



City of Moline Employees Continued Operations Mitigation Efforts

Social Distancing

The least amount of contact with people and surfaces prevents unnecessary exposure to potential virus.

- Keep at least 6 feet between you and others.
- Take a direct path from your work area to an outside entrance avoiding any unnecessary travel inside the facility.
 - Do not cut through departments/offices/hallways to get to an exit or restroom.
- Everyone should avoid front counter areas.
- Unnecessary “gatherings” should be avoided completely.
 - All meetings should be done via phone, email, or Skype/RingCentral including necessary communication within the building.
 - Avoid visiting other City Departments and when services are needed from another area in the City, call ahead and do not arrive unannounced.
- Departments that are able, should have staggered start times for different sections of operations. (This limits the number of employees who gather to punch in/out and taking breaks.)
- The Police Department has temporarily suspended Roll Call and officers will report to the street within 20 minutes of starting their shift. (Alternative communications will be used.)
- Employees with regular access to computers should use the web-based time clock to “punch-in” instead of physical time clocks in areas that are typically more populated.

Sanitation Guidelines

- Stay home when you are feeling ill. If you think you may need to seek healthcare, call first. Your provider can assess whether you need to be seen in the office or whether you can recover from home.
 - First Responders/Families Quarantine Hotel Rates have been established.
- Wash your hands frequently with soap and water for at least 20 seconds each time and use hand sanitizer with at least 60% alcohol when washing your hands is not possible.
 - Hand sanitizer is available throughout each facility and shared work stations (i.e. time clocks).
- Cover your coughs and sneezes with a facial tissue or your elbow.

- Employee Work Spaces
 - Employees with work spaces should clear everything from their desks, file cabinets, and offices that is not essential to allow for easier and more thorough cleaning.
 - Employees should prepare critical items that could be taken with minimal notice in order to continue operations from a temporary site (drive-away kit).
 - Extra shoes, clothing and coats should be stored in lockers or personal vehicles; be sure to keep locker doors closed at all times.
 - At the end of each day, only computers and phones should remain out on desks; this includes “stuff” stored underneath desks.
- Cloth face coverings, made from common household materials, will be provided to employees.
 - Employees that are unable to maintain social distancing of at least 6 feet at all times, will be required to wear a face covering, so long as you can medically tolerate it, as of May 1st. Face coverings are also required in public indoor spaces, such as stores and gas stations. Face coverings should be worn correctly by covering nose down over the chin. Supervisors should contact Sarah Mark or Nurse Joyce to obtain them.
- Departments have assigned designated clean areas in preparation for a positive internal test.
 - These rooms are locked and marked with signage to not enter to ensure proper sanitation.
 - In the event of a positive internal test, outsourced commercial cleaning services will be implemented to prevent any further exposures.
- Submit an online GoRequest (desktop link) to report an area of concern.
- Food should not be left in communal areas. If necessary, individual servings are better than community food.

Equipment Usage

- Employees should wipe down the interior of City vehicles and equipment at the end of their shift.
- Police and Fire Department vehicles should be cleaned after each transport based on the guidance provided by the County health department.
- Police and Fire Personnel are to ensure all of their duty gear is disinfected and wiped down at the end of each shift.
- Police Officers are allowed to utilize the fitness room with stipulations:
 - All equipment should be wiped down with the provided bottle of bleach solution;
 - No more than five officers should utilize the room at one time; and
 - If officers fail to clean the equipment after using it, it will be shut down.
- Officers are encouraged to do as many reports as they can in their squad cars. Although not a requirement at this time, the department is trying to minimize as much exposure to common area workstations.
- The Fire Department should flip mattresses daily and lightly spray with Lysol.

- Vehicles normally used for travel to training and other City business are being provided to allow employees to ride solo when they would otherwise be in a vehicle together within 6 feet of each other for more than 10 minutes.
- For bulky waste collections, the City is using machinery (loaders) to collect items whenever possible to reduce the amount of collecting by hand. When that can't be accomplished effectively, staff has rubber gloves, other PPE and hand sanitizer available to reduce their risk of exposure.

Interoffice Mail/USPS/Package Deliveries

- Scan and e-mail interoffice mail when possible.
- There should be no mail or package delivery past the front entrance including interoffice mail.
- Midwest Mailworks will only pickup USPS outgoing mail on Monday, Wednesday, and Friday. (USPS mail that is high priority should be taken to the Post Office directly for processing.)
- Each department should establish a procedure for employee couriers to collect and drop off items at the closest point to the entrance.

Travel

- All non-essential business travel and training scheduled until June 30, 2020, should be canceled or postponed.
- Employees traveling on their personal time should use caution and care, especially when traveling to areas where COVID-19 has been more prevalent. Employees should check in with Nurse Joyce at 309-524-2064 or jgay@moline.il.us before traveling and after returning from a trip.
- Employees should follow CDC recommendations and self-monitor upon returning from a personal trip by taking their temperature twice per day and remaining alert for respiratory symptoms.
- Upon returning to work from travel outside of the bi-state region, employees must report to the City's Occupational Nurse at the next most practical business hour.
- The City's Occupational Nurse will conduct a screening and evaluation of travel risk relevant to COVID-19.

Teleworking

- Telework is available for positions where the City has determined that it is not essential for the employee to perform their duties from the work site, but have duties that can be performed remotely, generally from the employee's home.
- With some employees teleworking, offices have been cleaned out so employees who share cubicle spaces can move to office areas to increase distance and separate staff to a greater degree.

Visitors

- Employees are to meet with visitors in the closest practical space to the entrance used to avoid an inadvertent spread through buildings. *These meetings should only take place when a teleconference, call, or other use of technology is not possible.*
- Visitors should be screened with the following questions:
 - Have you recently traveled to an area with known local spread of COVID-19?
 - Have you come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID–19 diagnosis in the past 14 days?
 - Do you have a fever (greater than 100.4 F or 38.0 C) OR symptoms of lower respiratory illness such as cough, shortness of breath, difficulty breathing, or sore throat?
 - If they answer yes to any of those questions or you notice some of the symptoms, please politely tell them that we can't allow them access into the building for the safety of employees and other visitors. Ask for their phone number and follow up with them ASAP.
- All visitors should be asked to check in at the front desk to compile the following information, but will not be asked to physically sign in unless absolutely necessary to limit the risk of sharing contaminated paper and pens. This may seem a bit extreme, but think of it as a timeline for who you are in contact with every day. It is only to protect you and our visitors.
 - Name;
 - Time;
 - Reason for Visit and with whom; and
 - Phone number.
- Lobbies that are open to the public:
 - Signage and barriers should be created to ensure people know where they are able to access.
 - All germ sharing items should be removed from any front desks (i.e. communal candy dish, bell, etc.). Facial tissue, hand sanitizer, and a trash bin will be available.
 - Lobby areas should be sanitized regularly.
 - Sanitation kits have been assembled and distributed to the public reception areas at every accessible City facility.
 - Due to the closure of the library, the janitorial staff typically assigned there is being utilized to sanitize the public receptions areas at other facilities.
- Vendors should use the most direct path from the outside entrance to conduct business.
- Public tours of facilities are suspended until further notice.
- All ride along programs are suspended until further notice.
- Public use of community rooms is suspended until further notice.
- Family visits are not allowed until further notice.