March 13, 2020

TO: Public Works Employees

FROM: Carl Goldsmith, Director of Public Works  

SUBJECT: Covid – 19 Exposure Mitigation Plan

This memo has been developed to communicate the Department’s plan moving forward in light of the Covid-19 outbreak. I want to stress 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. As such, each Division has developed a plan to try and minimize the potential for employees to contract coronavirus and a plan to mitigate the impact of coronavirus if an employee were to test positive for the virus. The plan identified below will be effective Monday, March 16, 2020, unless otherwise directed by a Superintendent.

**Underground Utilities**

- Staggered hours of operation including start time, breaks, lunch period, clean-up time
  - Bill Brehm – work individually on locates and essential meter tech duties only
  - Joe Jakubik – work individually for project management
- Crew A (6 employees)
  - 7:00 am – 3:30 pm work day
  - 8:45 am break
  - 11:30 am – 12:00 pm Lunch
  - 1:45 pm break
  - 3:20 pm clean up time
- Crew B (6 employees)
  - 7:30 am – 4:00 pm
  - 9:00 am break
  - 12:00 pm – 12:30 pm lunch
  - 2:00 pm break
  - 3:50 pm clean up time
- One crew leader will be assigned to each crew
- Crews A & B will be responsible for sanitation of their work areas and break/lunch seating area and meal prep
- Work stations (CPU’s) in Underground will be assigned to respective crews only and they will be responsible for sanitation of work station
- Tablets will be assigned to respective crews and sanitation of the tablets will be their responsibility
- Each crew will be paired down into two-man crews for work assignments
- Vehicles will be assigned to each crew and sanitation of vehicles will be their responsibility
- Large tasks such as main breaks will be assigned to one crew or the other
- Observe 6 ft separation in common areas/shop
• Employees responsible for their own personal hygiene

**Water Treatment Wastewater Pumping**

• Staggered hours of operation
• Two operators 6:30 am – 3:00 pm
  o Break 8:30 am
  o Lunch 11:00 am – 11:30 am
  o Break 1:30 pm
  o Clean up 2:50 pm
• Two operators 7:00 am – 3:30 pm
  o 8:45 am break
  o 11:30 am – 12:00 pm Lunch
  o 1:45 pm break
  o 3:20 pm clean up time

• Operators will be responsible for sanitation of their workstations and are currently separated by 6 ft.
• Follow same contact with residents via phone as stated below under **Contact with Public**
• Routine required water quality samples
  o Continue to install water sampling stations
  o Enter approved sample sites with proper PPE available; explain to business owners process and PPE is precautionary for both.
  o On contact with IEPA regarding obtaining additional approved sample sites
• Contractor work for projects to proceed as is.
• Employees responsible for personal hygiene
• If need be operators can be split to work out of Civic Center and Central Pump Station
• System can be operated remotely via SCADA

**Streets/Electric**

• Staggered hours of operation
• Group 1
  o Start time 7:00 am
  o Lunch room 11:00 am
  o Vehicles 318, 377, 378, 334, 388
  o Zach McKamey, Crew Leader
  o Maintenance Workers
    ▪ Bill, Jeremy, Josh, Nick
    ▪ General Responsibilities:
      • Assist Forestry (1)
      • Sweeping (2)
      • Mailboxes (2)
      • Crew leaders in charge of disinfecting
      • Morning meeting in your lunch room
• Group 2
  o Start time 7:30 am
  o Lunch room 12:00 pm
o Vehicles 300, 319, 336, 394, 319
o Scott Neetz, Crew Leader
o Maintenance Workers
  • Adam M, Zach Ancy, Tom, Dylan
  • General Responsibilities:
    o Locates and Service (1)
    o Electrical inspections/outages (1/2)
    o Surges Center Well 5 (2)
    o Crew leaders in charge of disinfecting
    o Morning meeting in your lunch room

• Group 3
  o Start time 7:30 am
  o Lunch room 11:30 am
  o Vehicle 335
  o Tom Opolony
  o Responsibilities
    • Sign Inspection
    • Sign requests

• The group that has the earlier start will be responsible for disinfecting all common areas in the PW building
• The intent is for employees between groups to have little to no contact with the other group
• Electronic devices should not be shared between groups
• Group 1 will use the computer in their lunch room, Group 2 will use the one at the snow desk
• Employees should limit unnecessary visits to other village departments
• Workloads and responsibilities will not change, the major difference will be in how job assignments will be handled

Admin/Engineering
• The Village is prepared to allow employees to telecommute to work with prior approval
• Additional information will be communicated to employees along with a policy

Forestry
• No changes in work schedule is anticipated at this time.

Sick Notifications
• Public works employees will be required to contact their supervisor to report illnesses in accordance with applicable policies.
• Given the difficulty employees may experience in getting into a doctor, the Village is suspending the requirement for a doctor’s note following three (3) days illness. All other aspects of applicable sick leave policies shall remain in effect.

Contact with the Public
• Residents/Business
Field calls to handle over the phone as much as possible

Emergencies
- Meter issues; no meter appointments – handle over the phone and advise to visit Watersmart portal. Stopped meters – estimate bills for now; shut offs continue as is.
- New construction meter installs – handle as is with proper PPE
- Water Pressure complaints – handle via phone, only visit property if no water
- Water Quality complaints – handle via phone
- Sewer Backups – check sewer main and cleanout. Communicate with residents through door or phone. Witness roddings must have proper PPE explain to resident PPE is only precautionary.

All other duties/tasks business as usual unless there is a reduction of workforce due to illnesses

No conferences/training
- Sales people – no cold calls, must contact by phone first and plan for visit if urgent otherwise only contact via phone/email/text

Impact on Village Finances
Employees may be wondering how the current situation affects the Village’s budget and how this will be dealt with. First, the Village maintains a 25% fund balance for our operations, equal to 25% of annual expenditures. This gives the Village some flexibility for when revenues drop or expenses increase. Beyond this, the Village Board adopted a “waterfall” policy in 2016 for any year-end revenues over expenses. A lot of these funds flowed through as additional contributions to pension funds in past years, which some people may be aware of. However, this policy also established two separate funds.

There is an Emergency Reserve Fund of $1.8 million that was intended to be used for unexpected, large-scale events where significant Village resources are expended. There is also a Revenue Stabilization Fund of $1.3 million that was intended to be used to offset unanticipated reductions in revenue. Both of these funds may potentially be used for this current situation, depending on the severity and duration. We all know that the Village has been addressing structural budget deficits over the last several years. However, it is because the Village Board has been so proactive in addressing these financial issues that we will be able to get through this.

I want to assure you that the Village is taking steps to minimize the risk to employees and the public. Additional information will be communicated in future memos.

If you have any questions, comments or suggestions, please feel free to contact your supervisor or me.