

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



Actions to Combat a Resurgence of COVID-19

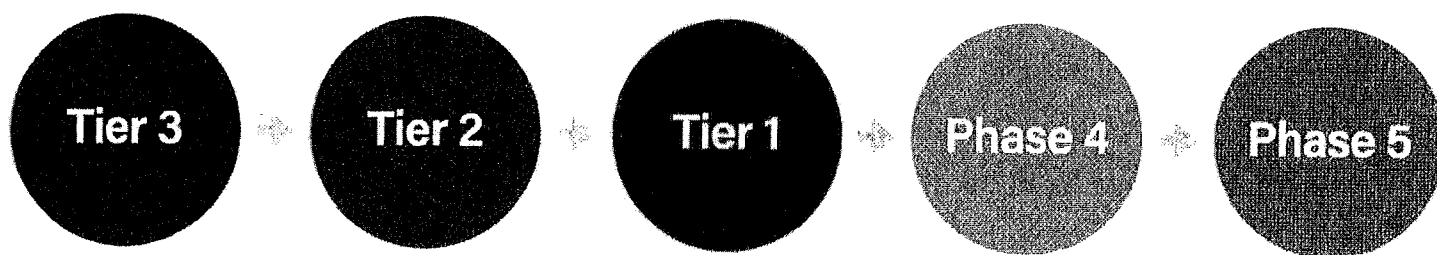
UPDATED 1/15/2021

From the onset of the COVID-19 pandemic, Illinois has followed the science and listened to public health experts to keep people safe.

After bending the curve in the spring, Illinois achieved relatively low rates of community spread and hospitalizations in the summer. But amid a nationwide surge, every region of Illinois saw an increase in cases and hospitalizations in the fall, which triggered the regional tiered mitigations outlined in this plan.

As the surge became more severe here in Illinois and across the nation, Governor Pritzker and the Illinois Department of Public Health moved all 11 regions into Tier 3 mitigations, effective November 20, 2020. At the advice of public health experts, including Dr. Anthony Fauci, the mitigations remained in place over the holidays to prevent a "surge upon a surge." With some regions now beginning to make progress, Governor Pritzker announced that any region that has met the metrics for a reduction of mitigations will be able to move out of Tier 3 to less restrictive tiers beginning January 15, 2021.

By operating with consistent and meaningful mitigations throughout the holiday season, Illinois has saved lives, brought down community risk, and set ourselves up to safely reduce these mitigations. This approach has allowed the state to be in its strongest position to combat the virus since the pandemic began, as the administration prepares to proceed with Phase 1B of Illinois' vaccine distribution plan. Illinois also continues to build upon its nation-leading testing operation, surpassing more than 100,000 tests per day. This plan accounts for months of additional research as public health experts reach a greater scientific understanding of this virus. Ultimately, as conditions continue to improve, IDPH will re-classify regions to Tier 2, Tier 1, and back to Phase 4 as they meet the necessary metrics.



Resurgence Mitigations

Original Restore Illinois Plan

Mitigations will be applied or deliberately lifted on a regional basis based on the Emergency Medical Services (EMS) Regions that have traditionally guided IDPH in its statewide public health work, allowing for a more granular approach. These regions follow county lines to account for counties that are in more than one region of the EMS system. The 11 regions are as follows:

1. **NORTH:** Boone, Carroll, DeKalb, Jo Daviess, Lee, Ogle, Stephenson, Whiteside, Winnebago
2. **NORTH-CENTRAL:** Bureau, Fulton, Grundy, Henderson, Henry, Kendall, Knox, La Salle, Livingston, Marshall, McDonough, McLean, Mercer, Peoria, Putnam, Rock Island, Stark, Tazewell, Warren, Woodford
3. **WEST-CENTRAL:** Adams, Brown, Calhoun, Cass, Christian, Greene, Hancock, Jersey, Logan, Macoupin, Mason, Menard, Montgomery, Morgan, Pike, Sangamon, Schuyler, Scott
4. **METRO EAST:** Bond, Clinton, Madison, Monroe, Randolph, St. Clair, Washington
5. **SOUTHERN:** Alexander, Edwards, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jefferson, Johnson, Marion, Massac, Perry, Pope, Pulaski, Saline, Union, Wabash, Wayne, White, Williamson
6. **EAST-CENTRAL:** Champaign, Clark, Clay, Coles, Crawford, Cumberland, De Witt, Douglas, Edgar, Effingham, Fayette, Ford, Iroquois, Jasper, Lawrence, Macon, Moultrie, Piatt, Richland, Shelby, Vermillion
7. **SOUTH SUBURBAN:** Kankakee, Will
8. **WEST SUBURBAN:** DuPage, Kane
9. **NORTH SUBURBAN:** Lake, McHenry
10. **SUBURBAN COOK:** Suburban Cook
11. **CHICAGO:** City of Chicago



All public health criteria included in this document are subject to change. As research and data on this novel coronavirus continue to develop, this plan can and will be updated to reflect the latest science and data.

Actions to Combat a Resurgence of COVID-19

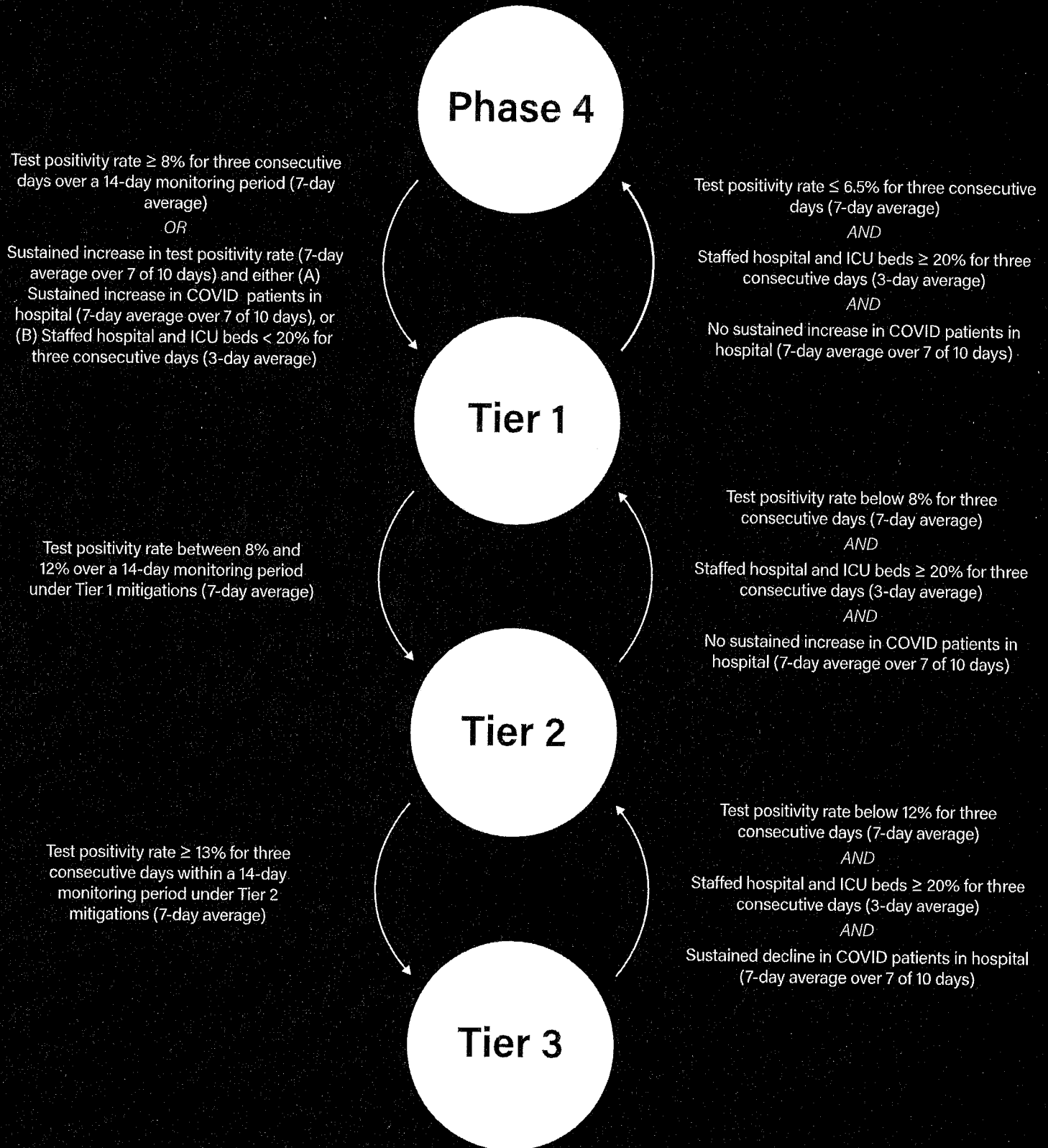
The following resurgence mitigations are in addition to the guidance outlined in Phase 4 of the Restore Illinois Plan:

SETTING	TIER 1	TIER 2	TIER 3
Bars and restaurants	<ul style="list-style-type: none"> Indoor service limited to lesser of 25% or 25 persons per room No tables exceeding 4 people indoors Suspend indoor service if not serving food Outdoor, delivery and takeout service continues under updated hours 	<ul style="list-style-type: none"> Suspend indoor service Outdoor, delivery and takeout service continues under updated hours No tables exceeding 6 people 	<ul style="list-style-type: none"> Suspend indoor service Outdoor, delivery and takeout service continues under updated hours No tables exceeding 6 people
Cultural institutions	<ul style="list-style-type: none"> Open under Phase 4 rules 	<ul style="list-style-type: none"> Open under Phase 4 rules 	<ul style="list-style-type: none"> Operations paused
Gaming and casinos	<ul style="list-style-type: none"> Open under Phase 4 rules from Illinois Gaming Board 	<ul style="list-style-type: none"> Open under Phase 4 rules from Illinois Gaming Board 	<ul style="list-style-type: none"> Operations paused
Hotels	<ul style="list-style-type: none"> Open under Phase 4 rules 	<ul style="list-style-type: none"> Limited to registered guests Fitness centers closed or operating on reservation model at 25% capacity 	<ul style="list-style-type: none"> Limited to registered guests Fitness centers closed or operating on reservation model at 25% capacity
Household gatherings	<ul style="list-style-type: none"> Allowed with public health guidelines 	<ul style="list-style-type: none"> Limiting to 10 people is encouraged 	<ul style="list-style-type: none"> Limiting to household members is encouraged
Indoor fitness classes	<ul style="list-style-type: none"> Open under Phase 4 rules 	<ul style="list-style-type: none"> Groups limited to 10, including fitness classes 	<ul style="list-style-type: none"> Operations paused
Meetings, events and gatherings (excluding in-person school or sports)	<ul style="list-style-type: none"> Limit to lesser of 25 guests or 25% overall capacity indoors and outdoors 	<ul style="list-style-type: none"> Limit to 10 guests indoors and outdoors 	<ul style="list-style-type: none"> No gatherings in meeting rooms, banquet halls, party rooms, private clubs, etc. Funerals limited to 10 family members of decedents
Offices	<ul style="list-style-type: none"> Open under Phase 4 rules 	<ul style="list-style-type: none"> Open under Phase 4 rules 	<ul style="list-style-type: none"> Remote work encouraged
Organized group recreational activities (fitness centers, sports, etc.)	<ul style="list-style-type: none"> Recreation, fitness centers and outdoor activities follow Phase 4 guidance Sports follow measures in the All Sport Guidelines 	<ul style="list-style-type: none"> Limit to lesser of 25 guests or 25% overall capacity indoors and outdoors Sports follow measures in the All Sport Guidelines 	<ul style="list-style-type: none"> Indoor sports and recreation paused Outdoor sports and recreation, individual training allowed Groups limited to 10 people

IDPH will continue to track the health metrics in all 11 regions and announce tier changes when a region makes progress. Follow the latest regional metrics at dph.illinois.gov/regionmetrics. For more information on guidance for businesses, please visit the FAQ on [DCEO's website](#).

RESTORE ILLINOIS

Health Metrics to Move Between Tiers



FREEPORT PUBLIC LIBRARY REOPEN PLAN FOR OUR BUILDING AND SERVICES

INTRODUCTION

Shelter in Place orders forced our library building to close temporarily. As we commit every day to extend services to our community, we are thinking carefully about what a return of patrons to our physical spaces must include. We know that a return to physical spaces will not be an immediate return to a pre-pandemic environment. First and foremost, the health, safety, and well-being of our staff members and our patrons have guided and will continue to guide the development of these stages and in large part will determine when/how we reopen our facilities.

This document outlines proposed stages to reopen our facility and to reintroduce people to our physical spaces, our materials, and building-bound services with new health and safety protocols in place. Considerations for each stage include proposed timelines; restrictions and extensions on services, hours, and places; prerequisite needs for supplies and materials; plans for continuation of remote working; and descriptions of how we will determine when we would be ready to move from one phase to another.

Additional assumptions include the potential for reversion to earlier stages if new infections occur and government mandates to shelter are reinstated. This document, therefore, will continue to be developed as we learn more and is subject to change.

In approving this *REOPEN PLAN FOR OUR BUILDING AND SERVICES*, the Board of Library Trustees authorizes the Library's Director and the Management Team to execute it, to adjust it as needed according to the most authoritative and reliable information available to them, and to inform the Board of Trustees promptly regarding the time and manner of its execution.

REOPENING SERVICE LEVELS

Service Level 1: Curbside Service and Digital Library Access. Phone in assistance.

Service Level 2: Services by Appointment; Computer use, printing, copying and faxing. Gradual shift to allow walk-up computer assistance. Unemployment Services may continue, if requested by IDES.

Service Level 3: Library opens with limited building capacity, reduced hours. Computer use continues with new limits. All room reservations adhere to capacity limits and social distancing guidelines. All in-house library programs designed to manage social distancing.

Service Level 4: Full Service Restored; Large Scale public meetings. Larger-scale library programs, Storytimes, Outreach resumes.

Preparations for reopening

Library building is closed to the public. Virtual services and digital library access continue. Staff prepare to reopen the building and offer access to specific services. **March 17 – May 11.**

Context: Physical distancing is required. Infection risks are still high. Supplies are limited and restocking ability is uncertain.

Service Level 1

Library to provide limited access to physical materials (books, movies, and music) through curbside service. New materials will be processed. There will be no public access to the building. Materials returns are quarantined before check-in. **Start Date of Curbside Service is May 12.**

Context: Physical distancing is required. Infection risks are still high. We have enough supplies to comply with safety recommendations for public and staff, but supply needs and availability are uncertain.

Service Level 2

Patrons are able to come into the building for computer services. Numbers of people in the building and time spent in the building may be limited. Materials returns are quarantined before check-in. **Anticipated Date is dependent on local and state assessment of risk, but may start on or after June 3.**

Context: Physical distancing is required. Infection risks are still high. We have enough supplies to comply with safety recommendations for staff, but supply needs and availability are uncertain.

Summary: Intention is that patron visits are brief and services do not encourage gathering or extended stays. Remote computer stations are established in Meeting Room A or B. No reservations for study rooms or meeting rooms are accepted and spaces are locked. There is limited face-to-face public interaction.

Service Level 3

The majority of library services are reintroduced and entire building will reopen with limited hours. There may be limitations on larger group gatherings for meetings and programs hosted by the library or City of Freeport. Programs may be offered, but attendees must be able to understand and practice safe hygiene and physical distancing. Toys and games are not available. Community outreach is limited to home delivery only. **Anticipated Date is dependent on local and state assessment of risk.**

We are considering open hours for the public from 10 AM -3 PM Monday through Saturday with the first hour from 10:00 - 11:00 AM reserved for seniors and at risk patrons. This recommendation is to offer a consistent daily schedule and to allow for time before and after open hours for shelving and other work in the public spaces. Curbside Service will run 9 AM – 6 PM.

Context: Physical distancing guidelines have been relaxed to allow for smaller group gatherings. Large group gatherings are still considered a risk.

Summary: Intention is that patron visits are brief and services do not encourage gathering or extended stays. Comfortable seating is removed from the public floors. No reservations for study rooms or meeting rooms are accepted and spaces are locked. Computer access may be offered by appointment or will be limited to express time periods. Open hours are reduced from our regular schedule to allow for materials to be shelved and holds pulled before the library opens to the public. Specific hours for vulnerable patrons may be established. While open, there is limited face-to-face staff/public interaction. Staff assist through chat, phone calls, emails and by appointment. Home delivery services may startup, prioritizing seniors, families of young children, and patrons without internet access.

Service Level 4

Full Service return to “our new normal”. Resume normal hours of operation. Volunteers may resume work with the library. **Anticipated Date is dependent on local and state assessment of risk.**

Context: Infection threat is considered low or non-existent or there is a vaccine.

Summary: Service desks are fully staffed. All computers are in operation. All seating areas are back on the floor. Larger group gatherings of all ages for meetings or library programs are allowed in meeting spaces. Outreach resumes.

SAFETY GUIDELINES

Prior to reopening

- Cleaning service prepares building.
- Staff are trained in safety protocols.

Service Level 1

- Staff meetings, if held in person, allow for 6 ft physical distance between participants.
- Masks and gloves are available for staff who need them.
- Masks are required when working in close proximity.
- Returned materials are quarantined.

Service Level 2 and 3

- 6 ft distance is marked from service points.
- Plexiglass is installed at service desks.
- All access stations are sanitized between usage, placing importance to space out appointments
- Seating and stations are arranged to allow for physical distancing.
- Hand sanitizer and disinfectant solution is provided at service points for patrons and staff to sanitize hands and surfaces.
- Staff will monitor patron behavior to prevent group gatherings.
- Schedule staff to shelve materials during closed hours so that we can reduce patron contact.
- Returned materials are quarantined.
- Face coverings are required to enter the building.
- Meeting room set-ups are configured for smaller groups.

Service Level 4

- Return to regular safety practices.

HEALTHY WORKPLACE GUIDELINES

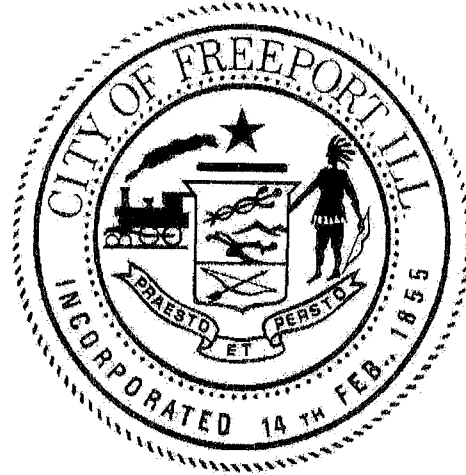
The health and well-being of library staff members is our highest priority. Therefore, the library will reinforce these best practices and guidelines with regard to preventative health measures throughout the stages of reopening the library.

Hygiene Practices: To stop the spread of germs at work.

- **Clean your hands often.** Wash your hands with soap and water, vigorously rubbing together front and back for at least 20 seconds. Or use alcohol-based hand sanitizers, rubbing hands until they are dry.
- **Cover your mouth and nose when you sneeze or cough.** Sneeze into a tissue and then throw it away; use your arm or sleeve to cover if you do not have a tissue.
- **Avoid touching your eyes, nose, or mouth.** Germs need an entry point, and the average adult touches their face once every three or four minutes.
- **Clean shared surfaces and equipment often.** Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, and elevator buttons.
- **Stay home when you are sick.** When you are sick or have flu-like symptoms, stay home, get plenty of rest, check with a health care provider as needed, and notify Human Resources as needed. See the illness practices below for additional information.

Physical Distancing Practices: To minimize the spread of the disease among the staff. *During the workday, staff members are requested to:*

- **Masks are required.** Avoid meeting people face-to-face. Staff are encouraged to use the telephone, online conferencing, e-mail, or instant messaging to conduct business as much as possible, even when participants are in the same building. Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least six feet from each other; no shaking hands.
- **Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions unless a virtual option is available.**
- **Do not congregate in work rooms, staff rooms or other areas where people socialize.** Keep six feet apart when possible.
- **Bring lunch and eat at your desk or away from others (avoid staff room and crowded restaurants).**
- **Encourage staff members to request information and materials via phone and email in order to minimize person-to-person contact.** Have the materials and information ready for fast pick-up or delivery.



City of Freeport Employee & Elected Officials COVID-19 Reopening Policy and Guidelines

Last Updated: July 2, 2020

Contents

General Information upon returning to work	2
Summary of Five Phases of Restore Illinois	3
Policy 01: Employees entering the building and start of day	4
Policy 02: Face mask policy	6
Policy 03: Hand washing policy	7
Policy 04: Visitors to City Hall	8
Policy 05: Operational hours for Elderly and Vulnerable Population	9
Policy 06: COVID-19 Policy*	10
What if an Employee has COVID-19 symptoms or is COVID-19 Positive?	10
What if an Employee develops symptoms at work?	10
Policy 07: Meetings	11
Policy 08: Lunch Rooms	12
Policy 09: Copy Rooms	13
Policy 10: Use of Fire Department Fitness Rooms	14
Policy 11: City Pool Cars	15
Policy 12: Restrooms	16
Acknowledgement	17

General Provisions

The City of Freeport's reopening plan provides specific measures to aid in a safe and thoughtful reopening of public facilities. As the State of Illinois begins to reopen, more employees start to come back to work, and our facilities are open to the public, the health and safety of City employees* and the general public is top priority. The City is generally following the state guidelines, summarized on the next page.

The following rules and guidelines must be followed by employees:

1. **Self-Reporting on Symptoms:** Any employee who feels sick or is experiencing any symptoms that are associated with the virus, should cease contact with other employees, customer, and others outside of the office. The employee should not come to work if symptoms present while at home. Employees must notify their supervisor as soon as possible. Employees should not report to work if experiencing symptoms of Coronavirus Disease (COVID-19), fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell. Employees should seek medical attention.
2. **Face Masks/Coverings:** Appropriate masks are to be worn at all times by employees unless they are in their personal work space or office. This would include entering and exiting the City buildings and walking in common areas, hallways and walkways, in City Council Chambers, conference rooms, and meetings with the general public. Masks that are vulgar, obscene, sexually expressive and/or offensive, or depicts language and/or pictures to this effect, are prohibited.
3. **Employee Hygiene:** Employee must maintain workspace hygiene including washing hands frequently for a minimum of 20 seconds and disinfecting their workspace daily including work surfaces they come in contact with at the office (i.e. phone, computer, copy machine).
4. **Social Distancing:** All 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 will be modified to maintain six feet of distance between employees.
5. **Compliance with CDC and State Guidelines:** The City will operate in compliance with the CDC, and other federal, state and local guidelines for addressing COVID-19. Employees who do not follow the aforementioned COVID-19 rules and guidelines may be subject to discipline per the Personnel Policy Manual. City protocols will be updated periodically to remain consistent with any updates to those guidelines.

*For the remainder of the document, when referring to "employee(s)," elected officials are also included.

Summary of Five Phases of Restore Illinois Plan

Phase 1: Rapid Spread

- What does it mean?** Rate of infection among those tested and number of patients admitted to the hospital is high or rapidly increasing
- When does it begin?** Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.
- Restrictions?** Strict stay-at-home and social distancing guidelines put in place

Phase 2: Flattening

- What does it mean?** Rate of infection among those tested and the number of patients admitted to the hospital beds and ICU beds increases at an ever-slower rate, moving toward a flat and even a downward trajectory.
- When does it begin?** This phase began in Illinois on May 1, when a modified stay-at-home order took effect. To varying degrees, every region is experiencing flattening as of early May.
- Restrictions?** Illinoisans are directed to wear a face covering when outside the home.

Phase 3: Recovery

- What does it mean?** The rate of infection among those tested, the number of patients admitted to the hospital, and the number of patients needing ICU beds is stable or declining.
- When does it begin?** All four of Illinois' healthcare regions moved to Phase 3 on May 29. Chicago joined on June 3.
- Restrictions?** Face coverings and social distancing are the norm. Gatherings limited to 10 people or fewer.

Phase 4: Revitalization

- What does it mean?** The rate of infection among those tested and the number of patients admitted to the hospital continues to decline.
- When does it begin?** When a region sees a decline in its positivity rate and hospitalizations and maintain surge capacity.
- Restrictions?** Face coverings and social distancing are the norm. Gatherings limited to 50 people or fewer.

Phase 5: Illinois Restored

- What does it mean?** With a vaccine or highly effective treatment widely available or the elimination of any new cases over a sustained period, the economy fully reopens with safety precautions continuing.
- When does it begin?** The only way Phase 5 will begin is with a vaccine, or a widely available and highly effective treatment, or with the elimination of any new cases over a sustained period.
- Restrictions?** New safety guidance and procedures will be in place reflecting the lessons learned during the COVID-19 pandemic.

Policy Item: Employee Screening and Workspace Guidelines
Date of last Update: July 2, 2020

Policy Number: 01

Employee Screening

Employees will be required to self-monitor at home for symptoms related to COVID-19 before leaving home and reporting for work each day.

If the employees exhibit coronavirus disease symptoms (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell), they will be asked to contact their supervisor and remain at home out on sick time.

Upon coming to work, each employee will be required to wear an appropriate face mask upon entering the building and use social distancing of six (6) feet from other people at all times.

Prior to the start of shift, employees will have their temperature assessed and report any respiratory symptoms consistent with COVID-19 (e.g., cough, shortness of breath, sore throat). If employee does not have a fever or respiratory symptoms, they may report to work. If they develop fever (measured temperature ≥ 100.4 °F*) OR respiratory symptoms they should immediately notify a supervisor.

Medical evaluations may be recommended for lower temperatures (<100.00 °F) if other symptoms are also present (e.g. muscle aches, nausea, vomiting, diarrhea, abdominal pain, headache, runny nose, fatigue).

Employee Workspace

Once an employee enters the building, they will be required to wash their hands either in a bathroom near or within their department or other hand washing station within their department or use hand sanitizer from one of the stations provided. Employees will be required to wipe down their high-touch work surfaces within their work area upon arriving with disinfecting supplies provided. This would be once a day, at the start of the work day and will include phone, keyboard and general desk work surfaces per the following guidelines:

- Keyboards, mice and desktop telephones can be cleaned with disinfectant wipes and then wiped with a dry cloth/paper towel to remove the residue.
- Do not spray cleaner directly on electronic equipment.
- DO NOT CLEAN the monitors, as most are not touchscreen.
- DO NOT CLEAN the computer tower/system unit.

Employees shall declutter their office and work space to facilitate effective cleaning each day.

Employees shall refrain from sharing pens, staplers, and other office supplies.

Employees should continue to self-monitor and refer to the COVID-19 policy (Policy #06) if they develop symptoms.

*From the CDC Website, updated May 28, 2020:

- **Fever:** Any temperature 100.4 °F or greater is considered a fever.
- **No fever:** People with temperatures at or below 100.3 °F may continue into the shelter using normal procedures.

Policy Item: Face Mask Policy

Date of last Update: July 2, 2020

Policy Number: 02

All employees will be required to wear an appropriate face mask when they are away from their personal work space or in common areas. This would include walking from an office area to other locations that may result in interaction with other employees or customers (i.e. bathroom, copy room, other office locations).

Field personnel (i.e. Police, Fire, P.W. staff) and library personnel will follow the face mask wearing policy for outside work as provided by respective department's policy, however, those employees will follow the face mask policy as defined below when entering City Office buildings.

When wearing appropriate face masks:

- Face masks should cover your nose and mouth
- The mask should fit comfortably, yet snug to your face
- Make sure there are no gaps between your face and the mask
- Allow for breathing without restriction
- Once the mask is on, do not touch any part of your face or the mask itself
- If you must touch your face/mask, wash or sanitize your hands before AND after touching it
- If the mask has ear loops, touch only the loops when taking it off
- If the mask has ties, touch only the ties when taking it off
- Never touch the front of the mask to remove, it is considered contaminated
- Discard disposable masks properly or wash cloth masks immediately after use
- The mask is not a replacement for social distancing or handwashing. All three should be used in coordination.
- If you wear glasses, folding a tissue and placing it on the bridge of your nose, under your glasses can help reduce condensation produced by the mask.
- Masks that are vulgar, obscene, sexually expressive and/or offensive, or depicts language and/or pictures to this effect, are prohibited
- Remember that this is not only for your protection, but for others around you. Be considerate of others.

Below is a video on how to properly wear face masks:

<https://www.youtube.com/watch?v=pRRqZdlgg74>

Policy Item: Hand Washing Policy

Date of last Update: July 2, 2020

Policy Number: 03

Washing your hands is easy, and it's 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—from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

During the COVID-19 pandemic, 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.
- And before touching your eyes, nose, or mouth because that's how germs enter our bodies.
- Always remember that hand hygiene is the most effective measure to prevent pathogen transmission and infection.

Below is a video that will walk you through proper glove use and hand hygiene:

<https://www.youtube.com/watch?v=M8ut9uPEZlk>

Policy Item: Visitors to City Hall

Date of last Update: July 2, 2020

Policy Number: 04

Visitor Guidelines

For purposes of this policy, visitors refer to all residents, contractors, meeting attendees and any other non-City employees. All city facilities

- Guidelines should be posted at a visible location for visitors to see
- All visitors who arrive to City Hall will enter through the main entrance.
- All visitors will be assisted by the designated City Customer Service Representative located in the lobby. The Customer Service Representative will determine and advise each visitor if their business can be accomplished outside of City Hall (i.e. drop box payment, online etc.) and, if not, guide them to the appropriate destination within City Hall.

If City employees must conduct in-person meetings with visitors, City employees should ask visitors to self-monitor symptoms in the same manner identified in Policy Number 01 (Employee Screening and Workplace Guidelines) before the visitor enters the building. If the visitor exhibits coronavirus disease symptoms (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell), they will be asked to leave.

Prior to the start of the meeting, visitors will have their temperature assessed and report any respiratory symptoms consistent with COVID-19 (e.g., cough, shortness of breath, sore throat). Visitor should be asked to leave if their temperature measures 100.4 °F* or greater. If visitor does not have a fever or respiratory symptoms, they may continue the meeting. City employees should ask that the visitor notify them if any symptoms develop during the meeting period.

If it is determined that the visitor is not exhibiting coronavirus symptoms and the visitor must conduct business at City Hall, the Customer Service Representative and/or City employee who is meeting with the visitor will also ensure that all visitors who enter City Hall are wearing an appropriate face mask and utilizes the hand sanitizer available to them. The Customer Service Representative and/or City employee will also remind each visitor to please follow appropriate signage within City Hall.

*From the CDC Website, updated May 28, 2020:

- Fever: Any temperature 100.4 °F or greater is considered a fever.
- No fever: People with temperatures at or below 100.3 °F may continue into the shelter using normal procedures.

Policy Item: Operational hours for Elderly and Vulnerable Populations

Date of last Update: July 2, 2020

Policy Number: 05

Per the State of Illinois, the City of Freeport, upon opening business to the general public, must afford separate business hours for the elderly and vulnerable population throughout the COVID-19 Pandemic period.

Effective July 1, 2020, the City of Freeport will reopen to the elderly and vulnerable population who need to transact business at City buildings (i.e. City Hall) from 9:00 a.m. to 10:00 a.m. Monday through Friday each week.

The general public who need to transact business at City buildings (i.e. City Hall) can visit City operations from 10:00 a.m. – 3:30 p.m. on Monday through Friday of each week.

All residents and individuals who need to conduct business with the City operations are encouraged to perform those transactions online, via mail, phone and any other non-contact options or utilize City drop boxes for payments or other business-related activities.

All visitors to City facilities must wear a face mask and will be monitored prior to entry into City facilities.

Policy Item: COVID-19 Policy*

Date of last Update: July 2, 2020

Policy Number: 06

COVID-19 is a serious respiratory illness that can easily spread from person to person and the City of Freeport is determined to take all appropriate action to mitigate the transmission of the virus at the work place. The City will follow the guidance of both the Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH) regarding the appropriate response to COVID-19. The following are a few scenarios that may occur and the direction the City will follow.

What If an Employee has COVID-19 symptoms or is COVID-19 Positive?

Employees need to remain at home if they are experiencing symptoms of Coronavirus Disease (COVID-19), including fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell. Employees need to communicate to their supervisors of their condition and will be placed on sick leave.

Employees with COVID-19 can only return to work once they have met the most up to date criteria set forth by the CDC and IDPH. This generally includes either being symptom free for an extended period of time or being cleared to return to work by a doctor after appropriate testing. Employees are to follow any specific guidance issued by your department (i.e. Fire Department and Library).

Also, employees who were off of work related to COVID-19 symptoms or was COVID-19 positive should apply for Emergency Sick leave either through the Families First Coronavirus Response Act (Non-emergency responders) or the City of Freeport COVID-19 Plus policy (Emergency Responders).

What if an Employee Develops Symptoms at Work?

If an employee develops symptoms while at work, they must immediately cease contact with all others and will go home sick and communicate to supervisor via e-mail or phone. The City will investigate possible exposure as appropriate. The City will follow all appropriate CDC and IDPH guidelines regarding work place disinfection of all affected areas and employee safety.

*If you believe you have been exposed to someone who is COVID-19 positive, please contact your supervisor or Human Resources Management.

Policy Item: Meetings

Date of last Update: July 2, 2020

Policy Number: 07

Employees are encouraged to continue to hold internal and external meetings, as well as community outreach, virtually as often as possible to limit possible exposure to coronavirus. If meetings cannot take place virtually, they must adhere to the guidelines below.

- Social distancing of at least six (6) feet is required at all times and the number of individuals allowed to be in a meeting room at the same time will be determined by the ability to adhere to the six (6) foot distance requirement.
- Conference Rooms will be marked with the allowed occupancy and only provide seating for that number.
- Appropriate masks will be required to be worn during the entire period of time in the meeting.
- Attached is a list of occupancy limits for each room.
- Employees shall sanitize the equipment and meeting area they are using prior to the meeting.
- Meetings should be held in one of the conference rooms listed below to minimize outside exposure in employee office spaces

Outreach includes but is not limited to:

- Career Days
- Public Speaking
- Public Meetings
- Fire Explorer
- Ride Along Programs
- Census Outreach

Policy Item: Employee Lunch Rooms

Date of last Update: July 2, 2020

Policy Number: 08

- Employees will be allowed to use City lunch rooms.
- Employees are to clean the area they have used after each use.
- Only one person will be permitted per table and social distancing of at least six (6) feet is required at all times.
- Employees should clean up all dishes after their use.
- Appropriate face masks are to be worn into and out of the lunch rooms. Masks should only be removed when eating or drinking.
- There will be no outside visitors allowed in employee lunch rooms

Fire Department and Library personnel are to follow the department issued policy on Lunch Rooms.

Policy Item: Copy Rooms

Date of last Update: July 2, 2020

Policy Number: 09

- Employees should minimize time spent in copy rooms and only visit copy rooms when having a specific need to use equipment.
- When copy room use is necessary, social distancing of at least six (6) feet is required at all times.
- If you perform a copy/fax/scan within your department office please be mindful to minimize the number of the jobs and perform them at the end of the day to minimize how often you use and disinfect the equipment.
- Employees should wipe down copy machines after each use. If wipes are not readily available, employees should wash hands or use hand sanitizer before and after each use

Policy Item: Use of Fire Department Fitness Rooms

Date of last Update: July 2, 2020

Policy Number: 10

The use of Fitness Rooms in the Fire Department facilities will be based on the Fire Department's policies and guidelines.

Policy Item: City Pool Cars

Date of last Update: July 2, 2020

Policy Number: 11

All employees who are assigned pool cars must disinfect the car before and after each use including steering wheel, gear shift, door handles, keys, etc.

Whenever possible, employees should travel alone in a pool car. When this is not possible, all occupants of the car shall wear an appropriate face mask.

Policy Item: Restrooms

Date of last Update: July 2, 2020

Policy Number: 12

Restrooms will be regularly stocked with supplies for handwashing, including soap and paper towels for drying hands or hand sanitizer with at least 60% alcohol and no touch trash cans.

In addition, employees are advised to always wear gloves appropriate for the chemicals being used when they are cleaning and disinfecting, and that they may need additional PPE based on the setting and product. Employees should follow the directions on the label of the products. Ensure that cleaning products are stored properly and kept away from children.

Restrooms will be cleaned and disinfected regularly, particularly high-touch surfaces such as faucets, toilets, doorknobs, and light switches.

CITY OF FREEPORT EMPLOYEE & ELECTED OFFICIALS
COVID-19 REOPENING POLICY AND GUIDELINES

ACKNOWLEDGEMENT

I _____ (print name) acknowledge receipt of this policy and have read and reviewed the City of Freeport Employee & Elected Official COVID-19 Reopening Policy and Guidelines.

(Signature)

(Date)



City of Freeport Employee & Elected Officials COVID-19 Reopening Policy and Guidelines

Last Updated: June 25, 2021

Table of Contents

General Provisions	2
Summary of Five Phases of Restore Illinois	3
Policy 01: Employee Screening and Workplace Guidelines	4
Policy 02: Face Mask Policy	5
Policy 03: Hand Washing Policy	6
Policy 04: COVID-19 Policy	7
Policy 05: Meetings	8
Policy 06: Employee Lunch Rooms	9
Policy 07: Copy Rooms	10
Policy 08: Use of Fire Department Fitness Rooms	11
Policy 09: City Pool Cars	12
Policy 10: Restrooms	13

General Provisions

The City of Freeport's reopening plan provides specific measures to aid in a safe and thoughtful reopening of public facilities. As the State of Illinois continues its reopening measures, and our facilities are re-opened to the public, the health and safety of City employees* and the general public is our top priority. The City is generally following the state guidelines, summarized on the next page.

The following rules and guidelines must be followed by employees:

1. **Self-Reporting on Symptoms:** Any employee who feels sick or is experiencing any symptoms that are associated with the virus, should cease contact with other employees, customers, and others outside of the office. The employee should not come to work if symptoms present while at home. Employees must notify their supervisor as soon as possible. Employees should not report to work if experiencing symptoms of Coronavirus Disease (COVID-19) which include, but are not limited to: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell. Employees are strongly encouraged to seek medical attention.
2. **Face Masks/Coverings:** Non-vaccinated employees must wear appropriate masks at all times unless they are in their personal workspace or office and they are able to remain socially distant within said workspace or office. Masks are to be worn by non-vaccinated employees when entering and exiting City buildings, and walking in common areas, hallways, and walkways, conference rooms, and meetings with the general public. Masks are considered optional for vaccinated employees. Masks that are vulgar, obscene, sexually expressive and/or offensive, or depicts language and/or pictures to this effect, are prohibited.
3. **Employee Safety Protocols:** Employees must maintain workspace hygiene including washing hands frequently with water and soap for a minimum of 20 seconds and disinfecting their workspace daily including work surfaces they come in contact with at the office (i.e. phone, computer, copy machine). Such guidelines for proper disinfecting of workspaces are set forth in Policy 01.
4. **Social Distancing:** All employees are encouraged 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 will be modified to maintain six feet of distance between employees.
5. **Compliance with CDC and State Guidelines:** The City will utilize guidelines set forth by the CDC, federal, state, and local governmental entities to ensure the City is taking all necessary and reasonable measures to address and combat COVID-19. Employees who do not follow the aforementioned COVID-19 rules and guidelines may be subject to discipline per the City's Employee Handbook and/or applicable Union Contract. City protocols will be updated periodically to remain consistent with any updates to those guidelines.

*For the remainder of the document, when referring to "employee(s)," elected officials are also included.

Summary of Five Phases of Restore Illinois Plan

Phase 1: Rapid Spread

- What does it mean?** Rate of infection among those tested and number of patients admitted to the hospital is high or rapidly increasing
- Restrictions?** Strict stay-at-home and social distancing guidelines put in place

Phase 2: Flattening

- What does it mean?** Rate of infection among those tested and the number of patients admitted to the hospital beds and ICU beds increases at an ever-slower rate, moving toward a flat and even a downward trajectory.
- Restrictions?** Illinoisans are directed to wear a face covering when outside the home.

Phase 3: Recovery

- What does it mean?** The rate of infection among those tested, the number of patients admitted to the hospital, and the number of patients needing ICU beds is stable or declining.
- Restrictions?** Face coverings and social distancing are the norm. Gatherings limited to 10 people or fewer.

Phase 4: Revitalization

- What does it mean?** The rate of infection among those tested and the number of patients admitted to the hospital continues to decline.
- Restrictions?** Face coverings and social distancing are the norm. Gatherings limited to 50 people or fewer.

Phase 5: Illinois Restored (Effective June 11, 2021 Illinois is in Phase 5.)

- What does it mean?** With a vaccine or highly effective treatment widely available or the elimination of any new cases over a sustained period, the economy fully reopens with safety precautions continuing.
- When does it begin?** The only way Phase 5 will begin is with a vaccine, or a widely available and highly effective treatment, or with the elimination of any new cases over a sustained period.
- Restrictions?** New safety guidance and procedures will be in place reflecting the lessons learned during the COVID-19 pandemic.

Policy Item: Employee Screening and Workspace Guidelines

Date of last Update: June 25, 2021

Policy Number: 01

Employee Screening

Employees will be required to self-monitor at home for symptoms related to COVID-19 before leaving home and reporting for work each day.

If an employee is exhibiting symptoms of COVID-19 which include but are not limited to: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell (COVID-19 Symptoms), they will be asked to contact their supervisor and remain at home. As with all other instances where, due to illness, an employee is unable to report to work, an employee will be required to utilize sick time for the length of their absence.

Upon coming to work, non-vaccinated employees will be required to wear an appropriate face mask upon entering the building and always use social distancing of six (6) feet from other people.

Should an employee develop any COVID-19 symptoms during the workday, they should immediately notify a supervisor and leave the premises as soon as practicable to seek medical attention.

Employee Workspace

Once an employee enters the building, they will be required to wash their hands (in accordance with CDC protocols) either in a bathroom near or within their department, utilize another hand washing station within their department or use hand sanitizer from one of the stations provided. Employees will be required to wipe down their high-touch work surfaces within their work area upon arriving with disinfecting supplies provided. This would be once a day, at the start of the workday and will include phone, keyboard and general desk work surfaces per the following guidelines:

- Keyboards, mice and desktop telephones can be cleaned with disinfectant wipes and then wiped with a dry cloth/paper towel to remove the residue.
- Do not spray cleaner directly on electronic equipment.
- DO NOT CLEAN the monitors, as most are not touchscreen.
- DO NOT CLEAN the computer tower/system unit.

Employees shall declutter their office and workspace to facilitate effective cleaning each day. Employees shall refrain from sharing pens, staplers, and other office supplies. Employees should continue to self-monitor and refer to the COVID-19 policy (Policy #06) if they develop symptoms.

Policy Item: Face Mask Policy

Date of last Update: June 25, 2021

Policy Number: 02

All non-vaccinated employees will be required to wear an appropriate face mask when they are away from their personal workspace, are in common areas or they are unable to maintain social distancing. This would include walking from an office area to other locations that may result in interaction with other employees or customers (i.e. bathroom, copy room, other office locations).

Field personnel (i.e. Police, Fire, P.W. staff) and library personnel will follow the face mask wearing policy for outside work as provided by their respective department's policy, however, those non-vaccinated employees will follow the face mask policy as defined below when entering City Office buildings.

Guidelines for the appropriate use of Face Mask usage are listed below:

- Face masks should cover your nose and mouth
- The mask should fit comfortably, yet snug to your face
- Make sure there are no gaps between your face and the mask
- Allow for breathing without restriction
- Once the mask is on, do not touch any part of your face or the mask itself
- If you must touch your face/mask, wash or sanitize your hands before AND after touching it
- If the mask has ear loops, touch only the loops when taking it off
- If the mask has ties, touch only the ties when taking it off
- Never touch the front of the mask to remove, it is considered contaminated
- Discard disposable masks properly or wash cloth masks immediately after use
- The mask is not a replacement for social distancing or handwashing. All three should be used in coordination.
- If you wear glasses, folding a tissue and placing it on the bridge of your nose, under your glasses can help reduce condensation produced by the mask.
- Masks that are vulgar, obscene, sexually expressive and/or offensive, or depicts language and/or pictures to this effect, are prohibited

Remember that this is not only for your protection, but for others around you. **Be considerate of others.**

Below is a video on how to properly wear face masks:

<https://www.youtube.com/watch?v=pRRqZdIgg74>

Policy Item: Hand Washing Policy

Date of last Update: June 25, 2021

Policy Number: 03

Employees are directed to utilize proper handwashing techniques as outlined below:

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

During the COVID-19 pandemic, 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.
- And before touching your eyes, nose, or mouth because that's how germs enter our bodies.
- Always remember that hand hygiene is the most effective measure to prevent pathogen transmission and infection.

Below is a video that will walk you through proper glove use and hand hygiene:

<https://www.youtube.com/watch?v=M8ut9uPEZIk>

Policy Item: COVID-19 Policy

Date of last Update: June 25, 2021

Policy Number: 04

COVID-19 is a serious respiratory illness that can easily spread from person to person and the City of Freeport is determined to take all appropriate actions to mitigate the transmission of the virus at the workplace. The City will utilize guidelines set forth by the CDC, federal, state, and local governmental entities to ensure the City is taking all necessary and reasonable measures to address and combat COVID-19. The following are a few scenarios that may occur and the direction the City will follow.

What If an Employee has COVID-19 symptoms or is COVID-19 Positive?

Employees need to remain at home if they are experiencing symptoms of Coronavirus Disease (COVID-19), including fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell (COVID-19 Symptoms). Should an employee develop COVID-19 Symptoms, they are to communicate their symptoms to their supervisor. An employee who becomes ill at work, will be sent home and placed on sick leave.

Employees with COVID-19 (even those who reported no symptoms but had a positive test) can only return to work once they have met the most up to date criteria set forth by the CDC and IDPH. Generally, the current criteria for returning to work if you had mild symptoms related to COVID-19 is that you can be around others after:

- a) 10 days since symptoms first appeared; and
- b) 24 hours with no fever without the use of fever-reducing medications; and
- c) Other symptoms of COVID-19 are improving

An employee who has had a close contact with someone with COVID-19 and who meets the following criteria does NOT need to stay home:

- a) Has been vaccinated; OR
- b) Has had the COVID-19 illness within the previous three months; AND
- c) Has recovered; AND
- d) Remains without COVID-19 symptoms.

Employees are to follow any specific guidance issued by their department head.

Should employees have questions about available paid leaves, they are directed to speak with their supervisor or Human Resources Management.

What if an Employee Develops Symptoms at Work?

If an employee develops symptoms while at work, they must immediately cease contact with all others and will go home sick and communicate to supervisor via e-mail or phone. The City will investigate possible exposure as appropriate. The City will follow all appropriate CDC and IDPH guidelines regarding workplace disinfection of all affected areas and employee safety.

Policy Item: Meetings

Date of last Update: June 25, 2021

Policy Number: 05

Employees are encouraged to continue to hold internal and external meetings, as well as community outreach, virtually as often as possible to limit possible exposure to coronavirus. If meetings cannot take place virtually, they must adhere to the guidelines below.

- Social distancing of at least six (6) feet is required at all times and the number of individuals allowed to be in a meeting room at the same time will be determined by the ability to adhere to the six (6) foot distance requirement.
- Appropriate masks will be required to be worn during the entire period of time in the meeting.
- Employees shall sanitize the equipment and meeting area they are using prior to the meeting.

Outreach includes but is not limited to:

- Career Days
- Public Speaking
- Public Meetings
- Fire Explorer
- Ride Along Programs
- Census Outreach

Policy Item: Employee Lunch Rooms

Date of last Update: July 2, 2020

Policy Number: 06

- Employees will be allowed to use City lunch rooms.
- Employees are to clean the area they have used after each use.
- Only one person will be permitted per table and social distancing of at least six (6) feet is required at all times.
- Employees should clean up all dishes after their use.
- Appropriate face masks are to be worn by non-vaccinated employees into and out of the lunch rooms. Masks should only be removed when eating or drinking.
- There will be no outside visitors allowed in employee lunch rooms

Fire Department and Library personnel are to follow the department issued policy on Lunch Rooms.

Policy Item: Copy Rooms

Date of last Update: June 25, 2021

Policy Number: 07

- Employees should minimize time spent in copy rooms and only visit copy rooms when having a specific need to use equipment.
- When copy room use is necessary, social distancing of at least six (6) feet is required at all times.
- If you perform a copy/fax/scan within your department office, please be mindful to minimize the number of the jobs and perform them at the end of the day to minimize how often you use and disinfect the equipment.
- Employees should wipe down copy machines after each use. If wipes are not readily available, employees should wash hands or use hand sanitizer before and after each use

Policy Item: Use of Fire Department Fitness Rooms

Date of last Update: June 25, 2021

Policy Number: 08

The use of Fitness Rooms in the Fire Department facilities will be based on the Fire Department's policies and guidelines.

Policy Item: City Pool Cars

Date of last Update: June 25, 2021

Policy Number: 09

All employees who are assigned pool cars must disinfect the car before and after each use including steering wheel, gear shift, door handles, keys, etc.

Whenever possible, employees should travel alone in a pool car. When this is not possible, all non-vaccinated occupants of the car shall wear an appropriate face mask.

Policy Item: Restrooms

Date of last Update: June 25, 2021

Policy Number: 10

Restrooms will be regularly stocked with supplies for handwashing, including soap and paper towels for drying hands or hand sanitizer with at least 60% alcohol and no touch trash cans.

In addition, employees are advised to always wear gloves appropriate for the chemicals being used when they are cleaning and disinfecting, and that they may need additional PPE based on the setting and product. Employees should follow the directions on the label of the products. Ensure that cleaning products are stored properly and kept away from children.

Restrooms will be cleaned and disinfected regularly, particularly high-touch surfaces such as faucets, toilets, doorknobs, and light switches.

CITY OF FREEPORT EMPLOYEE & ELECTED OFFICIALS
COVID-19 REOPENING POLICY AND GUIDELINES

ACKNOWLEDGEMENT

I _____ (print name) acknowledge receipt of this policy and have read and reviewed the City of Freeport Employee & Elected Official COVID-19 Reopening Policy and Guidelines.

(Signature)

(Date)

Press Release

Freeport Public Library will close temporarily, starting Tuesday, March 17 with a reopen date of March 31. This is not an easy decision to make and one we have only made based on extraordinary circumstances. We are an institution which has become known as the place that is always open; however, the health and safety of our patrons and staff is our first priority. Although there are no confirmed cases of COVID-19 in Stephenson County, practicing social distancing is the best way to contain the spread of COVID-19 ([CDC - Centers for Disease Control and Prevention](#)) and the closure of the library is the best solution to enforce early prevention measures.

On March 13, Governor Pritzker announced the closure of all private and public schools throughout the state. The Board of Trustees and the City of Freeport believe the closure of Freeport Public Library will also help protect our community.

We are suspending accrual of all overdue fines and extending all due dates until April 1st. You do not need to return your items while we are closed.

The staff of the Freeport Public Library will continue to work while the library is closed to the public. At this time, we will continue to process new materials and complete special projects within the library. We will issue temporary cards over the phone while we are closed and will assist you in accessing all online materials.

We will continue to keep you updated with information as we know it. For now, our plan is to open on March 31, but this timeline may be extended.

Press Release

The Freeport Public Library will reopen to the public on Monday, June 29. We are requiring a face covering to enter the library. We continue to quarantine all returned items for 72 hours. We have special disinfecting procedures in place. We request all library visitors to respect social distancing to keep each other and our staff members safe and healthy!

Our new temporary hours are:

Mondays 10AM – 3PM

Tuesdays 2PM – 7PM

Wednesdays 2PM – 7PM

Thursdays 10AM – 3PM

Fridays 10AM – 3PM

Saturdays 10AM – 3PM

Curbside Service is still available. Contact us for more details about this.

We also want to take a moment to thank you for being understanding. We appreciate your kindness and patience while we worked through these unpredictable requirements for reopening our public building.

Do you have any questions? Please call us at 815-233-3000, Monday – Friday, 9AM – 5 PM.

COVID19

Ashley Huffines <ahuffines@freeportpubliclibrary.org>

Thu 3/12/2020 12:19 PM

To: Amanda Meyers <AMeyers@freeportpubliclibrary.org>; Cheryl Bronkema <cbronkema@freeportpubliclibrary.org>; Connie Hoffman <choffman@freeportpubliclibrary.org>; Dan Campbell <dcampbell@freeportpubliclibrary.org>; Danielle Williams <dwilliams@freeportpubliclibrary.org>; Katie Nolan <knolan@freeportpubliclibrary.org>; Lori Blask <lblask@freeportpubliclibrary.org>; Stephanie Brashaw <sbrashaw@freeportpubliclibrary.org>; Aimee Dyson <adyson@freeportpubliclibrary.org>; Asia Gullett <agullett@freeportpubliclibrary.org>; Dianne Ludwig <dldudwig@freeportpubliclibrary.org>; Makiah Stacy <mstacy@freeportpubliclibrary.org>; Nancy Spilotros <nspilotros@freeportpubliclibrary.org>; Scott Fischer <sfischer@freeportpubliclibrary.org>

Hello All,

I'm sure you're all wondering if we have had any conversations about the COVID19. I can confirm that yes we have talked about it, and yes, some things are already happening. What you need to know:

1. Our procedures are attached.
 - a. We could not find masks anywhere, but we do have gloves
 - b. These procedures are for management level, but it's good for you to see we have it covered;
and
2. Our services won't change until we are directed to do so by the Stephenson County Health Department
3. Our work schedules are not changing; all the same sick and vacation policies are in place
 - a. If this changes, you will be the first to know!
 - b. If you are sick, stay home!
4. Never hesitate to clean a surface or keyboards or phones or door handles or railings
 - a. Our cleaning company is already making sure to hit these areas everyday
 - b. I'm placing cleaning supplies around the library
 - i. Clorox Wipes and Hand Sanitizer will run out and we will not be able to replace them
 - c. We started cleaning/sanitizing toys daily (Thanks Amanda and Aimee!)
5. Wash your hands!

As always, talk to us if you have a question.

Stay healthy,

Ashley Huffines
Executive Director
Freeport Public Library
100 E. Douglas Street
Freeport IL 61032
815-233-3000 ext 216
815-297-8236 (fax)

Press Release and FAQ for Library Closure

Ashley Huffines <ahuffines@freeportpubliclibrary.org>

Sat 3/14/2020 1:09 PM

To: Amanda Meyers <AMeyers@freeportpubliclibrary.org>; Cheryl Bronkema <cbronkema@freeportpubliclibrary.org>; Connie Hoffman <choffman@freeportpubliclibrary.org>; Dan Campbell <dcampbell@freeportpubliclibrary.org>; Danielle Williams <dwilliams@freeportpubliclibrary.org>; Katie Nolan <knolan@freeportpubliclibrary.org>; Lori Blask <lblask@freeportpubliclibrary.org>; Stephanie Brashaw <sbrashaw@freeportpubliclibrary.org>; Aimee Dyson <adyson@freeportpubliclibrary.org>; Asia Gullett <agullett@freeportpubliclibrary.org>; Dianne Ludwig <dludwig@freeportpubliclibrary.org>; Makiah Stacy <mstacy@freeportpubliclibrary.org>; Nancy Spilotros <nspilotros@freeportpubliclibrary.org>; Scott Fischer <sfischer@freeportpubliclibrary.org>

The Press Release is out there. We will discuss things in person when we see each other. Keep your list of questions handy! 😊 Contact me whenever: 815-541-9233.

Ashley Huffines
Executive Director
Freeport Public Library
100 E. Douglas Street
Freeport IL 61032
815-233-3000 ext 216
815-297-8236 (fax)

New Update from Human Resources Department

Ashley Huffines <ahuffines@freeportpubliclibrary.org>

Thu 3/26/2020 3:22 PM

To: Amanda Meyers <AMeyers@freeportpubliclibrary.org>; Cheryl Bronkema <cbronkema@freeportpubliclibrary.org>; Connie Hoffman <choffman@freeportpubliclibrary.org>; Dan Campbell <dcampbell@freeportpubliclibrary.org>; Danielle Williams <dwilliams@freeportpubliclibrary.org>; Katie Nolan <knolan@freeportpubliclibrary.org>; Lori Blask <lblask@freeportpubliclibrary.org>; Stephanie Brashaw <sbrashaw@freeportpubliclibrary.org>; Aimee Dyson <adyson@freeportpubliclibrary.org>; Asia Gullett <agullett@freeportpubliclibrary.org>; Dianne Ludwig <dludwig@freeportpubliclibrary.org>; Makiah Stacy <mstacy@freeportpubliclibrary.org>; Nancy Spilotros <nspilotros@freeportpubliclibrary.org>; Scott Fischer <sfischer@freeportpubliclibrary.org>

Hey everyone,

I'm sending this informational poster out to you so you can have your questions answered. Please EMAIL your questions, because I will need to talk with HR to answer your questions. I know you will have important questions and I want to make sure to give you the CORRECT answers. Be patient with me, things are still happening at a rapid fire pace and I'll take some time to get the answers to you. But, you will have them!

This is also posted in the break room on the second floor.

Everyone is doing an amazing job. Keep it up!

Ashley Huffines
Executive Director
Freeport Public Library
100 E. Douglas Street
Freeport IL 61032
815-233-3000 ext 216
815-297-8236 (fax)

Reopen Plan Dates Finalized

Ashley Huffines <ahuffines@freeportpubliclibrary.org>

Thu 6/11/2020 11:06 AM

To: Amanda Meyers <AMeyers@freeportpubliclibrary.org>; Cheryl Bronkema <cbronkema@freeportpubliclibrary.org>; Connie Hoffman <choffman@freeportpubliclibrary.org>; Dan Campbell <dcampbell@freeportpubliclibrary.org>; Danielle Williams <dwilliams@freeportpubliclibrary.org>; Katie Nolan <knolan@freeportpubliclibrary.org>; Lori Blask <lblask@freeportpubliclibrary.org>; Stephanie Brashaw <sbrashaw@freeportpubliclibrary.org>; Aimee Dyson <adyson@freeportpubliclibrary.org>; Asia Gullett <agullett@freeportpubliclibrary.org>; Dianne Ludwig <dludwig@freeportpubliclibrary.org>; Makiah Stacy <mstacy@freeportpubliclibrary.org>; Nancy Spilotros <nspilotros@freeportpubliclibrary.org>; Scott Fischer <sfischer@freeportpubliclibrary.org>

Good Morning!

At last night's board meeting, the Board approved our reopen plan, as well as, dates. On June 15, we are starting our Computer Services by Appointment. Any questions about how we are doing this process? Ask Dianne.

The tentative reopen to the public date is June 26th, when Stephenson County moves into Phase 4. **This is still tentative, do not give this date out to the public yet.** I will tell you when you can give a specific date, but for now, let them know we are planning to open when we get to Phase 4. Focus on the newest services we are offering, but before you do that, make sure you talk to Dianne, so you know what the services are! 😊

I'm sending this email before I go and chat with all the managers, but all questions about the reopen can go to Nancy, Dianne and Amanda. If they can't answer, they'll tell you to wait until I get back on Tuesday. Take a deep breath, we've talked about reopen for months, we're ready!

Yep, you read that! I'm taking a few days completely off the clock. No email, no phone calls, no meetings, no projects. Send everything to the managers, they will reach out to me when/if needed. You'll see me at some point on Tuesday, June 16.

See you next week!!

Ashley Huffines
Executive Director
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815-297-8236 (fax)

Executive Director
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From: Ashley Huffines

Sent: Thursday, May 21, 2020 12:33 PM

To: Amanda Meyers <AMeyers@freeportpubliclibrary.org>; Cheryl Bronkema <cbronkema@freeportpubliclibrary.org>; Connie Hoffman <choffman@freeportpubliclibrary.org>; Dan Campbell <dcampbell@freeportpubliclibrary.org>; Danielle Williams <dwilliams@freeportpubliclibrary.org>; Katie Nolan <knolan@freeportpubliclibrary.org>; Lori Blask <lblask@freeportpubliclibrary.org>; Stephanie Brashaw <sbrashaw@freeportpubliclibrary.org>; Aimee Dyson <adyson@freeportpubliclibrary.org>; Asia Gullett <agullett@freeportpubliclibrary.org>; Dianne Ludwig <dludwig@freeportpubliclibrary.org>; Makiah Stacy <mstacy@freeportpubliclibrary.org>; Nancy Spilotros <nspilotros@freeportpubliclibrary.org>; Scott Fischer <sfischer@freeportpubliclibrary.org>

Subject: ReOpen Plan: Draft

Hey everyone!

First off, thank you to ALL of you for hanging in and making sure to bring a team player attitude to work, even in the most trying of times. It's a crazy world we are living in, and most people out there aren't giving us the credit we deserve. You've all been great with me, even on my down days. We are a great team, and I appreciate YOU!

Although there is a lot of talk about reopening, the fact is that we are still living in an environment of high anxiety, both inside and outside of the library. There is no way for me to think of everything, but I did my best. Attached is the **FIRST DRAFT** of what a reopen will look like at the library. As you well know, timelines seem to move rapidly these days, but as soon as I have concrete dates, you will also have them. In general, I would like to push out service level 3 (this sentence will make sense after you read the plan) as long as we can, but prepare yourself for any date between June 15 - July 6. I'm not sure our community will be comfortable with us waiting until July. Deep Breaths, we have this!

Am I missing something? Big or small? It's a **huge** priority to make sure you are feeling comfortable and cared for while you are at work. Please communicate with me!

Your Fearless (well, mostly fearless) Leader,

Ashley Huffines
Executive Director
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A fun email about Masks, our new favorite thing!

Ashley Huffines <ahuffines@freeportpubliclibrary.org>

Wed 5/27/2020 10:57 AM

To: Amanda Meyers <AMeyers@freeportpubliclibrary.org>; Cheryl Bronkema <cbronkema@freeportpubliclibrary.org>; Connie Hoffman <choffman@freeportpubliclibrary.org>; Dan Campbell <dcampbell@freeportpubliclibrary.org>; Danielle Williams <dwilliams@freeportpubliclibrary.org>; Katie Nolan <knolan@freeportpubliclibrary.org>; Lori Blask <lblask@freeportpubliclibrary.org>; Stephanie Brashaw <sbrashaw@freeportpubliclibrary.org>; Aimee Dyson <adyson@freeportpubliclibrary.org>; Asia Gullett <agullett@freeportpubliclibrary.org>; Dianne Ludwig <dludwig@freeportpubliclibrary.org>; Makiah Stacy <mstacy@freeportpubliclibrary.org>; Nancy Spilotros <nspilotros@freeportpubliclibrary.org>; Scott Fischer <sfischer@freeportpubliclibrary.org>

Good Morning!

One of the questions I've heard from a lot of you is "How are we going to enforce the face covering rule?" We will handle it just like any other item on the Patron Conduct Policy. If we ask them to use a face covering and they refuse, we ask them to leave the building. If they refuse to leave the building, we let them know they are more than welcome to stay if they put on a face covering. If they still refuse, a manager (Ashley, Amanda, Dianne, or Nancy) will speak with the patron and take it from here. We have support from the police department to assist with enforcing this rule.

And, while we are on the topic of masks, we need to follow these guidelines (the same rules we have had in place for weeks, but it's now in an email communication):

- If you are not in an office or behind plexiglass, face mask is on.
 - What if I'm working on a project in the open and I'm by myself?
 - You can work without your mask, but as soon as you start walking around the building, mask is on
 - If you walk up to someone working on a project, face mask is on and you stop to give them time to put their mask on
 - If you are walking from point A to point B, you do not know who you will walk into, so, face mask on
- Outside
 - When you walk outside, please stop immediately taking off your masks. Wait until you are all 6 ft or more away from each other
 - This includes breaks and lunches, patrons are always off the clock while we are enforcing this rule
- Practice makes perfect
 - If we have a face covering rule for the patrons, we absolutely MUST follow the same rule. Now's the time to get into our "new normal"
- Everyone will follow face mask rules, even when Ashley is not in their immediate vicinity
 - The face mask rules will be enforced by all members of the management team. When I am not around, you will start to hear reminders from managers and supervisors
 - Managers: Amanda, Dianne, Nancy
 - Supervisor: Stephanie
 - Continual failure to adhere to the face mask rules will result in discipline, whether or not we are open to the public

Please keep in mind, there is no one person that is prompting me to send this email. This is a communication in need of sending to remind everyone of the items we discussed when I gave you your masks.

Ashley Huffines

Covid Policy for City of Freeport Employees

Ashley Huffines <ahuffines@freeportpubliclibrary.org>

Mon 7/6/2020 10:28 AM

To: Amanda Meyers <AMeyers@freeportpubliclibrary.org>; Cheryl Bronkema <cbronkema@freeportpubliclibrary.org>; Connie Hoffman <choffman@freeportpubliclibrary.org>; Dan Campbell <dcampbell@freeportpubliclibrary.org>; Danielle Williams <dwilliams@freeportpubliclibrary.org>; Katie Nolan <knolan@freeportpubliclibrary.org>; Stephanie Brashaw <sbrashaw@freeportpubliclibrary.org>; Aimee Dyson <adyson@freeportpubliclibrary.org>; Asia Gullett <agullett@freeportpubliclibrary.org>; Dianne Ludwig <dludwig@freeportpubliclibrary.org>; Makiah Stacy <mstacy@freeportpubliclibrary.org>; Nancy Spilotros <nspilotros@freeportpubliclibrary.org>; Scott Fischer <sfischer@freeportpubliclibrary.org>

Good Morning!

Attached is the City of Freeport's Covid-19 Reopening Policy and Guidelines document. Your supervisor will be giving you the sign off form. All sign off forms must be returned to your supervisor by the end of your first shift this week.

The biggest part of the policy is that we are taking temperatures and asking questions when you start your shift. Remember, as weird as this may feel to all of us, this is in place to keep you and your coworkers healthy!

If you have any questions, ask your manager. I'm swamped today, tomorrow, and Wednesday. So all questions need to go to them first. 😊

Thank you,

Ashley Huffines
Executive Director
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Region One New Restrictions

Ashley Huffines <ahuffines@freeportpubliclibrary.org>

Tue 9/29/2020 4:54 PM

To: Amanda Meyers <AMeyers@freeportpubliclibrary.org>; Cheryl Bronkema <cbronkema@freeportpubliclibrary.org>; Connie Hoffman <choffman@freeportpubliclibrary.org>; Dan Campbell <dcampbell@freeportpubliclibrary.org>; Danielle Williams <dwilliams@freeportpubliclibrary.org>; Katie Nolan <knolan@freeportpubliclibrary.org>; Stephanie Brashaw <sbrashaw@freeportpubliclibrary.org>; Aimee Dyson <adyson@freeportpubliclibrary.org>; Asia Gullett <agullett@freeportpubliclibrary.org>; Dianne Ludwig <dludwig@freeportpubliclibrary.org>; Nancy Spilotros <nspilotros@freeportpubliclibrary.org>; Scott Fischer <sfischer@freeportpubliclibrary.org>; Priscilla Garner <pgarner@freeportpubliclibrary.org>

Well, I hate to be the bearer of bad news, but we are in Region one. The Governor placed us in warning level and we have new restrictions. Attached is an official release. We are only affected by the meetings/gatherings; which we do not have any changes, because I planned for this to happen.

THIS is why it is sooooo important to follow the recommended guidelines by IDPH! WEAR YOUR MASK! 😊 Help our local economy by doing your part to STOP the spread.

Here's a summary of the new restrictions that will be in place starting Saturday:

Region 1, which includes Winnebago, Boone, Ogle, Stephenson and Lee counties, will be under new COVID-19 guidelines starting Saturday, October 3. Governor JB Pritzker and state health officials made the announcement on Tuesday.

The region is seeing a 7-day rolling average test positivity rate of 8% or above for three consecutive days, which exceeds the threshold set for establishing mitigation measures in the region under the state's Restore Illinois Resurgence Plan. This announcement follows last week's warnings to local leaders that additional mitigation measures would be implemented if the region continued to see an increase in cases. In the past week, Region 1 also had an early indication of increasing hospital admissions for COVID-like-illness. Although this increase has not yet reached the threshold level, it indicates more severe illness is increasing and IDPH will continue to monitor the region's hospital capacity.

Mitigation measures taking effect October 3, 2020 in Region 1 include the following:

Bars

- No indoor service
- All outside bar service closes at 11:00 p.m.
- All bar patrons should be seated at tables outside
- No ordering, seating, or congregating at bar (bar stools should be removed)
- Tables should be 6 feet apart
- No standing or congregating indoors or outdoors while waiting for a table or exiting
- No dancing or standing indoors
- Reservations required for each party
- No seating of multiple parties at one table

Restaurants

- No indoor dining or bar service
- All outdoor dining closes at 11:00 p.m.
- Outside dining tables should be 6 feet apart
- No standing or congregating indoors or outdoors while waiting for a table or exiting
- Reservations required for each party
- No seating of multiple parties at one table

Meetings, Social Events, Gatherings

- Limit to lesser of 25 guests or 25 percent of overall room capacity
- No party buses
- Gaming and Casinos close at 11:00 p.m., are limited to 25 percent capacity, and follow mitigations for bars and restaurants, if applicable

These mitigations do not currently apply to schools.

IDPH will track the positivity rate in Region 1 to determine if mitigations can be relaxed, if additional mitigations are required, or if current mitigations should remain in place. If the positivity rate averages less than or equal to 6.5% for three consecutive days, then Regions 1 will return to Phase 4 mitigations under the Restore Illinois Plan.

If the positivity rate averages between 6.5% and 8%, the new mitigations will remain in place and unchanged. If the positivity rate averages greater than or equal to 8% after 14 days, more stringent mitigations can be applied to further reduce spread of the virus.

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Tier 3 Mitigation and the Library

Ashley Huffines <ahuffines@freeportpubliclibrary.org>

Thu 11/19/2020 11:28 AM

To: Amanda Meyers <AMeyers@freeportpubliclibrary.org>; Cheryl Bronkema <cbronkema@freeportpubliclibrary.org>; Connie Hoffman <choffman@freeportpubliclibrary.org>; Dan Campbell <dcampbell@freeportpubliclibrary.org>; Danielle Williams <dwilliams@freeportpubliclibrary.org>; Katie Nolan <knolan@freeportpubliclibrary.org>; Stephanie Brashaw <sbrashaw@freeportpubliclibrary.org>; Aimee Dyson <adyson@freeportpubliclibrary.org>; Asia Gullett <agullett@freeportpubliclibrary.org>; Dianne Ludwig <dludwig@freeportpubliclibrary.org>; Nancy Spilotros <nspilotros@freeportpubliclibrary.org>; Scott Fischer <sfischer@freeportpubliclibrary.org>; Priscilla Garner <pgarner@freeportpubliclibrary.org>; Kara Brinkmeier <kbrinkmeier@freeportpubliclibrary.org>

Good Morning,

Thank you to everyone for being patient while waiting for news. It's official, the library is remaining open. Yay! Attached are the Tier 3 guidelines from the State, which we used to make an informed decision. It's important to me, and the board, that you feel safe and comfortable and work. All mask and social distancing rules are in place, obviously.

I'm also starting a couple of internal staff rules, effective immediately:

1. **Circ Room:** Before you enter the room, you MUST stand at the door and tell everyone to put their masks on. You do not walk into the room until everyone has a mask on. We are limiting the number of people allowed in the space to 3 people or less. Expect to see some temporary changes to circulation workflows while this rule is in place.
2. **15 Minute Breaks:** No staff member will take their 15-minute break at the same time, in the same place. This includes indoor and outdoor. No exceptions.

As you can see, these rules are specifically in place to help all of us maintain our distance. If any one of us is a positive case, we will be even less likely to spread to our co-workers. We all have friends at the library, and we spend more time with each other than our own families sometimes! Keep in mind this is temporary, and we're all in this together.

Please come and talk to me if you have any questions or concerns. Continue to work hard and make our community happy! We are a bright spot for a lot of people and we don't want to close! 😊

Sincerely,

Ashley Huffines
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Library Update

Ashley Huffines <ahuffines@freeportpubliclibrary.org>

Tue 12/15/2020 3:31 PM

To: Amanda Meyers <AMeyers@freeportpubliclibrary.org>; Cheryl Bronkema <cbronekema@freeportpubliclibrary.org>; Connie Hoffman <choffman@freeportpubliclibrary.org>; Danielle Williams <dwilliams@freeportpubliclibrary.org>; Katie Nolan <knolan@freeportpubliclibrary.org>; Stephanie Brashaw <sbrashaw@freeportpubliclibrary.org>; Aimee Dyson <adyson@freeportpubliclibrary.org>; Asia Gullett <agullett@freeportpubliclibrary.org>; Dianne Ludwig <dludwig@freeportpubliclibrary.org>; Nancy Spilotros <nspilotros@freeportpubliclibrary.org>; Priscilla Garner <pgarner@freeportpubliclibrary.org>; Scott Fischer <sfischer@freeportpubliclibrary.org>

Hi everyone,

Let's start with the bad news first. Kara no longer works for the library. We will post her job but not right away. I plan on posting it the first week of January, after we get through the holiday season. Hiring at the end of December is super difficult, so I'm waiting about 3 weeks to post the position. Let me know if you know anyone that will be a great fit for the team!

And on to better news...at least I think it's better news. :)

Library hours will remain Monday - Friday 9am-6pm and Saturday 10am-3pm until March 31.

Thank you to those of you asking about if/when we are going back to our normal library hours! It reminded me to email everyone our newest COVID update. Before October, we tried a few different sets of hours and you were all so great about adjusting your schedules. I don't want to go back to adjusting the library's hours every couple of weeks. The future is becoming clearer, but we're still months away from the old normal. With this in mind, we will keep our current open hours for the first quarter of 2021. I hope this helps give you some insight for your schedules in early 2021.

I'll continue to keep you updated, but don't hesitate to come talk to me.

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Tier 2 Mitigation - Nothing Fancy or Exciting

Ashley Huffines <ahuffines@freeportpubliclibrary.org>

Fri 1/15/2021 4:02 PM

To: Amanda Meyers <AMeyers@freeportpubliclibrary.org>; Cheryl Bronkema <cbronkema@freeportpubliclibrary.org>; Connie Hoffman <choffman@freeportpubliclibrary.org>; Danielle Williams <dwilliams@freeportpubliclibrary.org>; Katie Nolan <knolan@freeportpubliclibrary.org>; Stephanie Brashaw <sbrashaw@freeportpubliclibrary.org>; Aimee Dyson <adyson@freeportpubliclibrary.org>; Asia Gullett <agullett@freeportpubliclibrary.org>; Dianne Ludwig <dludwig@freeportpubliclibrary.org>; Nancy Spilotros <nspilotros@freeportpubliclibrary.org>; Priscilla Garner <pgarner@freeportpubliclibrary.org>; Scott Fischer <sfischer@freeportpubliclibrary.org>

Hi all,

We received official word from Governor Pritzker that our Region is now in Phase 4 - Tier 2 mitigation. No major changes in our daily routines. The main difference is that we can let more people use the meeting room. Connie and I have been very strict about meeting room use. You may start to see more reservations.

See the attached document for all the details. Page 3 has a good chart comparing the different tiers of mitigation. Page 4 has a diagram that explains what needs to happen to move to tier 1.

Vaccines - I am in contact with the Stephenson County Health Department to discuss where we are on the list. We do not have official verification when library workers will be given a vaccine. I will tell you when I know anything. The City of Freeport is not requiring our department to receive a vaccine. It is your decision. Do what's best for you.

Thank you,

Ashley Huffines
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COVID Update

Ashley Huffines <ahuffines@freeportpubliclibrary.org>

Fri 1/22/2021 9:09 AM

To: Amanda Meyers <AMeyers@freeportpubliclibrary.org>; Cheryl Bronkema <cbronkema@freeportpubliclibrary.org>; Connie Hoffman <choffman@freeportpubliclibrary.org>; Danielle Williams <dwilliams@freeportpubliclibrary.org>; Katie Nolan <knolan@freeportpubliclibrary.org>; Stephanie Brashaw <sbrashaw@freeportpubliclibrary.org>; Aimee Dyson <adyson@freeportpubliclibrary.org>; Asia Gullett <agullett@freeportpubliclibrary.org>; Dianne Ludwig <dludwig@freeportpubliclibrary.org>; Nancy Spilotros <nspilotros@freeportpubliclibrary.org>; Priscilla Garner <pgarner@freeportpubliclibrary.org>; Scott Fischer <sfischer@freeportpubliclibrary.org>

Good morning,

Unfortunately, we are seeing an increase in our local positivity rate. We went from 8 hospitalizations to 18 in a couple of days. Please remember that COVID is not gone. We are seeing some steps in the right direction, but we will continue to take steps back. We're going to continue to have good weeks and bad weeks for at least a few more months. The following work rules are still in place; I expect managers to enforce them, and the whole team to follow them:

- No 15-minute breaks in the same place at the same time
- Three or less people in the Circulation Work Room (no hanging out in this space)
 - There are times when people go in to have a quick conversation, but then you need to leave the room.
- Continue to tell people to wear their masks correctly (you guys are great at this, keep it up!!!)

Did I miss something? Let me know. Do you have a question or need a clarification? **Ask me!**

Thank you,

Ashley Huffines
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Phase 4

Ashley Huffines <ahuffines@freeportpubliclibrary.org>

Tue 1/26/2021 2:26 PM

To: Amanda Meyers <AMeyers@freeportpubliclibrary.org>; Cheryl Bronkema <cbronkema@freeportpubliclibrary.org>; Connie Hoffman <choffman@freeportpubliclibrary.org>; Danielle Williams <dwilliams@freeportpubliclibrary.org>; Katie Nolan <knolan@freeportpubliclibrary.org>; Stephanie Brashaw <sbrashaw@freeportpubliclibrary.org>; Aimee Dyson <adyson@freeportpubliclibrary.org>; Asia Gullett <agullett@freeportpubliclibrary.org>; Dianne Ludwig <dludwig@freeportpubliclibrary.org>; Nancy Spilotros <nspilotros@freeportpubliclibrary.org>; Priscilla Garner <pgarner@freeportpubliclibrary.org>; Scott Fischer <sfischer@freeportpubliclibrary.org>

Hi, everyone,

Well, I'm a little late on this email...it's all moving soooo fast! Yesterday we moved into Phase 4. I'm a little leery to jump in with both feet and reopen all the library areas just yet. Here's what I'm comfortable doing in the next few days:

- Slowly start adding furniture
- Remove signage requesting people to limit their time
- Add additional rooms for reservations

See the attachment for all the Phase 4 guidelines. We might start to see some faces we haven't seen in a while 😊

Thank you,

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Masks and the Library

Ashley Huffines <ahuffines@freeportpubliclibrary.org>

Fri 5/14/2021 8:31 AM

To: Amanda Meyers <AMeyers@freeportpubliclibrary.org>; Cheryl Bronkema <cbronkema@freeportpubliclibrary.org>; Connie Hoffman <choffman@freeportpubliclibrary.org>; Katie Nolan <knolan@freeportpubliclibrary.org>; Stephanie Brashaw <sbrashaw@freeportpubliclibrary.org>; Aimee Dyson <adyson@freeportpubliclibrary.org>; Angela Nickles <anickles@freeportpubliclibrary.org>; Asia Gullett <agullett@freeportpubliclibrary.org>; Betty Nicklaus <bnicklaus@freeportpubliclibrary.org>; Dianne Ludwig <dludwig@freeportpubliclibrary.org>; Morgan Cook <mcook@freeportpubliclibrary.org>; Nancy Spilotros <nspilotros@freeportpubliclibrary.org>; Scott Fischer <sfischer@freeportpubliclibrary.org>; Barb Young <byoung@freeportpubliclibrary.org>; Shirley Hounnou <shounnou@freeportpubliclibrary.org>

I'm sure most of you will know about the CDC's mask announcement and Governor Pritzker's subsequent report to update Illinois' mask mandate.

We are not lifting the mask mandate on the building quite yet. I am going to have one-on-one conversations with each of you before any final decisions are made. The board of trustees will pass a motion for any final decision. ***PLEASE DO NOT SAY WE ARE LIFTING THE MASK REQUIREMENT ON THE BUILDING* This decision has not actually been made yet.**

What should we tell patrons? Simply state, we are still a few weeks away from our staff being fully vaccinated. We need a few more weeks. We appreciate your understanding and patience.

I expect the majority of people will be respectful. I also expect some to be disrespectful. It's going to be a bumpy few weeks. Please pass off the angry patrons to the management team.

I remain steadfastly dedicated to the safety of all of you, and we are moving closer to no masks. You can wear a mask whenever and wherever you want. And out of respect for our co-workers, all internal mask requirements remain in place.

Take some time to think and prepare yourself for what I expect will be some quick changes in the coming months. You are all going to rock at this! Please come talk to me if you have any questions or concerns.

HAPPY FRIDAY!

Ashley Huffines
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Mask Update

Ashley Huffines <ahuffines@freeportpubliclibrary.org>

Thu 6/10/2021 2:28 PM

To: Amanda Meyers <AMeyers@freeportpubliclibrary.org>; Cheryl Bronkema <cbronkema@freeportpubliclibrary.org>; Connie Hoffman <choffman@freeportpubliclibrary.org>; Katie Nolan <knolan@freeportpubliclibrary.org>; Stephanie Brashaw <sbrashaw@freeportpubliclibrary.org>; Aimee Dyson <adyson@freeportpubliclibrary.org>; Angela Nickles <anickles@freeportpubliclibrary.org>; Asia Gullett <agullett@freeportpubliclibrary.org>; Betty Nicklaus <bnicklaus@freeportpubliclibrary.org>; Barb Young <byoung@freeportpubliclibrary.org>; Dianne Ludwig <dludwig@freeportpubliclibrary.org>; Morgan Cook <mcook@freeportpubliclibrary.org>; Nancy Spilotros <nspilotros@freeportpubliclibrary.org>; Scott Fischer <sfischer@freeportpubliclibrary.org>; Shirley Hounnou <shounnou@freeportpubliclibrary.org>

Hi everyone!

We are officially updating the mask mandate on the building. Throughout the day today, we are gradually removing signs and replacing them with new ones. Our first official day with new rules is tomorrow, June 11, just in time for Phase 5.

What are the new guidelines?

We are following the CDC guidelines. Vaccinated = no masks. Non-Vaccinated = masks.

How will we know they are telling the truth?

We won't. We are going by the honor policy, knowing some will not all be truthful. We are not asking for vaccination cards.

Do we need to ask people to wear masks?

No. We are no longer regulating the public on their masks.

Staff Guidelines:

Masks will continue to be worn at all service desks and any public area of the library. If you have a designated non-public facing work area you do not need to wear your mask. If you are six feet apart, you do not need to wear your mask. Be respectful of your co-workers. Not everyone is ready for no masks, and this is completely okay. Y'all have been WONDERFUL so far and I have no doubts you will continue to do well towards each other.

LIKE OR REPLY TO THIS EMAIL. This just confirms to me that you read my email 😊

As always, talk to me or email me if you have any questions.

Keep up the good work!

Ashley Huffines
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CDC Mask Update

Ashley Huffines <ahuffines@freeportpubliclibrary.org>

Wed 7/28/2021 2:18 PM

To: Cheryl Bronkema <cbronkema@freeportpubliclibrary.org>; Connie Hoffman <choffman@freeportpubliclibrary.org>; Katie Nolan <knolan@freeportpubliclibrary.org>; Stephanie Brashaw <sbrashaw@freeportpubliclibrary.org>; Aimee Dyson <adyson@freeportpubliclibrary.org>; Angela Nickles <anickles@freeportpubliclibrary.org>; Asia Gullett <agullett@freeportpubliclibrary.org>; Betty Nicklaus <bnicklaus@freeportpubliclibrary.org>; Barb Young <byoung@freeportpubliclibrary.org>; Morgan Cook <mcook@freeportpubliclibrary.org>; Scott Fischer <sfischer@freeportpubliclibrary.org>; Shirley Hounnou <shounnou@freeportpubliclibrary.org>

Cc: Amanda Meyers <AMeyers@freeportpubliclibrary.org>; Dianne Ludwig <dludwig@freeportpubliclibrary.org>; Nancy Spilotros <nspilotros@freeportpubliclibrary.org>

Hi everyone,

We are all wearing our masks when we interact with the public, but make sure you continue to do so. This includes programs and meetings.

When it comes to working in private staff only spaces, please make sure to be at least six feet apart when you do not have a mask on. I started to be more relaxed because I could be, but with the newest guidance from the CDC, we are back to strict six feet without our masks on. Even if you are both vaccinated.

Here is the most recent CDC list of updates (pay attention to bullet point two):

Summary of Recent Changes

Updates as of July 27, 2021

- Updated information for fully vaccinated people given new evidence on the B.1.617.2 (Delta) variant currently circulating in the United States.
- Added a recommendation for fully vaccinated people to wear a mask in public indoor settings in areas of substantial or high transmission.
- Added information that fully vaccinated people might choose to wear a mask regardless of the level of transmission, particularly if they are immunocompromised or at increased risk for severe disease from COVID-19, or if they have someone in their household who is immunocompromised, at increased risk of severe disease or not fully vaccinated.
- Added a recommendation for fully vaccinated people who have a known exposure to someone with suspected or confirmed COVID-19 to be tested 3-5 days after exposure, and to wear a mask in public indoor settings for 14 days or until they receive a negative test result.
- CDC recommends universal indoor masking for all teachers, staff, students, and visitors to schools, regardless of vaccination status.

Currently, we are only at a moderate increase in positive cases:

- <https://covid.cdc.gov/covid-data-tracker/#county-view>
- Select the State and County to see current statistics

Right now, we do not need to update the mask mandate on the building. We are back on the roller coaster. Be patient with me, and I'll do my best to make sound decisions at all the turns!

If you have any questions or need clarifications, ask me.

Thank you,

Ashley Huffines
Executive Director
Freeport Public Library
100 E. Douglas Street
Freeport IL 61032
815-233-3000 ext 216
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Mask Mandate: Monday, August 30

Ashley Huffines <ahuffines@freeportpubliclibrary.org>

Thu 8/26/2021 11:29 AM

To: Amanda Meyers <AMeyers@freeportpubliclibrary.org>; Cheryl Bronkema <cbronkema@freeportpubliclibrary.org>; Connie Hoffman <choffman@freeportpubliclibrary.org>; Katie Nolan <knolan@freeportpubliclibrary.org>; Stephanie Brashaw <sbrashaw@freeportpubliclibrary.org>; Aimee Dyson <adyson@freeportpubliclibrary.org>; Angela Nickles <anickles@freeportpubliclibrary.org>; Asia Gullett <agullett@freeportpubliclibrary.org>; Betty Nicklaus <bnicklaus@freeportpubliclibrary.org>; Barb Young <byoung@freeportpubliclibrary.org>; Dianne Ludwig <dludwig@freeportpubliclibrary.org>; Morgan Cook <mcook@freeportpubliclibrary.org>; Nancy Spilotros <nspilotros@freeportpubliclibrary.org>; Scott Fischer <sfischer@freeportpubliclibrary.org>; Shirley Hounnou <shounnou@freeportpubliclibrary.org>

Hi everyone,

Well, at a certain point we all knew this was inevitable. This morning the Governor issued an indoor mask mandate for the entire state. Effective Monday, August 30, we will start enforcing masks inside the library, for everyone.

If we decide to change anything else like seating, room reservations, computer use, etc., I will make sure you all know. At this point, I'm comfortable with just enforcing the mask requirement.

We made it through this once, we'll make it through this again.

If you have any questions or concerns, please ask me.

Thank you,

Ashley Huffines
Executive Director
Freeport Public Library
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FREEPORT PUBLIC LIBRARY

Pandemic Response Procedures

Level I: Precautionary Health Measures

1. Cleaning & Supplies
 - a. Purchase additional cleaning and disease prevention supplies
 - b. Provide tissues and hand sanitizer to staff and in public areas
 - c. Offer staff masks and gloves, to be used if desired. As appropriate, recommend use by staff who handle many materials
 - d. Perform additional routine cleaning, as needed, of all frequently touched surfaces in the Library, such as workstations, countertops, and door knobs
 - e. Provide staff with disinfectant wipes for quick disinfection
 - f. Staff should contact the Administrative Assistant if an area needs to be thoroughly cleaned; Cleaning Crews have access to medical-grade disinfectant

2. Communicate to Public
 - a. Share official sources for health information with patrons
 - b. Promote healthy habits
 - c. Promote online library services

3. Communicate to Staff
 - a. Share this Pandemic Response Procedure
 - b. Emphasize that staff should stay home when sick and follow respiratory etiquette and hand hygiene
 - c. Communicate any CDC reporting requirements
 - d. Advise traveling staff to check the CDC's Traveler's Health Notices
 - e. Promote healthy habits

Level II: Moderated Services

In the event that an official source declares a pandemic, the Library will respond according to the official recommendations of the CDC, Stephenson County Health Department, or other appropriate public health authorities. The responses to the recommendations may include:

1. Service Adjustments
 - a. Reduce or suspend services. Public health authorities may advise that libraries and other gathering places minimize or entirely suspend situations where numerous individuals congregate in relatively confined spaces. In such cases, the Library Director, in coordination with the City Manager, may suspend some or all:
 - i. Library programming
 - ii. Public meeting room use
 - iii. Deliveries to homebound, nursing homes, retirement centers, and schools
 - iv. Holds processing

- b. Review and prepare options for emergency library services as necessary
- 2. Work Adjustments
 - a. Cancel all out of state library-related travel
 - b. Adjust volunteer work schedules as affected by service adjustments
- 3. Communicate to Public
 - a. Continue messaging as in Level I. Messages should explicitly state that service reductions are being done to slow down disease transmission, not because of an abundance of sick staff.
 - b. Post an alert on the website outlining adjustments to services; adjust homepage to include pointers to official sources of info about the pandemic
 - c. Contact affected program registrants, meeting room users, study room reservations, etc. to notify of service adjustments
 - d. Remind public that no overdue fines means that they do not need to return items while they are not feeling well
- 4. Communicate to Staff
 - a. Library Director to monitor and coordinate response among authorities, schools, villages, and library
 - b. Encourage staff to wear gloves and masks when handling materials
 - c. Review and adjust staff emergency contact list to ensure information is current

Level III: Temporary Closure

- 1. Service Adjustments
 - a. Temporary Closure. During the course of a pandemic, the Library Director may temporarily close the Library buildings under one or more of the following conditions:
 - i. Public health authorities advise, request or order such a closure
 - ii. District 145 closes
 - iii. Public visitation is too low to warrant keeping the buildings open
 - iv. Staffing levels are too low to operate the Library
 - v. Any other conditions that prevent the Library from operating the facilities safely and effectively
 - b. Administrative Closing procedures apply; staff are not required to remain "on call" during an extended closure
 - c. Extend due dates
 - d. Close drop boxes and post closed signs
 - e. Inform vendors and delivery services that we are closed and not accepting deliveries
 - f. Notify RAILS
 - g. Notify after-hours cleaning company
 - h. Notify vending company

2. Work Adjustments
 - a. Staff and volunteers are to refrain from reporting to work in person.
 - b. Library Director will continue to work remotely to:
 - i. Monitor building and systems conditions in coordination with Computer Dynamics
 - ii. Communicate with public.
 - c. Coordinate response among staff, Library Board of Trustees, and the City Manager
3. Communicate to the Public
 - a. Post an alert message on the website indicating the library is closed; homepage to include pointers to official sources of info about the pandemic
 - b. Post library closed message on front door of main library and annex
 - c. Continue to share official sources for health information and library service updates with patrons via digital communications channels.
4. Communicate to Staff
 - a. Library Director to continue to monitor and coordinate response among authorities, schools, villages, and library

FINAL CAVEAT: Should the situation call for a more nuanced response than is outlined here, the Library Director and Board may adjust the library's response to meet emergent needs.

Frequently Asked Questions

Why are you closing?

We are an institution which has become known as the place that is always open; however, the health and safety of our patrons and staff is our first priority. Although there are no confirmed cases of COVID-19 in Stephenson County, practicing social distancing is the best way to contain the spread of COVID-19 and the closure of the library is the best solution to enforce early prevention measures.

When are you reopening?

As of right now, March 31 is our reopen date. We will remain closed for the same period of time Governor Pritzker keeps the schools closed.

Why didn't you give more notice?

This is a unique time and things have been rapidly developing. As soon as we made the decision to close, we prepared the staff and let the public know.

Should I return my books or other items?

No, enjoy them! Don't worry about overdue fines, we are extending due dates on all materials.

Can I place holds and come pick them up?

Unfortunately, no. We are not allowing any new checkouts starting March 17. If you place a hold and we receive it, we will keep it here until we reopen. We will let you know if this plan changes.

Are other libraries closing?

As of Saturday morning, over 125 libraries throughout the state closed their doors.

Are you still able to work?

Yes, we are coming to work and continuing to work throughout the closure.

Are you open on Monday, March 16?

Yes! We have normal hours on Monday, March 16.

What are the people that need you going to do?

We know people need us. But, we are closing to help them stay healthy.