



CITY OF DECATUR ILLINOIS

1 GARY K. ANDERSON PLAZA

DECATUR, ILLINOIS 62523

April 20, 2020

Release to City Employees

COVID-19 Precautionary / Preventative Guidance to City Employees

City Shelter in Place Workplace Guidelines and Plans

- Continue already established workplace guidelines
- Continue already established workplace separation guidelines
- Continue already established work from home protocols

Personal hygiene:

- Importance of continued washing your hands and/or using hand sanitizers
- Be mindful of keeping your hands away from your face and mouth
- Self-screening each morning to ensure that you do not have a fever
- If you have symptoms (fever, cough, or shortness of breath), contact your primary care provider for medical advice, do not report to work, contact your immediate supervisor and report your situation

Personal Protective Equipment (PPE) for Public Safety:

- Police and Fire provide department defined PPE to police and fire staff
- Follow defined department guidelines for use of PPE

Personal Protective Equipment (PPE) for City Staff including Public Works, and all other City EE's:

- City has issued KN-95 masks to employees
- Masks are to be worn when engaging with the public, when out in the field, and as necessary when engaging with other staff in city facility's as necessary
- Masks can be used for a multiple number of days
- Supplies are available from your facility supervisor and purchasing
- Wipes, gloves, sanitizer are available from your facility supervisor and purchasing

Social Distancing (in workplace):

- Keep in workplace distance to more than 6 feet from co-workers
- Avoid handshakes greetings with co-workers or public
- Avoid in person conversations to no more than 10 minutes in length (CDC best practice)
- City staff in workplace meetings limited to no more than 4 individuals, with social distancing maintained

City Office Facilities

- All city facilities are closed to the public
- City workers should limit visitation to city facilities, other than their normal workplace facility, to a minimum amount of time, i.e., mail and package delivery and pick-up
- Guidance is to get in and get out as quickly as possible

Personal workspace:

- EE's should perform daily cleaning of workspace
- Anti-bacterial wipes and / or disinfecting cleaner are available in work areas to wipe down your personal workspace frequently throughout the work period
- Supplies are available from your facility supervisor and purchasing
- Wipes, gloves, sanitizer are available from your facility supervisor and purchasing

Facility Janitorial services:

- Janitorial staff are performing normal daily office cleaning protocols
- Have increased cleaning and sanitization protocols of facility restrooms, door handles, tables, handrails in stairways, facility entry and exit points to twice per day, once in the am and once in the pm
- Deep cleaning protocols have commenced to clean carpets in city facilities, to be completed as soon as is possible

Departmental Guidance

- City departments have defined additional measures. Such measures are to be followed as defined by the Department Head

City of Decatur