*urgent*

*coronavirus (covid-19)*

**Date: March 14, 2020**

**To: All Employees**

**From: Mayor Jeff Grove**

We are closely monitoring the “coronavirus disease 2019” (COVID-19). The virus has been declared a Global Pandemic by the World Health Organization and we are taking proactive steps to address a number of concerns. At this time, no one knows how severe this outbreak will be in our area, however, we are following the guidelines imposed by the Illinois Department of Public Health (IDPH) and Centers for Disease Control (CDC). First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors or others.

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. There are postings located throughout all facilities regarding these hygiene measures. Employees are reminded of the following:

* Stay home when you are sick.
* Wash your hands frequently with warm, soapy water for at least 20 seconds.
* Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
* Avoid people who are sick with respiratory symptoms.
* Clean frequently touched surfaces with a disinfectant.

**Work Environment**

The City is doing its best to provide alcohol-based hand sanitizers throughout the workplace and in common areas, however, in the absence of hand sanitizer (due to a shortage), please use soap and water. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones, keyboards, door handles, etc. Please note that we are doing our best to maintain an adequate supply of hand sanitizer and disinfectants, however, there is a nationwide shortage.

**What To Do If Experiencing Respiratory or Flu Like Symptoms?**

It is critical that employees do not report to work while they are experiencing respiratory symptoms such as cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, fever, chills or fatigue. Please see and adhere to the attached CDC guidelines if you do experience any respiratory symptoms and/or have a fever. Employees who report to work ill will be sent home in accordance with these health guidelines. You will not be allowed to return to work until you have been cleared to do so by a doctor.

**COVID-19 Diagnosis or Potential Exposure**

Employees that have been diagnosed with COVID-19 are required to inform Fire Chief Andy Bacidore, Finance Director John Duncan, or Jessica Kaszynski immediately. You are ***NOT*** to report to work until you have been cleared to do so by a doctor.

We ask that employees contact the LaSalle County Health Department and/or your doctor if you have had contact with someone that has been diagnosed with COVID-19, or a potential exposure to COVID-19. We also ask that you inform Andy Bacidore, John Duncan, or Jessica Kaszynski if this should occur.

**Travel**

While we are not currently enforcing any restrictions about returning to work following airline travel, we are requiring notification if you have traveled to a Level 3 location or other possible “hot spots” as determined by the CDC. Please be aware we may require a waiting period before returning to work based on the evolving situation.

Please contact Andy Bacidore, John Duncan, or Jessica Kaszynski with any questions or concerns.

Thank you.

**Attachments:**

1. CDC – COVID-19 Fact Sheet
2. CDC – What To Do If You are Sick with COVID-19
3. Keeping the Workplace Safe
4. Stop the Spread of Germs at Work