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**Legal Counsel**  
Michael G. Philipp

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

*Providing a Better Environment for South Central DuPage County*

To: Contractors, Visitors, and Parties Interacting with District Employees  
From: Amy Underwood, General Manager  
Date: July 1, 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 facilities or interact with our employees 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, regardless of vaccination status:
  - 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.

Should a person who has not made an appointment or filled out the online visitor form enter a District facility, District staff may ask the individual to leave and make an appointment for an alternate time/date.

#### 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.