TO: Public Works Employees

FROM: Carl Goldsmith, Director of Public Works

SUBJECT: COVID19 Exposure Mitigation Plan v2

This memo has been developed to communicate the Department’s plan moving forward in light of the Covid-19 outbreak. It is important to understand that this situation is evolving on a daily basis and requires us to adjust plans to minimize exposure to our employees and the public. I want to reiterate to each of you that the Village’s goals are to protect the health, safety and welfare of the employees and provide the essential services to the community.

Building on the plan that was implemented on March 16, 2020, we are staggering the overlap of the employees to have less opportunity for interaction among the employees. Effective Wednesday 25, 2020 the Department will separate the physical locations of the Crews from each Division. All other aspects of the Exposure Mitigation Plan put in place on March 16, 2020 will remain in effect.

**Underground Utilities**
- Crew A
  - WORK DAY: 6:30 am – 3:00 pm
  - BREAK: 8:15 am
  - LUNCH: 10:30 am – 11:00 am
  - BREAK: 12:45 pm
  - CLEAN-UP TIME: 2:50 pm
- Crew B (6 employees)
  - WORK DAY: 7:30 am – 4:00 pm
  - BREAK: 9:00 am
  - LUNCH: 12:00 pm – 12:30 pm
  - BREAK: 2:00 pm
  - CLEAN-UP TIME: 3:50 pm

**Water Treatment Wastewater Pumping**
- Crew A (assigned to Civic Center Reservoir)
  - WORK DAY: 7:00 am – 3:30 pm
  - BREAK: 8:45 am
  - LUNCH: 11:30 am – 12:00 pm
  - BREAK: 1:45 pm
  - CLEAN-UP TIME: 3:20 pm
- Crew B (assigned to Central PAS)
  - WORK DAY: 7:00 am – 3:30 pm
  - BREAK: 8:45 am
  - LUNCH: 11:30 am – 12:00 pm
  - BREAK: 1:45 pm
  - CLEAN-UP TIME: 3:20 pm
Streets/Electric

• Crew A
  o WORK DAY: 6:30 am – 3:00 pm
  o BREAK: 8:15 am
  o LUNCH: 10:30 am – 11:00 am
  o BREAK: 12:45 pm
  o CLEAN-UP TIME: 2:50 pm

• Crew B
  o WORK DAY: 7:30 am – 4:00 pm
  o BREAK: 9:00 am
  o LUNCH: 12:00 pm – 12:30 pm
  o BREAK: 2:00 pm
  o CLEAN-UP TIME: 3:50 pm

• Crew C (Sign Shop Assignment)
  o WORK DAY: 7:00 am – 3:30 pm
  o BREAK: 8:45 am
  o LUNCH: 11:30 am – 12:00 pm
  o BREAK: 1:45 pm
  o CLEANUP TIME: 3:20 pm

Forestry

• Crew A
  o WORK DAY: 6:30 am – 3:00 pm
  o BREAK: 8:15 am
  o LUNCH: 10:30 am – 11:00 am
  o BREAK: 12:45 pm
  o CLEAN-UP TIME: 2:50 pm

• Crew B
  o WORK DAY: 7:30 am – 4:00 pm
  o BREAK: 9:00 am
  o LUNCH: 12:00 pm – 12:30 pm
  o BREAK: 2:00 pm
  o CLEAN-UP TIME: 3:50 pm

If you are sick or appear to be sick
If you are ill with flu like symptoms, please notify your supervisor and stay home. Although the Village appreciates your dedication, it's important that you stay home until your symptoms subside. This will help reduce exposure to your coworkers and the public.

It is important that you stay at home until you are fever (100.4 degrees or greater) free and symptom-free for at least 24 hours, without the use of fever-reducing or symptom altering medicines.

If you come to work and appear to be ill with flu like symptoms or you become ill during the day, the Village asks that you coordinate with your supervisor to go home.

The Village appreciates your patience and cooperation as we try to determine the most effective way to deliver the services and minimize the exposure to our employees. We will continue to evaluate the plan.
as information from reliable sources (CDC and IDPH) becomes available. If you have any questions or suggestions, please contact your immediate supervisor. The senior staff of Public Works meets on a regular basis to discuss the current state of the response and any modifications to the Department’s plan.

I want to echo the importance of social distancing in the workplace, as well as outside the workplace. Each and every one of us can curb the spread of coronavirus and the risk to your coworkers, by adhering to the Stay in Place Executive Order and following the CDC guidelines.