



VILLAGE OF ADDISON

Interoffice Memorandum

TO: VILLAGE BOARD AND VILLAGE EMPLOYEES

FROM: Mayor Rich Veenstra 

DATE: March 17, 2020

SUBJECT: Coronavirus Update: Operational Procedures

The Village continues to closely monitor the emergence of the Coronavirus Disease 2019 (COVID-19). Events are changing daily, if not hourly, regarding the COVID-19 pandemic. It has affected everyone's life. As municipal employees, we are the security for our Village. Our residents and visitors rely on all of us to continue to provide our essential services.

After conferencing with several other municipalities, the DuPage Mayors and Manager's Conference and the DuPage County Health Department, I recommended the following:

- **Closure of the Village Hall to the public effective tomorrow morning until Monday, March 30th and then reassess. Residents will be re-directed to the Police Department lobby located at 3 Friendship Plaza to conduct essential business in the areas of Finance and Community Development.**

With this in mind, the following will immediately go into effect:

- **Effective Wednesday, March 18th the Village Hall, all Public Works facilities, and the Addison Consolidated Dispatch Center will be closed to the public until Monday, March 30th when we will reassess the state of the pandemic.** The Police Department will remain open for walk-in services. Community Development and Finance Department staff will be on-site at this location to work with our residents and follow the COVID-19 guidelines put in place. Hours of operation will be Monday through Friday from 8AM to 5PM. This location allows employees to be behind glass with a slot for documents / payment to be received. Residents will be encouraged to conduct business on-line if possible. Necessary personal protective equipment (PPE) such as gloves will be provided and should be worn by employees. Employees are also advised to clean their own work areas frequently.

- **Village Hours of Operation for all employees will remain the same.** If this should change, we will notify employees immediately. Benefit time must be used for any employee that needs to stay home.
- **Village Board meetings and Finance & Policy Committee meetings will go on as scheduled.** Building, Zoning & Development and Public Health, Safety & Judicial meetings will be canceled for the time being, with all items being placed on the Finance & Policy agendas in order to limit the number of meetings being held.
- **Information and updates will be shared with our community on a regular basis through our website, social media sites, and Code Red messages (when warranted).**

Department Heads have already begun to curtail non-essential training, travel, expenditures and Village business meetings. Any meetings scheduled by outside agencies being held in 1301 will be canceled beginning tomorrow until further notice.

Finally, I would just like to remind everyone that there are many resources available on how employees can protect themselves. There are steps that can be taken in order to maintain a safe work environment and we are encouraging everyone to adopt practices to protect the health of employees, residents, customers, visitors, and others. As a reminder:

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue and then throw the tissue in the trash.
- Avoid touching your eyes, nose, and mouth.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Disinfect your personal work surfaces regularly.
- Communicate with other Village Departments and the community via email and phone calls when possible.
- Try to avoid face to face contact as much as possible during this time.
- Social distancing of at least 6 feet.

Refer to the following guide: <https://www.dupagehealth.org/DocumentCenter/View/2252/IDPH-CDC-Stop-the-Spread-of-Germs-Fact-Sheet-English-with-IDPH-Hotline-PDF>

Employees or any household member who may have traveled to any area where there is a documented "Travel Health Warning" (<https://wwwnc.cdc.gov/travel>) from the CDC may be required to remain away from work.

Employees who travel to such areas identified by the CDC, or have otherwise been exposed, must notify their department head as soon as possible.

Employees with confirmed cases of COVID-19 must refrain from returning to work until they are symptom-free.

Again, if you have any questions, please contact your immediate supervisor. Your commitment and understanding under extreme circumstances has always gotten the Village through difficult times. It will do so this time.