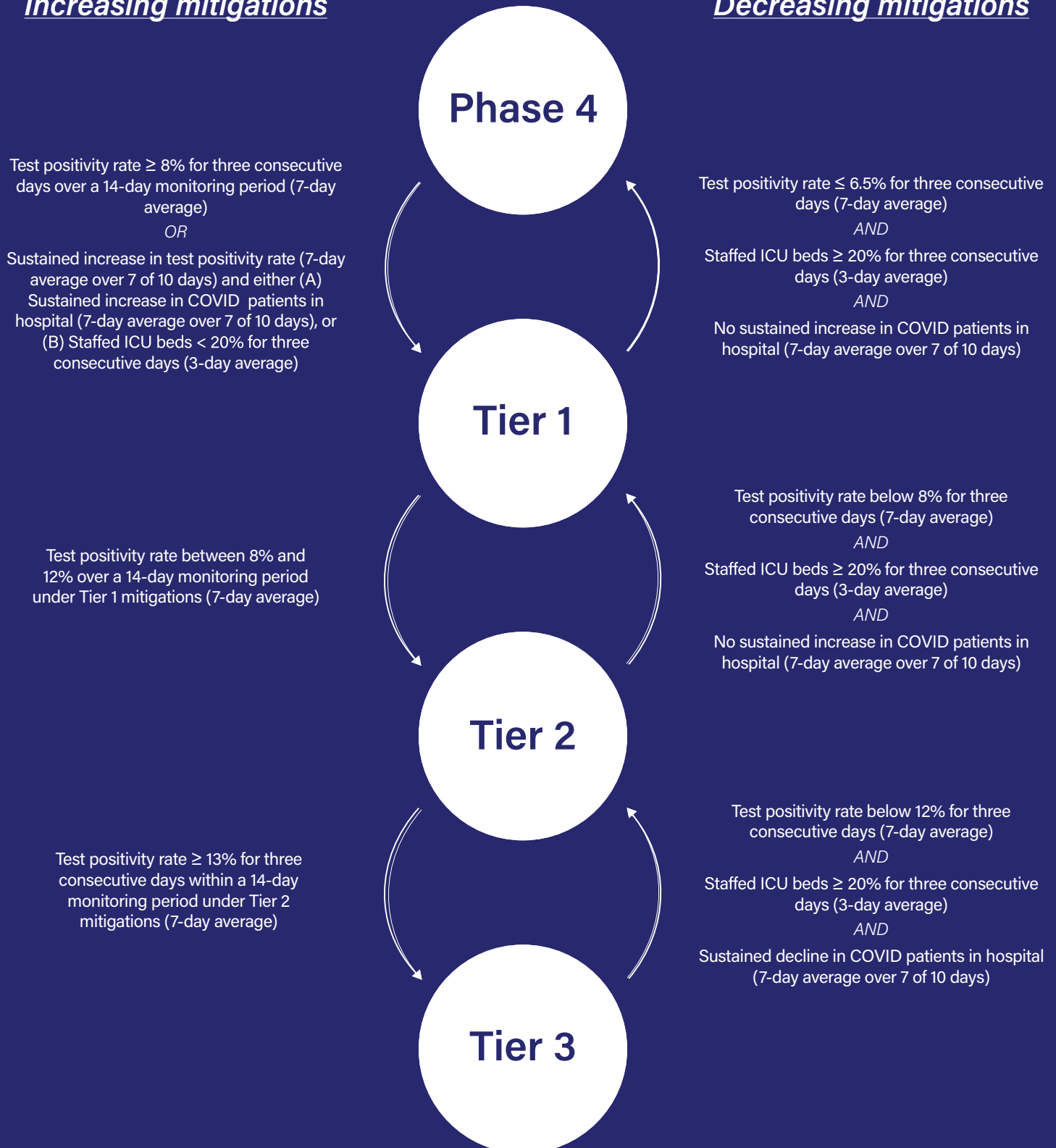
*The following resurgence mitigations are in addition to the guidance outlined in Phase 4 of the Restore Illinois Plan:*

SETTING	TIER 1	TIER 2	TIER 3
<b>Bars and restaurants</b>	<ul style="list-style-type: none"> <li>Indoor service limited to lesser of 25% or 25 persons per room</li> <li>No tables exceeding 4 people indoors</li> <li>Suspend indoor service if not serving food</li> <li>Outdoor, delivery and takeout service continues under updated hours</li> </ul>	<ul style="list-style-type: none"> <li>Suspend indoor service</li> <li>Outdoor, delivery and takeout service continues under updated hours</li> <li>No tables exceeding 6 people</li> </ul>	<ul style="list-style-type: none"> <li>Suspend indoor service</li> <li>Outdoor, delivery and takeout service continues under updated hours</li> <li>No tables exceeding 6 people</li> </ul>
<b>Cultural institutions</b>	<ul style="list-style-type: none"> <li>Open under Phase 4 rules</li> </ul>	<ul style="list-style-type: none"> <li>Open under Phase 4 rules</li> </ul>	<ul style="list-style-type: none"> <li>Operations paused</li> </ul>
<b>Gaming and casinos</b>	<ul style="list-style-type: none"> <li>Open under Phase 4 rules from Illinois Gaming Board</li> </ul>	<ul style="list-style-type: none"> <li>Open under Phase 4 rules from Illinois Gaming Board</li> </ul>	<ul style="list-style-type: none"> <li>Operations paused</li> </ul>
<b>Hotels</b>	<ul style="list-style-type: none"> <li>Open under Phase 4 rules</li> </ul>	<ul style="list-style-type: none"> <li>Limited to registered guests</li> <li>Fitness centers closed or operating on reservation model at 25% capacity</li> </ul>	<ul style="list-style-type: none"> <li>Limited to registered guests</li> <li>Fitness centers closed or operating on reservation model at 25% capacity</li> </ul>
<b>Household gatherings</b>	<ul style="list-style-type: none"> <li>Allowed with public health guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Limiting to 10 people is encouraged</li> </ul>	<ul style="list-style-type: none"> <li>Limiting to household members is encouraged</li> </ul>
<b>Indoor fitness classes</b>	<ul style="list-style-type: none"> <li>Open under Phase 4 rules</li> </ul>	<ul style="list-style-type: none"> <li>Groups limited to 10, including fitness classes</li> </ul>	<ul style="list-style-type: none"> <li>Operations paused</li> </ul>
<b>Meetings, events and gatherings (excluding in-person school or sports)</b>	<ul style="list-style-type: none"> <li>Limit to lesser of 25 guests or 25% overall capacity indoors and outdoors</li> </ul>	<ul style="list-style-type: none"> <li>Limit to 10 guests indoors and outdoors</li> </ul>	<ul style="list-style-type: none"> <li>No gatherings in meeting rooms, banquet halls, party rooms, private clubs, etc.</li> <li>Funerals limited to 10 family members of decedents</li> </ul>
<b>Offices</b>	<ul style="list-style-type: none"> <li>Open under Phase 4 rules</li> </ul>	<ul style="list-style-type: none"> <li>Open under Phase 4 rules</li> </ul>	<ul style="list-style-type: none"> <li>Remote work encouraged</li> </ul>
<b>Organized group recreational activities</b> (fitness centers, sports, etc.)	<ul style="list-style-type: none"> <li>Recreation, fitness centers and outdoor activities follow Phase 4 guidance</li> <li>Sports follow measures in the All Sport Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Limit to lesser of 25 guests or 25% overall capacity indoors and outdoors</li> <li>Sports follow measures in the All Sport Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Indoor sports and recreation paused</li> <li>Outdoor sports and recreation, individual training allowed</li> <li>Groups limited to 10 people</li> </ul>

IDPH will continue to track the health metrics in all 11 regions and announce tier changes when a region makes progress. Follow the latest regional metrics at [dph.illinois.gov/regionmetrics](https://dph.illinois.gov/regionmetrics). For more information on guidance for businesses, please visit the FAQ on [DCEO's website](#).

### Increasing mitigations

### Decreasing mitigations



## A Bridge to Phase 5

As more of our residents receive the COVID-19 vaccine, Illinois will operate with a metrics-based pathway toward the fifth and final phase of the Restore Illinois reopening plan, in which all sectors of the economy reopen with businesses and recreation resuming normal operations, and where conventions, festivals, and large events can take place.

Following recommendations from public health experts, Illinois will move forward with a dial-like approach between the mitigations in Phase 4, which currently apply to the entire state, and the post-pandemic new normal of Phase 5. This Bridge to Phase 5 will allow for higher capacity limits and increased business operations, before public health experts tell us it is safe to move to the new normal that Phase 5 will bring.

Like the prior evidenced-based approaches to deliberately lift mitigations that have kept us safe and saved lives, this gradual path to Phase 5 will protect the progress we've made while allowing us to reopen the economy.

Once 70% of residents 65 and older have been vaccinated and barring any reversals in our COVID-19 hospitalizations and deaths for a 28-day monitoring period, the Bridge to Phase 5 will begin with increased capacity limits in both indoor and outdoor settings. Once 50% of residents 16 and older have been vaccinated and stable or declining COVID-19 metrics are recorded during a 28-day monitoring period, Phase 5 will be implemented, removing capacity limits altogether. All regions of the state will move through these next phases together based on statewide metrics.

While regulations are rolled back gradually, Illinoisans should continue following the public health guidelines that have kept us safe during the pandemic, like wearing a mask in public and social distancing.

Additionally, this updated guidance establishes new capacity limits for settings determined by risk level. In an update to current Phase 4 mitigations, individuals with proof of full vaccination — defined as 14 days after receiving a final vaccine dose — or a negative COVID-19 test (PCR) 1-3 days prior to an event do not count against capacity limits. Following the latest studies on virus transmission, lower risk activities that were either not permitted or allowed at a lower capacity have been expanded in Phase 4.

SETTING	PHASE 4	BRIDGE	PHASE 5
<b>Dining</b>	<b>Seated areas:</b> Patrons $\geq$ 6 feet apart; parties $\leq$ 10 <b>Standing areas:</b> 25% capacity	<b>Seated areas:</b> Patrons $\geq$ 6 feet apart; parties $\leq$ 10 <b>Standing areas:</b> 30% capacity indoors; 50% capacity outdoors	N O  L I M I T S
<b>Health and fitness</b>	50% capacity Group fitness classes of 50 or fewer indoors or 100 or fewer outdoors *	60% capacity Group fitness classes of 50 or fewer indoors or 100 or fewer outdoors	
<b>Offices</b>	50% capacity	60% capacity	
<b>Personal care</b>	50% capacity	60% capacity	
<b>Retail and service counter</b>	50% capacity	60% capacity	

SETTING	PHASE 4	BRIDGE	PHASE 5
Amusement parks	25% capacity *	60% capacity	N O  C A P A C I T Y  L I M I T S
Festivals and general admission outdoor spectator events	15 people per 1,000 sq. ft. *	30 people per 1,000 sq. ft.	
Flea and farmers markets	25% capacity or 15 people per 1,000 sq. ft.	<b>Indoor:</b> 15 people per 1,000 sq. ft. <b>Outdoor:</b> 30 people per 1,000 sq. ft.	
Film production	50% capacity	60% capacity	
Meetings, conferences and conventions	<b>Venue with capacity &lt; 200 persons:</b> Lesser of 50 people or 50% capacity * <b>Venue with capacity ≥ 200 persons:</b> Lesser of 250 people or 25% capacity *	Lesser of 1,000 people or 60% capacity ^	
Museums	25% capacity	60% capacity	
Recreation	<b>Indoor:</b> Lesser of 50 people or 50% capacity <b>Outdoor:</b> Maximum groups of 50; multiple groups permissible	<b>Indoor:</b> Lesser of 100 people or 50% capacity <b>Outdoor:</b> Maximum groups of 100; multiple groups permissible	
Social events	<b>Indoor:</b> Lesser of 50 people or 50% capacity * <b>Outdoor:</b> Lesser of 100 people or 50% capacity *	<b>Indoor:</b> 250 people <b>Outdoor:</b> 500 people	
Spectator events (ticketed and seated)	<b>Indoor venue with capacity &lt; 200 people:</b> Lesser of 50 people or 50% capacity * <b>Outdoor venue or indoor venue with capacity ≥ 200 people:</b> 25% capacity *	60% capacity	
Theaters and performing arts	<b>Indoor venue with capacity &lt; 200 persons:</b> Lesser of 50 or 50% capacity <b>Outdoor venue or indoor venue with capacity ≥ 200 persons:</b> 25% capacity *	60% capacity	
Zoos	25% capacity Lesser of 50 or 50% at indoor exhibits	60% capacity	

\* Denotes expanded activity in Phase 4 ^ Capacity applied for event sizes above the capacity limits allowed for social events

## METRICS TO MOVE FORWARD

**Vaccination metrics:** Once 70% of residents 65 and older statewide have received their first dose of the vaccine and no increase in COVID-19 metrics is recorded, the state could move into the Bridge Phase. Once 50% of residents 16 and older have received their first dose of the vaccine and no increase in COVID-19 metrics is recorded, the state could move into Phase 5.

**COVID-19 metrics:** The state could advance if there is a non-increasing trend in hospital admissions for COVID-19 like illness, COVID-19 patients in the hospital and mortality rate while ICU bed availability must remain greater than or equal to 20%. The state will consider new knowledge of variants, vaccine effectiveness and the potential necessity of a booster shot as we move forward.

**Monitoring period:** COVID-19 metrics will be considered over a 28-day monitoring period before the state can advance to the next phase. The current monitoring period began when all regions of the state moved into Phase 4.

## METRICS TO MOVE BACKWARD

The state could revert to a previous phase if there is a resurgence of the virus, measured by an increasing trend in our case rate and one of the following:

- Hospital admissions for COVID-19 like illness trend increasing and above 150 daily average
- COVID-19 patients in the hospital trend increasing and above 750 daily census
- Mortality rate trend increasing and above 0.1 daily average
- ICU bed availability < 20%

Metrics will be measured over a 10-day monitoring period.

## Phase 5 Guidance for Businesses and Venues

**This guidance replaces the industry-specific guidance that the Department of Commerce and Economic Opportunity published as part of the state's Restore Illinois plan. This guidance includes recommendations for all types of businesses and venues, customers, and employees in order to help maintain healthy environments and operations, as well as lower the risk of COVID-19 spread.**

*The following are recommended prevention strategies that recognize that while the state of Illinois has made substantial progress in vaccinating its residents, a number of individuals remain ineligible or have not yet chosen to be vaccinated. Consistent use of prevention strategies will help reduce the spread of COVID-19 and protect people who are not fully vaccinated, including customers, employees, and their families. As always, businesses and local municipalities may choose to implement additional prevention strategies as they deem appropriate.*

- COVID-19 vaccines are safe, effective, and widely available across Illinois. Everyone aged 12 years and older should be [vaccinated](#) against COVID-19 as soon as possible to keep from getting and/or spreading COVID-19.
- For businesses and venues where everyone present is [fully vaccinated](#), the state does not require face coverings and social distancing in both indoor and outdoor settings. Businesses and municipalities are permitted to continue requiring face coverings and social distancing as they deem appropriate.
- For indoor businesses and venues where everyone present is not [fully vaccinated](#), unvaccinated persons should wear a face covering and maintain six feet social distance. Businesses and venues may continue to require face coverings and/or social distancing. At outdoor businesses and venues, unvaccinated persons may choose not to wear a face covering when able to maintain a six-foot social distance while outdoors, unless required to do so by a business or municipality.
- Although people who are fully vaccinated are not required to wear a face covering under state guidance, businesses and venues should be supportive of customers and employees who choose to wear a face covering.
- Persons who are immunocompromised should consider wearing face coverings when in settings where others may not be fully vaccinated.
- All unvaccinated persons should wear face coverings in crowded settings, both indoors and outdoors, especially when youth are present. See [CDC guidance](#) for further information.
- There are limited circumstances and settings where all individuals, including those who are fully vaccinated, must continue to wear a mask in accordance with [CDC guidance](#): (1) on public transportation, (2) in congregate facilities, (3) in health care settings, and where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.
- Individuals in schools, day care settings, and educational institutions should continue to follow separate guidance issued by the Illinois State Board of Education, Illinois Department of Children and Family Services, and Illinois Department of Public Health.
- All businesses and venues should support social distancing to the extent possible, especially in indoor settings. Businesses and venues should apply best practices in managing distancing at such places as concessions/counters, public restrooms, and lines/queuing.
- This guidance will be updated as the CDC releases new recommendations and is meant to supplement any federal or local guidance, safety laws, rules, regulations or business safety policies that may expressly require a face covering and/or social distancing.
- Continue to consult the [CDC](#) and [IDPH](#) websites for updated resources, guidelines, and rules related to COVID-19 safety.

**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 Needing Inspection

Initial Call Taken By:		Date:	
Resident Name:			
Property Address:			
Best Contact Phone Number:			
REQUIRED QUESTIONS	Upon Scheduling		Day of Inspection
Date Questions Asked			
Questions asked by <i>(DGSD employee initials)</i> :			
	YES	NO	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? <i>(read each symptom and check appropriate response)</i>			
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 –Front Door Signs**  
(2 page PDF follows)



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## **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.



**RESTORE  
ILLINOIS**

A Public Health Approach To Safely Reopen Our State

**PHASE 5**

## **Administration Center Hours: Monday thru Friday 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:**

- Please do not enter if you are feeling ill.
- Face masks are required for all who enter, regardless of vaccination status.
- Employee restrooms are not available for customer use.

**Attachment E –Pandemic Visitor Memos**  
(5 page PDF follows)



**Board of Trustees**  
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*President*  
Amy E. Sejnost  
*Vice President*  
Paul W. Coultrap  
*Clerk*

# Downers Grove Sanitary District

2710 Curtiss Street  
P.O. Box 1412  
Downers Grove, IL 60515-0703  
Phone: 630-969-0664  
Fax: 630-969-0827  
[www.dgsd.org](http://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.

**Board of Trustees**  
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*President*  
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*Vice President*  
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# Downers Grove Sanitary District

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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, Visitors, and Parties Interacting with District Employees  
From: Amy Underwood, General Manager  
Date: April 29, 2021

The Downers Grove Sanitary District is following the public health guidance of the Restore Illinois Plan in order to protect our staff while allowing us to continue to serve the public. At the time of this memo, the state is in Phase 4 of the Restore Illinois Plan. Effective today and until further notice, we ask visitors, contractors, or parties interacting with District employees to adhere to the following guidelines.

Please do not enter our facility if any of the following apply:

1. You have tested positive for Covid-19 in the past 14 days and have not been released from isolation by a medical provider or the Illinois Department of Public Health.
2. You are experiencing any of the following symptoms:
  - 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
3. You are not fully vaccinated against COVID-19 and have had close contact in the past 14 days to anyone who has tested positive for Covid-19.
4. You are not fully vaccinated against COVID-19 and in the past 14 days you have traveled to another country or to a state with a case rate greater than 15 new COVID-19 cases per 100,000 resident population, per day, over a 7-day rolling average.

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 when inside buildings and also outdoors when speaking with other people or working within 6 feet of other people. DGSD is not responsible to provide masks to visitors. Masks with exhalation (one-way) valves are not allowed.
2. Maintain 6 foot separation between yourself and others whenever possible.
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. Refrain from using employee lunchrooms.
6. Do not enter any district buildings other than the one you are assigned to do work in or approved by your District host.

#### Definitions:

*Close contact* is defined as any of the following:

1. Being within 6 feet of a sick (or asymptomatic) person with COVID-19 for a total of 15 minutes or more within any 24-hour period starting from 48 hours prior to the onset of symptoms in the sick person (or, for asymptomatic persons, 48 hours prior to test specimen collection) and ending after the sick person's doctor or the state or local health department has released the person from isolation.
2. Caring at home for a sick person with COVID-19
3. Having direct physical contact with the COVID-19 positive person (e.g. hugged or kissed them)
4. Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, sneezed on, somehow got respiratory droplets on you, sharing eating or drinking utensils, etc.).

*Fully vaccinated* is defined as two weeks after their second dose in a two dose series, such as the Pfizer or Moderna COVID-19 vaccines, or two weeks after a single dose vaccine, such as the Johnson & Johnson's Janssen COVID-19 vaccine.

**Board of Trustees**  
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*President*  
Amy E. Sejnost  
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*Clerk*

# Downers Grove Sanitary District

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Amy R. Underwood

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*Providing a Better Environment for South Central DuPage County*

To: All Contractors, Visitors, and Parties Interacting with District Employees  
From: Amy Underwood, General Manager  
Date: June 11, 2021

The Downers Grove Sanitary District is following the public health guidance of the Restore Illinois Plan in order to protect our staff while allowing us to continue to serve the public. At the time of this memo, the state is in Phase 5 of the Restore Illinois Plan. Effective today and until further notice, we ask visitors, contractors, or parties interacting with District employees to adhere to the following guidelines.

Please do not enter our facility if any of the following apply:

1. You have tested positive for Covid-19 in the past 14 days and have not been released from isolation by a medical provider or the Illinois Department of Public Health.
2. You are experiencing any of the following symptoms:
  - 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
3. You are not fully vaccinated against COVID-19 and have had close contact in the past 14 days to anyone who has tested positive for Covid-19.
4. You are not fully vaccinated against COVID-19 and in the past 14 days you have traveled to another country or to a state with a case rate greater than 15 new COVID-19 cases per 100,000 resident population, per day, over a 7-day rolling average.

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. Maintain 6 foot separation between yourself and others whenever possible.
2. Do not shake hands with others.
3. 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.
4. Refrain from using employee lunchrooms.
5. Do not enter any district buildings other than the one you are assigned to do work in or approved by your District host.
6. If you are not fully vaccinated against COVID-19 or you declined to answer on the online visitor safety form whether you are vaccinated or not, you will need to cover your nose and mouth with a cloth mask or disposable mask when inside buildings and also outdoors when speaking with other people or working within 6 feet of other people. DGSD is not responsible to provide masks to visitors. Masks with exhalation (one-way) valves are not allowed.

#### Definitions:

*Close contact* is defined as any of the following:



























1. Being within 6 feet of a sick (or asymptomatic) person with COVID-19 for a total of 15 minutes or more within any 24-hour period starting from 48 hours prior to the onset of symptoms in the sick person (or, for asymptomatic persons, 48 hours prior to test specimen collection) and ending after the sick person's doctor or the state or local health department has released the person from isolation.
2. Caring at home for a sick person with COVID-19
3. Having direct physical contact with the COVID-19 positive person (e.g. hugged or kissed them)
4. Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, sneezed on, somehow got respiratory droplets on you, sharing eating or drinking utensils, etc.).

*Fully vaccinated* is defined as two weeks after their second dose in a two dose series, such as the Pfizer or Moderna COVID-19 vaccines, or two weeks after a single dose vaccine, such as the Johnson & Johnson's Janssen COVID-19 vaccine.

**Attachment F – Choosing Safer Activities Poster from CDC**  
(1 page PDF follows)

# Choosing Safer Activities

Accessible link: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/participate-in-activities.html>

		Unvaccinated People	Examples of Activities	Fully Vaccinated People
			<b>Outdoor</b>	
Safest			Walk, run, wheelchair roll, or bike outdoors with members of your household	
			Attend a small, outdoor gathering with fully vaccinated family and friends	
			Attend a small, outdoor gathering with fully vaccinated and unvaccinated people, particularly in areas of substantial to high transmission	
Less Safe			Dine at an outdoor restaurant with friends from multiple households	
Least Safe			Attend a crowded, outdoor event, like a live performance, parade, or sports event	
			<b>Indoor</b>	
Less Safe			Visit a barber or hair salon	
			Go to an uncrowded, indoor shopping center or museum	
			Attend a small, indoor gathering of fully vaccinated and unvaccinated people from multiple households	
Least Safe			Go to an indoor movie theater	
			Attend a full-capacity worship service	
			Sing in an indoor chorus	
			Eat at an indoor restaurant or bar	
			Participate in an indoor, high intensity exercise class	

## Get a COVID-19 vaccine



**Prevention measures not needed**



**Take prevention measures**

Wear a mask, stay 6 feet apart, and wash your hands.

- Safety levels assume the recommended prevention measures are followed, both by the individual and the venue (if applicable).
- CDC cannot provide the specific risk level for every activity in every community. It is important to consider your own personal situation and the risk to you, your family, and your community before venturing out.