

THE VILLAGE OF STICKNEY

COVID-19 PANDEMIC EMERGENCY POLICY

The COVID-19 pandemic is an unprecedented event in the United States. The COVID-19 pandemic has already disrupted our daily lives with school closures, restaurants closures and limitations, grocery shortages, and a strong recommendation regarding social distancing. The situation is fluid and additional closures and social limitations may be implemented in the days to come. The Village of Stickney is working with federal, state and local officials in an attempt to limit the impact and spread of the COVID-19 virus. As a result, during this pandemic, the following policies and procedures will be implemented. These emergency policies and procedures shall apply at least until April 30, 2020 and may further be extended depending on the status of the COVID-19 pandemic. In the least, these policies shall remain in place until the “stay at home order” in Governor J.B. Pritzker’s Executive Order No. 2020-10 and extended until April 30, 2020 is lifted.

For general information about the COVID-19 pandemic, among other resources, the Illinois Department of Public Health has a statewide COVID-19 hotline and website to answer any questions from the public or to report a suspected case: call 1-800-889-3931 or visit www.IDPH.illinois.gov. We recommend you review this website or call the hotline for initial research on the topic.

The policy below addresses two areas: (1) the public’s interactions with the Village of Stickney; and (2) employees working for the Village of Stickney.

Please direct any questions to the Office of the Village President by phone at (708) 749-4400 or through email at blukas@villageofstickney.com.

A. The Public’s Interactions with the Village of Stickney

In normal times, the Village of Stickney strongly encourages public participation and use of certain municipal services. However, the COVID-19 pandemic and the guidance given by the Center for Disease Control (the “CDC”) and the Office of the Illinois Governor have taken certain measures to limit social interaction and have strongly encouraged social distancing. As a result, the Village of Stickney is implementing the following measures as it relates to interactions with the public during this unprecedented event:

1. The public is strongly encouraged to limit their in-person interactions with all persons and specifically, with personnel of the Village of Stickney. All water bills, refuse bills, or other Village related bills may be paid online or over the phone. The website for online payments is: www.villageofstickney.com. Those unable to pay online may call in their payments to the Village of Stickney at (708) 749-4400.

2. No late fees will be assessed and no services will be shutoff or discontinued, including water and refuse collection services, for nonpayment through at least April 30, 2020. The Village of Stickney reserves the right to extend this timeframe as the COVID-19 pandemic evolves.
3. While all public meetings remain open to the public in compliance with the Illinois Open Meetings Act, the public is strongly encouraged to weigh the benefit of their attendance at said meetings against the possibility of exposure to COVID-19 and the federal and state recommendations regarding social distancing. Through at least April 30, 2020, the Village of Stickney will accept public comment electronically. All public comments must be sent to the Village Clerk no later than one (1) hour before the start time of the meeting. The public is strongly encouraged to utilize the electronic public comment mechanism to avoid exposure to potentially infected individuals and to stave off the spread of COVID-19 by unsuspecting carriers. The public may still attend public meetings and offer public comment in person as allowed by the Open Meetings Act however, the Village of Stickney strongly encourages and recommends the use of the electronic public comment system.
4. To minimize exposure to COVID-19 and in an effort to employ the principles of social distancing, the Village of Stickney will be operating with a reduced staff in non-emergency services departments. The departments of Police, Fire, Public Works, and Emergency Services will operate at full capacity. All employees who exhibits signs or symptoms, or have been exposed to COVID-19 will be asked to not report to work or will be sent home. The Village of Stickney requests your patience during this trying time.
5. All employees of the Village of Stickney have been or will be educated on proper sanitation procedures, including frequent handwashing, not touching one's face, and isolating or quarantining themselves if they exhibit COVID-19 symptoms or have been exposed to someone who has been exposed to or is suffering from COVID-19.
6. As this situation is fluid, additional emergency procedures may be implemented. Notice of any such changes will be posted on the Village of Stickney's website in a timely manner. Please be patient and understanding during this unprecedented time.

B. Employees of the Village of Stickney

1. All employees of the Village of Stickney are encouraged to stay home if they exhibit any signs or symptoms of COVID-19 or if they have been exposed to someone who may be a carrier of COVID-19. The CDC reports that social distancing is key to

stopping the spread of COVID-19. Any employee who reports to work showing signs or symptoms of COVID-19 will be sent home immediately and may be required to self-quarantine for a period of at least fourteen (14) days. Unless otherwise required by law or executive order by the President of the United States or the Governor of the State of Illinois, employees will not be paid for time missed at work as a result of COVID-19 after exhausting time.

2. All employees are mandated to immediately report any contact with persons who have been diagnosed with COVID-19 to their immediate supervisor and to the Administrative Assistant to the Mayor, Beth Lukas, _____. Employees in contact with persons who have been diagnosed with COVID-19 may be required to self-quarantine for a period of fourteen (14) days.
3. All employees must report any travel to high-risk and/or Level 3 risk areas as identified by the CDC. Level 3 risk areas and other high-risk travel areas can be found on the CDC's website at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>. At the time of the drafting of this policy, these Level 3 areas include most of Europe, the United Kingdom, Ireland, China, Iran, and South Korea. These Level 3 risk areas may increase or otherwise be expanded as the situation develops. Employees who have traveled to Level 3 risk areas may be requested to self-quarantine for a period of fourteen (14) days.
4. Any employees who have been out of work sick with COVID-19 or any other serious or contagious illness may be required to present a physician's release and statement before they are allowed to return to work.
5. Employees are also requested to report any travel within the United States. As additional "hot spots" develop nationwide, the Village of Stickney wants to be aware of travel to any of these areas. Employees who have traveled to certain "hot spots" may also be requested to self-quarantine for a period of fourteen (14) days.
6. The Village of Stickney is reviewing procedures to allow certain employees to work remotely. If the Village of Stickney is equipped and able to allow employees to work remotely, those employees are expected to perform the duties assigned to them to the best of their abilities.
7. Should the Village of Stickney determine that it needs to close or further shutdown or limit operations and if it determines that certain categories of employees should not physically report to work, the employees shall be paid all of, none of or a portion of

their salary in accordance with state and federal laws and mandates and Village of Stickney policy.

8. Employees who receive healthcare benefits through the Village of Stickney, shall keep their benefits, regardless of whether the employee is working, through at least April 30, 2020. The Village of Stickney reserves the right to extend this timeframe as the COVID-19 pandemic evolves.
9. Employees who are not able to or willing to come to work, have been ordered to stay home or are exhibiting symptoms, are entitled to utilize any and all accrued time due including, but not limited to, sick time, compensatory time, time due, and vacation time. Upon expiration of time due, an employee who qualifies may apply for FMLA. Thereafter, an employee not exhibiting symptoms will be required to return to work. Employees who are not able to return to work for medical reasons will be subject to the Village's FLMA policies. The unions are encouraged to communicate with the Village of Stickney electronically if there are any concerns regarding these policies and are also asked to be patient and understanding during this unprecedented world-wide event.
10. Employees may also be eligible for leave under the Family Medical Leave Act for COVID-19 to care for themselves or an immediate family member. Please contact your department head and the Administrative Assistant to the Mayor, Beth Lukas, to discuss your FMLA needs.
11. Some employees may be eligible for unemployment benefits during the COVID-19 pandemic. Please visit the Illinois Department of Employment Security's website to review your eligibility for unemployment benefits.
<https://www2.illinois.gov/ides/Pages/COVID-19-and-Unemployment-Benefits.aspx>