

# Memorandum

**Date:** May 29, 2020

**To:** Department Heads

**Subject:** Coronavirus (COVID-19) Readiness Plan  
Update – **Modified Level IV Status**



As we continue to learn and develop an appropriate plan that is responsive to issues related to the Coronavirus (COVID-19) pandemic, it is appropriate that we now take another step down a measured path toward returning all city operations to “normal” levels.

Throughout the pandemic, the City of Elgin has been primarily focused on the safety of our residents, businesses, and employees; while continuing to provide services that are required and utilized by the general public on a daily basis. The City has also strived to maintain general consistency with operational practices and standards of the private sector, as well as neighboring communities.

So, it is with these continuing priorities in mind that city operations will be moving to a modified version of **Threat Level IV** of our Coronavirus (COVID-19) Readiness Plan on **Monday, June 1, 2020**; re-opening most city building and facilities and proceeding with another step toward returning to routine overall operations

**Threat Level IV (as modified) – Normal Conditions** - *Operations as usual but emphasis on hygiene and vigilance until threat is totally dissipated.*

## **I. Primary City of Elgin facilities and buildings re-opened to the public on a limited basis**

### CITY HALL

- (a) Open to the public during regular business hours (8:00am to 4:30pm, M-F)
- (b) Protective screens at all public counter spaces
- (c) Social distancing maintained with spacing markers provided. A maximum of four (4) individuals permitted in the public areas of the building at any one time.
- (d) In-person utility payments will continue to be encouraged at the drive-thru window during normal business hours.
- (e) Face masks recommended for the safety of employees and others.
- (f) Hand sanitizer stations provided
- (g) Engagement of Planning & Development staff by appointment only and on-line interaction will be strongly encouraged.

### CITY HALL ANNEX

- (a) Municipal Court offices in the City Hall Annex also open to the public during regular business hours (8:00am to 4:30pm, M-F)
- (b) Protective screens at public counter space
- (c) Face masks recommended for the safety of employees and others.
- (d) City Council Chambers available for small, in-person staff meetings conforming with social distancing standards.

EPD STATION

- (a) Lobby open to the public during regular business hours (8:00am to 10:00pm, M-F)
- (b) Protective screens at all public counter spaces
- (c) Face masks recommended for the safety of employees and others.

COMMUNITY LIBRARY

- (a) *Only* computer lab portion of building open with limited hours for use by public by appointment
- (b) Protective screens at all public counter spaces
- (c) Social distancing maintained through limited users and appropriate spacing of computer stations.
- (d) Sidewalk Deliveries Program to re-commence (9:00am to 4:00pm, M-F)
- (e) Face masks recommended for the safety of employees and others.
- (f) Current plans anticipate possible opening of the entire facility to the public on a limited basis as early as June 15

RECREATION CENTER

- (a) Partial opening with very limited and controlled use.
- (b) Protective screens at all public counter space
- (c) Social distancing maintained with spacing markers provided.
- (d) Face masks will be recommended for the safety of employees and others.
- (e) *Wildcat Walkers* will re-commence with social distancing (8am-10am).
- (f) Gymnasium - Will be divided in half and offered as gym A gym B and for use - by reservation only - for group/family of four (4) or fewer for a maximum of 45 minutes.
- (g) Studio/Meeting Room - Gymnasium - Also offered for use - by reservation only - for group/family of four (4) or fewer for a maximum of 45 minutes.
- (h) All high-touch surfaces in Gymnasium and Studio/Meeting Room will be cleaned between rentals
- (i) Fitness room remains closed

FLEMING CENTER

- (a) Closed through the month of June (City resources not available to maintain appropriate sanitization)

SWIMMING POOL

- (a) Targeted opening to general public for limited use by **July 4** (Friday, Saturday, & Sunday - 12:00pm-6:00pm)
- (b) Face masks will be recommended for the safety of employees and others.
- (c) Pool will be divided into three (3) lanes with lap lane lines - kiddie pool open
- (d) Families/groups can reserve exclusive use for up to sixty (60) minutes
- (e) Water Aerobics: Tuesday/Thursday, two sessions per night (limited to 25 participants)
- (f) Pool capacity is maximum of sixty (60) persons.

CITY PARKS

- (a) All facilities open to the public with social distancing
- (b) Face masks recommended where appropriate for the safety of employees and others.

- (c) Pavilions available for rental (Note: Resources not available to assure sanitization of facilities in between uses; rental agreement states that users do so at their own risk).
- (d) Sport courts open for general use with social distancing
- (e) Playground equipment open for general use with social distancing and at user's risk. City resources not available to assure on-going sanitization of equipment.
- (f) Restrooms will stay closed (City resources not available to maintain appropriate sanitization)

**II. Employee Practices:**

- (a) All employees return to normal working hours.
- (b) Protective screens at all public counter spaces.
- (c) Employees directed to not report to work if they are sick or show any signs or symptoms of illness.
- (d) Where practicable, employees will be considered, on a case-by-case basis, to continue to work remotely.
- (e) Custodial staff will clean and sanitize all frequently touched surfaces such as counters, doorknobs/handles, telephones, copiers, vending machines, restrooms, etc. *All employees will assist in this effort and not solely rely on the custodial staff.*
- (f) Virtual and/or on-line remote meetings encouraged in all settings.
- (g) All employees are to continue to practice social distancing as applicable in all work settings (primarily avoiding an area within a six-foot distance of others).
- (h) Greet without physical contact; employees are encouraged to avoid handshakes and hugs while greeting and interacting with co-workers.
- (i) All on-duty employees will have a mask and gloves with them at all times and will wear them in the presence of the public when social distancing is not possible.
- (j) Supervisors will ensure an adequate supply of PPE and alcohol-based hand sanitizers are available to all personnel.

**III. Operational Accommodations:**

ADMINISTRATION

- (a) All operations and staffing to return to routine levels.
- (b) City Council Meetings remain on-line and/or by teleconference until at least June 16
- (c) Throughout the month of June, reduce schedule of mandatory City boards and advisory groups to as needed, and only through teleconferencing
- (d) Throughout the month of June, non-essential meetings of City boards, commissions, and advisory groups conducted through teleconferencing only.

POLICE

- (a) All operations and staffing to return to routine levels.

PUBLIC WORKS, PARKS MAINTENANCE, AND UTILITIES

- (a) All operations and staffing to return to routine levels.
- (b) No visitors to departmental facilities; on-site meetings limited to essential city business
- (c) Normal disinfectant routines

PARKS

- (a) Operations and staffing move to modified levels as described above.
- (b) Normal disinfectant routines

OUTDOOR RECREATION ACTIVITIES AND PROGRAMMING

- (a) The Music in the Park Series rescheduled for September .
- (b) Elgin Art Studio Tour rescheduled to December 11-12.
- (c) Juneteenth Festival/parade cancelled by the Juneteenth Festival Committee.
- (d) Western Days Parade/Festival cancelled by the Elgin Chamber of Commerce.
- (e) July 3<sup>rd</sup> Push Pedal Pull People's Patriotic Parade and Sidewalk Chalk Art Contest will not be held. Alternative celebratory activity being planned.

COMMUNITY SERVICES

- (a) All operations and staffing to return to routine levels.
- (b) Modified temporary re-assignment of staff (including Director of Community Services continuing to serve as temporary Public Information Officer)

LIBRARY

- (a) Reinstate previously suspended Sidewalk Deliveries Program
- (b) Continue providing Children's Storytime and Read to Me Program virtually/on-line

BUILDING INSPECTION/DEVELOPMENT/CONSTRUCTION

- (a) All development, plan review, construction, permitting and all matters related to construction and land development projects encouraged to continue through on-line and teleconferencing procedures – although staff now available for in-person interaction by appointment.
- (b) Administration of building and construction trade activity to return to routine operations.

Monitoring of general conditions related to the pandemic will continue on a daily basis; and the overall operational status of city services will be considered for further modifications as warranted.

Please let me know at your earliest convenience if you have any comments or questions; or require additional information in this regard.



Thomas L. Mattis  
City Manager

cc: Mayor and City Council