

Valpo Parks COVID-19 Response

The Valpo Parks Department instituted emergency pandemic procedures on March 24, 2020 in response to COVID-19. As part of those procedures, Parks executed alternating work schedules, work from home procedures, reduction in operational and capital spending, increasing cleaning supply inventories, and the development of a COVID-19 wellness screening protocol to ensure the continuation of operations.

The following checklist provides management the guidelines to allow employees to return to the workplace and practice strategies to limit the spread of COVID-19 and continue to protect staff and public.

ACTION: RETURN TO WORK STRATEGIES FOR THE CITY OF VALPARAISO	
<input type="checkbox"/>	City Wide Wellness Screening will continue for all employees and visitors per established procedures on a daily basis. Follow established protocols.
<input type="checkbox"/>	Staggered shifts will be implemented on a daily basis to meet daily operational needs thus eliminating exposure to large groups of employees.
<input type="checkbox"/>	Separate the workforce and establish independent locations. This includes separating staff in different buildings or providing adequate distancing within the same building.
<input type="checkbox"/>	Identify and consider work from home for certain staff members. Must have the means to operate from home (computer, access to network, Microsoft teams etc., and need to be available and productive for the organization).
<input type="checkbox"/>	Clock in areas need to be controlled where social distancing is conducted.
<input type="checkbox"/>	Common areas for breaks and lunches will be limited. If 6-foot separation cannot be maintained, other areas will need to be utilized for breaks and lunches or staggered break/lunch times established. (Ex. in the field, in vehicles).
<input type="checkbox"/>	Vehicle sharing should be avoided. Multiple vehicles may be used to access job sites.
<input type="checkbox"/>	Disinfection procedures will continue. Equipment, vehicles, tools, entryways, doorknobs and handles coming in and out of buildings will be disinfected at the end of day and prior to the next shift. This includes restrooms, copy machine rooms and break rooms
<input type="checkbox"/>	Do not use other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
<input type="checkbox"/>	Proper PPE should be utilized at work when dealing with the public and when social distancing of 6 feet cannot be achieved. This includes wearing the appropriate gloves, face shield and/or mask (cloth, surgical, N-95)
<input type="checkbox"/>	Meetings in person may be conducted for small groups (no more than 10) that can meet the social distancing guidelines of 6 feet. Teleconference via zoom or Microsoft teams is the most desirable communication procedure for the time being.
<input type="checkbox"/>	Members of the public/vendors will not be allowed in Parks buildings at this time. Proper PPE will be used along with social distancing once appointments are allowed.

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Return to Work

Employee Actions to Help Prevent COVID-19 Spread

- Follow the policies and procedures Parks has implemented related to illness, cleaning and disinfecting, PPE use, work meetings and travel.
- Continue to stay home if you are sick, or if you have a fever (greater than 100.4 F) except to get medical care and communicate with your supervisor.
- Inform your supervisor if you have a sick family member at home with COVID-19 or COVID-19 symptoms.
- Wash your hands often throughout the day with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands throughout the day.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet the EPA's criteria for use against COVID-19, the cause of COVID-19, and are appropriate for the surface.
- Practice social distancing by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

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