



HR – COVID-19 Safety Practices **City of Crystal Lake Administrative Directive**

PURPOSE:

In an effort to be consistent with social distancing and to keep our personnel as healthy and safe as possible related to COVID-19, employees are advised of the following rules and guidelines. In response to the Governor's mask mandate expiring on February 28, 2022, the City is updating its face covering requirements. Fire and Police first responder PPE protocols when responding to calls for service remain in place as directed by each respective Chief.

PROCEDURE:

General Information

1. Employees should not report to work if experiencing symptoms of Coronavirus Disease (COVID-19). Symptoms may include any combination of the following: body temperature at or above 100.4, cough, shortness of breath or difficulty breathing, and/or new loss of taste or smell. Employees should remain home, notify their supervisor, and seek medical attention if experiencing COVID-19 symptoms.
2. It is up to the individual to follow the guidance appropriate for their medical status.
3. Individuals are considered fully vaccinated two weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or two weeks after a single-dose vaccine, such as Johnson & Johnson.
4. Individuals are considered optimally protected when, two weeks after they have received a booster dose, 5 months after their second dose of the vaccine.
5. Employees may choose to wear a face covering based upon the current CDC recommendations.
6. Employees must maintain appropriate workplace hygiene, including washing hands frequently for a minimum of 20 seconds and disinfecting their work space routinely, including work surfaces (e.g., phone, keyboard, mouse).
7. Employees are expected to follow social distancing guidelines and maintain a distance of at least six (6) feet from all other employees, residents, counter customers, vendors, delivery personnel and others, at all times. Workspaces have been modified with dividers to provide protective measures.

Face Coverings

Face coverings are no longer required, unless Department policy dictates an employee wear proper Personal Protective Equipment (PPE) for exposures specific to their work. In the event social distancing cannot be maintained when employees (two or more) are gathered together, then an employee may request all employees gathered together wear a face covering for the duration of the gathering. All employees shall continue to maintain access to a face covering if it is requested they don a face covering by a co-worker or visitor. Employees shall comply with such requests if social distancing cannot be maintained. Face coverings that are vulgar, obscene, and/or offensive, or depict language and/or pictures in this effect, are prohibited.

Employees who wish to continue wearing a face covering are welcome to do so.

The face covering is not a replacement for social distancing or handwashing. All three should be used in coordination.

When wearing appropriate face coverings:

- Face coverings shall cover your nose and mouth
- The face covering should fit comfortably, yet snug to your face
- Make sure there are no gaps between your face and the face covering
- Allow for breathing without restriction
- Once the face covering is on, do not touch any part of your face or the face covering itself
- If you must touch your face/face covering, wash or sanitize your hands before and after touching it
- If the face covering has ear loops, touch only the loops when taking it off
- If the face covering has ties, touch only the ties when taking it off
- Never touch the front of the face covering to remove, it is considered contaminated
- Discard disposable face coverings properly or wash cloth face coverings immediately after use
- Face coverings that are vulgar, obscene, and/or offensive, or depict language and/or pictures in this effect, are prohibited
- Remember that this is not only for your protection, but also for others around you. Be considerate of others

Hand Washing

Washing your hands is one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community.

The CDC recommends you should clean hands:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts or electronic cashier registers/screens, etc.

- Before touching your eyes, nose, or mouth, because germs enter the body by these routes.

Always remember that proper hand hygiene is the most effective measure to prevent pathogen transmission and infection.

Visitors to City Facilities

For purposes of this directive, visitors refers to all residents, contractors, meeting attendees and any other non-City employee.

Members of the general public will no longer be required to wear face coverings in City facilities.

Fitness Room

Employees must adhere to the following guidelines when using the City fitness room:

1. Wipe down any equipment before each use with disinfectant.
2. Make sure to maintain a social distance of at least six (6) feet from anyone else in the fitness room while you are working out. Face coverings are not required when working out unless social distancing cannot be maintained.
3. Make sure to wash your hands for at least 20 seconds with soap and water after your workout. If soap and water are not available, use an approved alcohol-based hand sanitizer. Sanitizer is widely available in City facilities.
4. This policy applies to the fitness room at City Hall. Fire personnel will follow the appropriate policy issued by the Fire Department.

City Vehicles

All Non-Emergency City Vehicles

All employees utilizing a shared City vehicle must disinfect the vehicle before and after each use. For any non-emergency City vehicle, a face covering is not required. If any employee travelling in a non-emergency City vehicle requests a face covering be worn by all occupants, then all occupants shall don a face covering since social distancing cannot be maintained. Fire and Police department employees shall follow department protocols as directed by each respective Chief.

Employees are required to follow the guidelines below:

- Sanitize frequently touched surfaces on a regular basis with City provided disinfectant.
- When using wipes, remove excess liquid before wiping surfaces, especially electrical components and touch screens.

Sample Vehicle High Touch Areas:

- Car keys and fobs
- Door handles, door latches and lock buttons
- Steering wheel

- Shift lever
- Any buttons or touch screens (radios, mirror adjustors, climate controls, etc.)
- Wiper and turn signal stalks
- Center console and cup holders
- Driver and passenger armrests and seat belts, grab handles, and seat adjusters
- Headrests and seat pockets

RESPONSIBILITY:

Supervisors have the right and responsibility to send employees home if they appear ill.

All City employees shall have the responsibility of familiarizing themselves with this directive and adhering to it. Employees who do not follow the aforementioned COVID-19 rules and guidelines may be subject to discipline per the Administrative Directives.

The City will continue to monitor publicly available information and follow federal, state and local health organization guidance and government mandates; adapting this directive as necessary in order to maintain relevancy.

Department Directors and Supervisors shall have the responsibility to ensure that employees under their supervision fulfill the requirements of this directive. In addition, all supervisors shall assist with the administration of this directive.

Approved By: Gary Mayerhofer
City Manager

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