

**Topics Tentatively Scheduled for Study Session Discussion
and**

**Topics Requested for Action at Future Business Meetings of the Twenty-Ninth
Town Council of Highland**

**This meeting will be convened as an electronic meeting, pursuant to Governor Holcomb's
Executive Orders 20-04 and 20-09, extended by 20-25 through 4 June 2020 allowing such
meetings, pursuant to IC 5-14-1.5-3.6 for the duration of the emergency.**

**People may observe and record the meeting for live streaming by joining the meeting on the
Zoom platform**

<https://zoom.us/j/95180290571?pwd=c1AxZGtmOTRGVDU1K1JXOWIGcGhTUT09>

**Monday, May 18, 2020:
Study Session 6:30 p.m.
Virtual/Electronic meeting**

This meeting contributes to Agenda building for the plenary meeting. Please, also be aware of the running enrolled list of matters that are likely for the plenary meeting, subject to review by the municipal executive.

X. Discussion of enrolled draft transition plans for the Opening certain municipal facilities: *Indiana Governor Executive Order No. 2020-26 Section 4 (a) set forth a requirement for a written plan describing measures and safeguards to ensure a safe environment for the employees, customers, clients and members. The plan shall be provided to each employee or staff and posted publicly. It expressly requires the following four elements be included:*

- i) Instituting an employee health screening process;*
- ii) Employing enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces;*
- iii) Enhancing the ability of employees, customers and clients to wash hands or take other personal hygiene measures such as use of hand sanitizer;*
- iv) Complying with social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees and members of the general public when possible and/ or employing other separation measures such as wearing face coverings or using barriers; and*

- It is conceived presently that a general policy (town wide) would attain for workers performing administrative and clerical functions.
- Then there would be specific additional policy for the workers whose functions are unique such as public works, fire department, police department and Parks and Recreation.

- It is also expected that there will be a special set of policies for recreation and related programmed activities of the parks and recreation department dealing with participant safety.
- X. Possible new Town Executive Order outlining new protocols regarding extension of waiver of late charges for utilities. Current waiver will end May 22.
- X. Discussion of setting an executive session to discuss whether to join a lawsuit challenging legal basis of IC 6-9-2 et seq, the Innkeeper Tax Law for Lake County.
- X. If ready, mark-up of Ordinance to amend the municipal code establishing an honorific display policy for the Town. (Still being drafted)

THE TOWN of HIGHLAND TOWN COUNCIL is offering NOTICE of a MEETING to be CONVENED ELECTRONICALLY ON Zoom.

Topic: HIGHLAND TOWN COUNCIL STUDY SESSION
Time: May 18, 2020 06:30 PM Central Time (US and Canada)
May 18, 2020 06:30 PM
Jun 1, 2020 06:30 PM
Jun 15, 2020 06:30 PM
Jul 6, 2020 06:30 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Weekly: https://zoom.us/meeting/tjEsf-mqpzsvHdU4SbEriwOXR2SmGuxgQz_Z/ics?icsToken=98tyKuCtrzMqGN2VtR6GRowMBYqgc-rxmGJYgqdoyCznJjJadSzOBLBxP5VqCN_h

Click here to Join Zoom Meeting

<https://zoom.us/j/95180290571?pwd=c1AxZGtmOTRGVDU1K1jXOWIGcGhTUT09>

Meeting ID: 951 8029 0571

Password: 592261

One tap mobile

+13126266799,,95180290571#,,1#,592261# US (Chicago)

+16465588656,,95180290571#,,1#,592261# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 951 8029 0571

Password: 592261

Find your local number: <https://zoom.us/u/akBjoc0Fh>

II.

• Plenary Business Meeting of Monday, JUNE 8, 2020 Likely matters

X. Accounts payable vouchers Docket for the period of May 13, 2020 to JUNE 08, 2020 in the amount of \$_____.

X. Payroll Dockets for the paydays of _____ in the amount of \$_____.

Agenda Building Status Report

- 3 -

The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.

- X. Minutes of the Meeting of Monday May 12, 2020.
- X. June 08 report from the Census Complete Count Committee for the Packet.
- X. Building, Fire Department and Workplace Safety Reports.
- X. **PUBLIC HEARING:** Considering Proposed additional appropriations in addition to those already approved as suggested in the meeting of April 13, 2020. Allow the proper officer to publish legal notice of a public hearing to consider proposed additional appropriations in the Redevelopment General Fund in the amount of \$292,000; in the Corporation General Fund Works Board Department in the amount of \$350,000; the Gaming Revenue Sharing Fund in the amount of \$ 84,500; the Economic Development Local Income Tax Fund in the amount of \$5,000; in the Public Safety Local Income Tax Fund in the amount of \$2,000; and in the Innkeeper Tax Fund in the amount of \$2,000.
- X. Transfers from funds to meet the local match.
- X. Transfer from MCCD in the amount of \$50k for the emergency.

- **Statutory Boards and Commissions**

- Executive Appointments (May be made in meeting or at another time)*

- (Appointments have been placed on agenda in case there is readiness to act. These represent remaining that could be executed)*

Legislative Appointments

Home Rule Commissions

- 1. **Community Events Commission:**

- (1) appointment to be made by the Town Council. **Term: 4 years.** (Note: vacancy of which term expires January 2022)

- X. Proposed Ordinance to Amend the Highland municipal Code establishing a Banner policy for the Town of Highland. (This might not be ready yet)

1 **TOWN OF HIGHLAND WORKPLACE SAFETY MEASURES**

2
3 A workplace plan that is in force when a national, state or regional public
4 emergency is in effect involving a public health contagion. (A plan to safely
5 transition from closed campus and physical plant to incrementally opened.)
6
7 This plan is constructed to at once preserves a safe work environment, foster and
8 protect continuity of government, protect critical functions and optimize in the
9 context of these objectives, quality service to residents of the Town.
10

11 The Corona Virus COVID 19 is highly contagious and has particularly adverse
12 impacts on human beings.
13
14 While gradually relaxing the municipal building closure, the following steps will
15 be taken to ensure the plan and extend and continue services. The following is
16 policy for workers in all municipal facilities of the Town of Highland, performing
17 administrative, clerical and support services. Except for those departments with
18 discretely described additional requirements, these practices shall be observed
19 by all employees:
20

21 **1. Employee screening process**

22
23 (a) All employees are required to monitor their own health conditions.
24 It is mandatory that employees perform a self - check of any symptoms of
25 illness. This includes but is not limited to symptoms of fever, shortness of
26 breath, sore throat, body aches, loss of smell to list a few. (If you
27 experience any signs of illness, stay home and contact your Supervisor or
28 their designee). A checklist will be provided to assist with the monitoring.
29

30 (b) (Alt. 1) Workers at entrance will be screened for temperatures. 100 or
31 greater, segregate the worker, directing the worker to return home and to
32 seek medical attention.
33

34 (b) (Alt 2) All employees will be required to perform daily body
35 temperature checks before coming to work. Employees are expected to
36 take their temperature and ensure they are within normal range. Once
37 employees arrive at work, you will be required to acknowledge you took
38 your temperature and it was less than 100 degrees Fahrenheit.
39

40 (c) A daily log will be maintained by each department that lists the
41 employee by name, the employee's temperature before coming to work
42 and the time of taking the temperature. The employee will sign the log.

1 **2. Enhanced cleaning and protective practices**

2
3 (a) At the end of each work-day, all surfaces will be wiped down with
4 appropriate cleaning anti-viral wipes. Doorknobs, telephones, computer
5 keypads, copiers and light switches too will be cleaned. (Might add CDC
6 guidance on sanitizing.)
7
8 (b) A record or log of cleaning will be maintained by department or
9 office.
10

11 (c) After every customer interaction, surface where customer was
12 served shall be wiped down.
13
14 (d) If an employee has a temperature more than 100 degrees
15 Fahrenheit, the employee shall remain stay at home and contact your
16 Supervisor or designee. Your Doctor or Health Care Provider should also
17 be contacted for further direction.
18

19 (e) High Risk employees will be encouraged to remain at home and
20 work remotely, if possible. (High Risk employees are employees 65 years
21 of age or older and those with pre-existing conditions, such as COPD,
22 asthma or any condition that affects immune response.)
23

24 (f) If an employee has been in close contact with others while off from
25 work (at home or in the Community) and they have symptoms of COVID
26 - 19, contact your Supervisor or their designee prior to returning to work,
27 as you may be subject to self-quarantine. If there has been contact, worker
28 may be asked to monitor for up to seven days, with the final three days
29 being symptom free including no fever without using any anti-fever
30 medication.
31
32 (g) If a worker has symptoms of COVID - 19 , the worker will be
33 required to self-quarantine for a least (14) days and the last (3) days with
34 zero symptoms, unless you have a negative test result, then you might
35 return after (7) days, with the final three days with days with zero
36 symptoms and or in accordance with CDC guidelines.
37
38 (h) Wipe and wash always. Hand sanitizers dispensers shall be at the
39 primary entrances and near the access points for major offices at
40 conference room (upper chamber).
41
42

- 1 (i) For Town Hall: Entrance to redevelopment, entrance to
- 2 building and inspection and inspectors rooms, and for Office of
- 3 Clerk-Treasurer.
- 4
- 5
- 6 (ii) For Police Station: _____
- 7
- 8 (iii) For Central Fire Station: _____
- 9
- 10 (iv) For Public Works Facility: _____
- 11
- 12 (v) For Lincoln Community Center: _____
- 13
- 14 (vi) For Fire Station 2: _____
- 15
- 16 (vii) For Meadows Park Office: _____
- 17
- 18 (viii) All workers are highly encouraged to wash hands with soap
- 19 and water for at least 20 seconds at each break and as frequently
- 20 as possible.
- 21 (ix) If soap and water are not available, use hand sanitizer that
- 22 contains at least 60% alcohol, as provided by the workplace.
- 23
- 24 (x) Other important workplace practices that employees are highly
- 25 encouraged to observe include: • Avoid touching your face (Eyes,
- 26 nose, mouth, etc.) with unwashed hands • Cover your mouth and
- 27 nose with a cloth face cover (mask) while around others •
- 28 Employees shall not congregate around another's work area and
- 29 to continue to observe social distancing of at least 6 feet of
- 30 distance.
- 31
- 32 (i) Workers who count or receive cash or checks shall use
- 33 appropriate latex, or high-tactile surgical gloves.
- 34
- 35 (j) If a client or meeting is necessary, all will be convened in a large
- 36 room as identified below, always, observing the social distancing
- 37 guidelines, including maintaining six feet or more distance.
- 38
- 39 (i) For Town Hall: Plenary meeting room.
- 40
- 41 (ii) For Police Station:
- 42

- 1
- 2 (iii) For Central Fire Station:
- 3
- 4 (iv) For Public Works Facility:
- 5
- 6 (v) For Lincoln Community Center:
- 7
- 8 (vi) For Fire Station 2: No meetings to be convened
- 9
- 10 (vii) For Meadows Park Office: no meetings to be convened
- 11
- 12 (k) Employer will take steps to install sneeze guards and pedestrian
- 13 routing measures from the front door to the referenced greeting counter.
- 14 (l) For all bathrooms, appropriate touchless soap dispensers shall be
- 15 installed that can be regularly refilled; Appropriate hand dryers that are
- 16 touchless will be installed as well. These will be permanent.
- 17
- 18 **3. Visitor and guest management and safety**
- 19
- 20 (a) All departments should have conspicuously identified pedestrian
- 21 routing that designates increments of six feet for social distancing paths
- 22 for residents and guests to observe as they move through a facility.
- 23
- 24 (b) As much as is possible, should public access be restored for
- 25 administrative meetings or customer transactions, as much as possible try
- 26 to have meetings by appointment.
- 27
- 28 (c) Where meetings by appointment are not practicable, all public
- 29 buildings must have a designated staging area, for no more persons than
- 30 three or less always segregated by six feet social distance guidelines.
- 31
- 32 (d) In all cases whether by appointment or not, the parking lots shall
- 33 serve as a waiting room. Visitors and guests will be instructed to call when
- 34 they have arrived providing a contact number for the employee to call
- 35 back. As a service queue becomes available, the resident, guest or visitor
- 36 will be called to come in greeted by a specified worker.
- 37
- 38 (e) When dealing with guests, residents and visitors, both employees
- 39 and the visitors shall be provided appropriate face mask to wear for the
- 40 extent of the visit. Facial masks if possible, should be disposable and
- 41 discarded in a special canister or collection bin.
- 42

1

2 In addition to the foregoing, the following discrete department or
3 functional practices are made policy:

4

5 Public works Street/water/sanitation

6

7 Fire Fighters

8

9 Police

10

11 Parks and Recreation

12

13 Code Enforcement and Inspections

14

15

16
17 Pursuant to the Indiana Governor's Order No. 20-26, Section 4 through Section 5, this plan
18 is developed to be posted and issued to all workers of the Town of Highland.

HIGHLAND REDEVELOPMENT DEPARTMENTAL PROCEDURES FOR USE DURING THE COVID-19 PANDEMIC
May 2020

As a department of the Town of Highland, operating within the Town Hall, the Highland Redevelopment Department will adhere to the protocol and policies as established by the Building Department and Clerk-Treasurer's offices and approved by the Highland Town Council. The practices set out in the **Town of Highland Workplace Safety Measures** will be adhered to as the primary policy that will allow the unit to maintain continuity of government.

The Highland Redevelopment Department does not contract for cleaning services and so relies on the cleaning protocol and professional services established for the entire building. However, the Highland Redevelopment Department recognizes it is the responsibility of each department and every employee to share in efforts to maintain a clean, safe and healthy environment and to work to reduce the potential spread of the Coronavirus disease.

Striving to reduce the risk and potential spread of the Coronavirus disease is the goal for the unit and the Highland Redevelopment Department. Therefore Highland Redevelopment staff will follow and adhere to the following procedures that directly impact the environment used specifically for the work of the Redevelopment Department and areas proximate to its offices. It is the hope of this department that by following the following procedures a positive impact will be realized by everyone.

Before Leaving Home:

Employees are asked to assess their health and note if they are presenting any of the CDC guideline symptoms of the Coronavirus disease or any other illness that is conveyable and may stress the immune system of co-workers and employees. If an employee is not feeling well and presenting symptoms of the Coronavirus disease the employee should follow Lake County Health Department guidelines for testing and/or treatment. Please refer to Section 1 of the **Town of Highland Workplace Safety Measures**.

Personal Protective Equipment:

Employees of the Redevelopment Department have been provided cloth reusable face masks and Nitrile gloves. The following procedures should be adhered to:

Cloth Reusable Face Masks will be:

1. Kept on hand and available at all times during work hours;
2. Worn at the workstation and/or in the Redevelopment office when another individual is present in the office suite and social distancing may not be maintained;
3. Worn when on the main floor of the Highland Town Hall to conduct business or for any other purpose when social distancing may not be maintained;
4. Face coverings should always be removed properly;
5. Hands should always be washed after a face covering has been removed ;
6. It is the responsibility of the employee to maintain and launder their face covering as prescribed by the manufacturer and/or CDC guidelines.

Nitrile Gloves will be:

1. Put on upon arrival to the office in the morning in preparation for the daily office sanitizing process;
2. Worn at all times when taking items of any type to or picking items up from the main floor of the Town Hall;
3. Worn when opening mail and/or a delivery of any kind;
4. Put on and removed as prescribed by the CDC;
5. Disposed of properly after use.

Upon Arrival to the Office:

1. As required in the **Town of Highland Workplace Safety Measures** the employee should check in with the designated person for a temperature screening, then proceed to the Redevelopment office and;
2. Appropriate preparation – wearing a face mask and Nitrile gloves – should be taken;
3. Proceed to office sanitizing steps indicated below.

Sanitizing the Immediate Work Environment:

In order to maintain a sanitized and healthy environment Redevelopment Department employees shall:

1. Put on Nitrile gloves and;
2. Using sanitizing wipes or paper towel sprayed with sanitizing cleaner wipe down all work surfaces and/or surfaces that the employee will come into contact with during the course of the work day including:
 - a. Office and storage room doorknobs;
 - b. Office light switches;
 - c. Flat surfaces of desks and tables;
 - d. Desk and filing cabinet drawer handles;
 - e. Lateral file cabinet opening grips;
 - f. Desk telephone handset and dial pad;
 - g. Workstation keyboard and mouse;
 - h. Desk calculator key pad;
 - i. Copier and printer surfaces including keypad, paper drawer handles, inkjet panels;
 - j. Any additional surfaces that the employee may come into contact with throughout the course of the workday.
3. Check the surrounding area for any other necessary surfaces to sanitize.

Completing the above tasks the employees shall:

1. Remove his/her gloves as prescribed by CDC guidelines and dispose of them appropriately;
 - a. Hands should be washed after removing gloves as prescribed by CDC guidelines;
 - b. The department sanitizing log should be completed as required.
- b. The need to sanitize specific surfaces should be assessed any time an individual other than Redevelopment staff has entered the department office suite.

Department Procedures. For the greater good all employees will practice an abundance of caution and safety during this COVID-19 pandemic.

- c. The Sanitizing process should be completed again at the end of the day as required by the Town of Highland Workplace Safety Measures. A daily checklist will be posted and each item is to be initiated as verification employee has completed the task.
- d. Hand sanitizer should be used throughout the day as a precautionary measure.

Use of the Employee Breakroom/Kitchen on the 2nd Floor:

Redevelopment Staff often finds it convenient and necessary to utilize the employee breakroom/kitchen on the second floor. When doing so employees should utilize the following procedure:

1. Prior to using the hallway light switch it should be sanitized with a sanitizing wipe or paper towel sprayed with cleaning solution;
2. Countertop and table surfaces should be sanitized with a sanitizing wipe or paper towel sprayed with cleaning solution;
3. Microwave door handle and keypad should be sanitized with a sanitizing wipe or paper towel sprayed with cleaning solution;
4. Refrigerator handle or sink faucets should be sanitized with a sanitizing wipe or paper towel sprayed with cleaning solution;
5. Upon leaving the space, if the table and chair have been utilized both should be wiped down for the next user.

When the building reopens the Redevelopment Department will follow all guidelines as set out in the Town of Highland Workplace Safety Measures document. In addition the Redevelopment Department will host individuals by appointment only. The following procedures should be followed:

1. Appointments will be made by telephone whenever possible;
2. A time specific will be set and at the time of scheduling the citizen, board member, contractor and/or colleague will be asked to call the Redevelopment Department from their car upon arrival to the Town Hall parking lot;
3. At the time of scheduling the citizen, board member, contractor and/or colleague shall also be asked to bring a face mask and have it in place prior to arriving at the front door of Town Hall;
4. A maximum of two guests may be scheduled for meetings or conversations during the COVID-19 pandemic. When meetings of three or more individuals are necessary a conference call or Zoom meeting should be scheduled;
5. Upon receiving the call that the guest has arrived the Redevelopment employee hosting the individual will ask the guest to come to the front door of Town Hall and wait for the Redevelopment employee to greet them and escort them to the appropriate meeting area as indicated in the Town of Highland Workplace Safety Measures document;
6. If there is more than one guest (maximum of 2) expected for a meeting all guests must be treated as indicated above and practice social distancing when waiting at the front door, entering the building and during the meeting;
7. With any exchange of documents or other outside materials the Redevelopment should have Nitrile gloves on before handling documents/materials if hand sanitizer is not readily available;
8. At the end of the conversation or meeting the Redevelopment employee will escort the guest to the front door while maintaining social distancing.

As members of the Town of Highland workforce, Redevelopment employees shall follow procedures as set out in the Town of Highland Workplace Safety Measures as well as the Redevelopment

**HIGHLAND REDEVELOPMENT DEPARTMENT
DAILY SANITIZING CHECKLIST
PROCEDURES FOR USE DURING THE COVID-19 PANDEMIC**

WEEK OF:

OBJECT(S) TO BE CLEANED

- Office and storage room doorknobs
- Office light switches
- Flat surfaces of desks and tables
- Desk and filing cabinet drawer handles
- Lateral file cabinet opening grips
- Desk telephone handset and dial pad
- Workstation keyboard and mouse
- Desk calculator key pad
- Copier and printer surfaces including keypad, paper drawer handles, inkjet panels;
- Any additional surface that the employee may come into contact with throughout the course of the workday
- Check the surrounding area for any other necessary surfaces to sanitize.

MONDAY
AM/PM

TUESDAY
AM/PM

WEDNESDAY
AM/PM

THURSDAY
AM/PM

FRIDAY
AM/PM

TOWN OF HIGHLAND
DEPARTMENT OF PUBLIC WORKS
SPECIAL OPERATIONAL GUIDELINES DURING COVID-19 PANDEMIC PERIOD

Pursuant to Governor Holcomb's Executive Order 20-26 (EO 20-26), the Public Works shall implement the following special operating procedures in order to protect our employees and the public concerning the reestablishment of operations.

The Public Works Department will continue to work in split shifts until further notice in order to minimize the affect should someone be exposed or contracted with COVID-19. Morning shift will begin 5:00 am to 1:00 pm, with one 30 minute break. Afternoon shift will begin at 1:30 pm to 9:30 pm, with one 30 minute break.

Reopening

1. Pursuant to the EO 20-26, the Highland Public Works Facility (HPWF) shall open to the public on May 11, 2020 for services related to dumping debris, water meter distribution, etc. Access will be limited to the main office entrance and will be limited to one person in the building (vestibule) at a time. Routine business shall be conducted at the sliding window in the Clerk-Dispatcher office and no person shall be allowed beyond the vestibule without the escort of a public works employee. Hand sanitizer shall be available for public use at this location.

2. Whenever possible, group meetings of four (4) or more persons should be held via video conference or teleconference. Scheduled meetings with citizens, contractors, sales persons, etc. will be held in the conference room off the main parking garage area and limited to no more than four persons in the room at one time. Meetings in excess of four (4) people that must be held in person shall be conducted in the garage area where 6-foot separation can be maintained. All persons participating in scheduled meeting shall register with the Clerk Dispatcher and wear a facial covering at all times while in the building. Persons shall wait outside or in their personnel vehicle if they arrive before the start time of the meeting. At the conclusion of the meeting, all surfaces shall be cleaned by the custodial staff.

Cleaning and Sanitizing Facilities and Equipment

1. Global Maintenance (GM) will continue with enhanced cleaning services and disinfecting protocols on high-touch surfaces performed after hours. In addition to its regular cleaning (mopping, vacuum, restroom cleaning, etc., GM shall disinfect commonly used surfaces, door knobs and handles, light switches, keyboards, and telephones.

2. The daytime custodian, throughout the shift, shall periodically clean and sanitize as follows:

- a. All commonly used surfaces (counters and tables) in the break room, particularly after break periods, including light switches and door knobs and handles;
- b. All commonly used surfaces (desktop and tables) in the conference room following a meeting in that location;
3. Each employee shall practice good hygiene in the use of the restroom facilities. At the minimum, employees shall wash their hands thoroughly after using the restroom.
4. Work surfaces in individual office space should be cleared at the end of each work period by the respective employee/occupant so GM can properly clean and sanitize the surface areas. If employee/occupant fails to clear their space, it shall be properly cleaned and sanitized at the beginning and end of each work period by the employee/occupant.
5. Prior to the start of the work period and at the conclusion of the work period, each employee is responsible for cleaning any equipment (vehicles, tools, etc.) that will be used or was used. Sanitizing wipes are located next to the time clock and should be used only to wipe down your equipment.

Employees

1. All Public Works employees shall continue to self-monitor their personal state of health and refrain from reporting to work if any of the following health issues arise:
 - a. Fever - Body temperature exceeding 100.0° F, chills, (if requested, temperature may be taken privately by the Public Works Administrative Assistant);
 - b. Experiencing unexplained shortness of breath or fatigue;
 - c. Bad cough;
 - d. Sore throat;
 - e. Loss of taste or smell.
2. At the beginning of each shift, each employee shall confirm with the supervisor on duty that they are not experiencing any of the foregoing described symptoms. The supervisor will maintain a log of the results. At this time, the supervisor shall reinforce key messages to the employees as follows:
 - a. Stay home when sick;
 - b. Use cough and sneeze etiquette;
 - c. Wash hand frequently;
 - d. Maintain social distancing;
 - e. Wear facial covering when appropriate as describe herein.
3. If any of the foregoing symptoms should arise, please consult with the Mark Knesek, Operations Director, (219) 689-6664 or your immediate supervisor before reporting to work.

4. Employees that are sick with COVID-19 or think that they may have COVID-19, shall follow the prescribed guidelines of the CDC:
- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
 - **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
 - **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs or if you think it is an emergency.

Return to work shall be determine in consultation with your medical provider.

5. Any Public Works employee that encounters or is exposed to someone that has been diagnosed with or tested positive for COVID-19 shall immediately notify the Operations Director. A course of action shall be determined after investigation and consultation with the employee, which may include testing or self-quarantine for up to seven days.

6. All Public Works Employees shall wash their hands, with soap and water, thoroughly and routinely throughout the course of the day, particularly, as follows:

- Upon arrival at work;
- After using the restroom facilities;
- After all breaks;
- After sneezing, coughing, or touching your face;
- Prior to leaving work.

Hand sanitizer is available at the entrance to the breakroom, in the breakroom next to the sink, and in the front office area. We also have bulk containers of hand sanitizer that can be used to refill personal containers that you use at work.

7. It is critical to emphasize that maintaining 6-foot social distancing remains important to slowing the spread of the virus. Employees shall refrain from close gatherings in buildings and at job sites. CDC is additionally advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Each employee shall be issued a protective cloth face covering. The cloth face coverings are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved

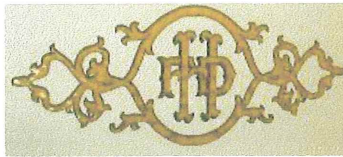
for healthcare workers and other medical first responders, as recommended by current CDC guidance. The purpose of the mask is to protect those persons you may encounter from exposure. We understand that the cloth face covering may impede or cause discomfort when performing your duties; however, it is expected that you will utilize them whenever you believe that the 6' social distancing cannot be maintained or if there is exposure or expected exposure to the public at large.

8. Work gloves should be worn when performing your duties whenever practical; however, it is not a substitution for washing your hands frequently. Hands should be washed immediately after removing your gloves.

9. Since the onset of the pandemic, we have made every effort to isolate employees in transportation and will continue to do so; however, should circumstances require, no more than two persons shall ride together in a vehicle. Both persons shall wear a face covering while in the vehicle.

Expectations during Off Work Hours

The Town is doing its best to protect its workforce and has implemented these guidelines for the employee's protection at work. The circumstances we are facing are unprecedented and unique. Of most importance is that our employees exercise common sense both at work and at home and follow the guidance outlined in EO 20-26, which will minimize the risk of exposure to COVID-19 that could be transmitted to your co-workers.



Highland Fire Department

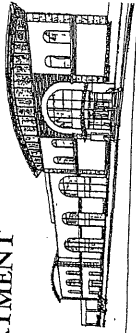
COVID-19 Safety Plan

Per Governor's Executive Order 20-26

- Wash your hands often.
- Avoid touching your face / eyes.
- Keep a 6' safety zone initially.
- Ask questions:
 - Have you been exposed to any COVID-19 carriers?
 - Do you have a bad cough / fever?
- If you have a temperature (greater than 100 F) / bad respiratory problem.....notify the Chief's office for assistance.
 - With these symptoms, stay home from fire calls and avoid the stations.
- Get a flu shot.
- Do not enter a call site if the patient displays bad respiratory / high fever issues.
Notify medics of same.
- Use the special PPE in bags on 5119 / 5215 if medic assist is requested.
- **DECON.....DECON.....DECON.....after incidents !!**
- Clear communications with both medics and HPD.
- Contact Indiana State Department of Health (ISDH)
 - 877-826-0011
- **WASH YOUR HANDS OFTEN !!**



HIGHLAND POLICE DEPARTMENT
 3315 RIDGE ROAD
 HIGHLAND, IN 46322-2097
 (219) 838-3184
 PETER T. HOJNICKI, CHIEF OF POLICE



COVID-19 Protection Equipment / Protocol for the Highland Police Department

• It is the employee's responsibility to regularly inspect, maintain, and replace equipment as necessary.

1: **Mask:** All employees have been issued masks and provided instructions on when to use and how to obtain a replacement (See Mask Protocol page 3).

2: **HazMat Suit:** All sworn Officers have been issued a HazMat disposable suit, and were provided with instructions on how to obtain a replacement.

3: **Face Shields:** All sworn Officers were provided with Face Shields, to be utilized as needed.

4: **Latex Gloves:** All employees are provided with access to latex gloves, and instructed on how to obtain additional supplies. They should be worn on all medical calls, handling property (ie: money), and recommended for dealing prisoners.

5: **Hand Sanitizer:** All employees are provided with hand sanitizer within an arm's reach. In addition, hand sanitizer has been placed inside ALL entrances to the building. All are instructed to clean their hands as they enter and exit the building.

6: **Sanitizing Wipes:** All employees are provided with sanitizing wipes & Lysol spray. They are instructed to clean their work area before and after use, including squads.

7: **Health:** All employees are instructed to stay home if they feel ill. COVID-19 symptoms have been repeatedly provided to All employees

8: **Temperatures:** A handheld thermometer is placed inside ALL employee entrances to the Police Department. All employees shall check their temperature at the start of their shift. This needs to be accomplished immediately as you enter the building, or within 30 minutes of starting their shift, whichever comes first. Immediately after checking your temperature, you shall wipe down the thermometer with a sanitizing wipe. Should they have a temperature of 100 degrees or higher (CDC indicates 100.4 or higher), they shall immediately contact their Supervisor. The employee will then reake their temperature again, after waiting 10 minutes. If still at 100 degrees or higher, the Supervisor shall immediately send that employee home. The Supervisor shall then notify a Police Administrator. Should the Administration feel a COVID-19 test is warranted, one will be arranged. The employee shall remain off work (paid) until the results return. If negative, they may return to work. If positive, they will remain off work for at least 14 days (COVID-19 Hot-line at MICH indicates 10 days). In addition, thermometers are placed in booking, Support Services, and in CID. All prisoners &/or individuals being interviewed shall have their temperature taken. LCI will not likely take a prisoner with a high temperature. Call LCI before transporting. Vendors coming past the lobby will also have their temperature taken.

9: **Quarantine Period:**

It is our hope and prayers that no one else has to be quarantined; however, should you contract or are exposed to someone in your home that has COVID-19, the following rules apply to the quarantine.

- A: You are quarantined for a period of at least 14 days.
- B: You shall be quarantined to your place of residence, unless directed to another location by your physician.
- C: You shall not leave your residence, other than for medical reasons.
- D: You shall not allow anyone inside your residence that does not currently reside there.
- E: You shall not come within six (6) feet of anyone who visits your home outside your door.
- F: You will forward any medical correspondence to the Chief &/or Assist. Chief.
- G: You will contact the Chief &/or Assist. Chief everyday by 10:00AM with an update.

10: **Building Sanitizing:**

Our Cleaning Contractor is currently sanitizing the entire building twice a day, 7 days a week. This shall remain in effect until further notice.

11: **Building Occupancy:**

In an effort to limit exposure, we have limited the number of Patrol Officers permitted on station to one at a time, unless there are extenuating circumstances. We have eliminated Officers from switching to another shift, in order to avoid cross contamination. We have also staggered shifts in CID and with our civilian staff to decrease exposure. In addition, our lobby has been closed to pedestrian traffic. All contact, unless extenuating circumstances, is outside the building &/or via phone. Due to the confined space, the elevator is only to be utilized when absolutely necessary (ie: to transport a supply cart, or comply with ADA).

12: **Calls for Service:**

When practical calls should be taken via telephone to avoid exposure. If not practical to take via telephone, the complainant should be encouraged to step outside their residence / business to lessen exposure.

13: **Traffic Stops:**

Traffic stops are reduced and Productivity Standards suspended. "Social distancing" practices should be followed.

14: Volunteer in Police (VIPS): VIPS will be issued the same protective equipment as sworn personnel, and will adhere to the same policies and procedures as it pertains to sanitization of self and equipment, social distancing, and use of Personal Protection Equipment when needed. However, VIPS staffing will follow the protocol of the governor and their services will be deemed "unessential" ONLY in an effort to preserve their health.

15: Volunteers in Police Service (VIPS) Facility: Access to this facility will remain closed and deemed "unessential". The VIPS Coordinator will visit the facility weekly to ensure there is no fault to the facility from sitting vacant.

16: Part-Time Work: Personnel may provide security to those facilities providing services to the public; however, must follow the Governor's orders as it indicated.

17: Staffing Levels: To be adjusted accordingly to limit only those staff necessary to provide a continuity in government. Additionally, staffing hours will be adjusted accordingly as is separation of shifts/work spaces.

18: Decontamination: Someone (employee or public) is exhibiting symptoms or when a known or suspected case of the virus is determined, a thorough cleaning of the office space/vehicle/general areas in question will be performed by our cleaning company according to CDC/Indiana Health Department guidelines.

19: Expectations during Off Work Hours: The Town is doing its best to protect its workforce and has implemented these guidelines for the employee's protection at work. The circumstances we are facing are unprecedented and unique. Of most importance is that our employees exercise common sense both at work and at home and follow the guidelines in EO-26, which will minimize the risk of exposure to COVID-19 that could be transmitted to your co-workers.

POLICE PERSONNEL MASK PROTOCOL

- 1: All personnel shall keep a mask on their person at all times.
- 2: All personnel are encouraged to wear a mask as often as possible/practical; however, the following is a list of when the mask shall be worn, when practical.
 - A: **Residences:** Anytime you enter a residence, a mask should be worn. Please encourage the resident(s) to step outside to avoid needing a mask, and lessen your chance of exposure.
 - B: **Any medical calls:** A mask shall be worn, preferably an N-95.
 - C: **Passengers / Prisoners in your squad:** Officers should wear a mask and the Officer will have the passenger / prisoner wear a surgical mask, provided by HPD. During this COVID-19 situation we need to avoid any unnecessary transports.
 - D: **Booking:** Officers should wear a mask and the Officer will have the prisoners wear a surgical mask, provided by HPD.
 - E: **Interviews:** Officers should wear a mask and the Officer will have the witness / suspect wear a surgical mask, provided by HPD.
 - F: **Lobby/ Interview Rooms:** Any reports &/or contact with the public inside the PD, Police personnel will wear a mask.
 - G: **On Station other than "F" above :** A mask should be worn anytime you are unable to avoid social distancing of at least six (6) feet.
 - H: **Contact outside the station:** A mask should be worn anytime you are unable to avoid social distancing of at least six (6) feet.
 - I: **Mask Type:** Personnel may wear a personal mask of their choosing; however, the N-95 mask is highly recommended. Any personal masks must look professional and not have any inappropriate markings.
 - J: **N-95 Mask:** These masks are reusable per the CDC and Indiana Health Dept. Only dispose of them if you come in contact with someone with COVID-19 or other communicable disease.
 - K: **Cleanliness:** PLEASE clean your hands when you enter & exit the PD. PLEASE clean your work stations before & after use, and PLEASE clean your squad before & after use.

We want to keep you and others safe, so PLEASE wear a mask anytime the situation dictates!

**Topics Tentatively Scheduled for Study Session Discussion
and**

**Topics Requested for Action at Future Business Meetings of the Twenty-Ninth
Town Council of Highland**

**This meeting will be convened as an electronic meeting, pursuant to Governor Holcomb's
Executive Orders 20-04 and 20-09, extended by 20-25 through 4 June 2020 allowing such
meetings, pursuant to IC 5-14-1.5-3.6 for the duration of the emergency.**

**People may observe and record the meeting for live streaming by joining the meeting on the
Zoom platform**

<https://zoom.us/j/95180290571?pwd=c1AxZGtmOTRGVDU1K1JXOWIGcGhTUT09>

**Monday, May 18, 2020:
Study Session 6:30 p.m.
Virtual/Electronic meeting**

This meeting contributes to Agenda building for the plenary meeting. Please, also be aware of the running enrolled list of matters that are likely for the plenary meeting, subject to review by the municipal executive.

- X. Discussion of enrolled draft transition plans for the Opening certain municipal facilities: *Indiana Governor Executive Order No. 2020-26 Section 4 (a) set forth a requirement for a written plan describing measures and safeguards to ensure a safe environment for the employees, customers, clients and members. The plan shall be provided to each employee or staff and posted publicly. It expressly requires the following four elements be included:*
- i) Instituting an employee health screening process;*
 - ii) Employing enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces;*
 - iii) Enhancing the ability of employees, customers and clients to wash hands or take other personal hygiene measures such as use of hand sanitizer;*
 - iv) Complying with social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees and members of the general public when possible and/ or employing other separation measures such as wearing face coverings or using barriers; and*
- It is conceived presently that a general policy (town wide) would attain for workers performing administrative and clerical functions.
 - Then there would be specific additional policy for the workers whose functions are unique such as public works, fire department, police department and Parks and Recreation.

- It is also expected that there will be a special set of policies for recreation and related programmed activities of the parks and recreation department dealing with participant safety.
- X. Possible new Town Executive Order outlining new protocols regarding extension of waiver of late charges for utilities. Current waiver will end May 22.
- X. Discussion of setting an executive session to discuss whether to join a lawsuit challenging legal basis of IC 6-9-2 et seq, the Innkeeper Tax Law for Lake County.
- X. If ready, mark-up of Ordinance to amend the municipal code establishing an honorific display policy for the Town. (Still being drafted)

THE TOWN of HIGHLAND TOWN COUNCIL is offering NOTICE of a MEETING to be CONVENED ELECTRONICALLY ON Zoom.

Topic: HIGHLAND TOWN COUNCIL STUDY SESSION

Time: May 18, 2020 06:30 PM Central Time (US and Canada)

May 18, 2020 06:30 PM

Jun 1, 2020 06:30 PM

Jun 15, 2020 06:30 PM

Jul 6, 2020 06:30 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Weekly: [https://zoom.us/meeting/tjEsf-](https://zoom.us/meeting/tjEsf-mqpzsvHdU4SbEriwOXR2SmGuxgQz_Z/ics?icsToken=98tyKuCtrzMqGN2VtR6GRowMBYqgc-rxmGJYgqdoyCznJjJadSzOBLBxP5VqCN_h)

[mqpzsvHdU4SbEriwOXR2SmGuxgQz_Z/ics?icsToken=98tyKuCtrzMqGN2VtR6GRowMBYqgc-rxmGJYgqdoyCznJjJadSzOBLBxP5VqCN_h](https://zoom.us/meeting/tjEsf-mqpzsvHdU4SbEriwOXR2SmGuxgQz_Z/ics?icsToken=98tyKuCtrzMqGN2VtR6GRowMBYqgc-rxmGJYgqdoyCznJjJadSzOBLBxP5VqCN_h)

Click here to Join Zoom Meeting

<https://zoom.us/j/95180290571?pwd=c1AxZGtmOTRGVDU1K1JXOWIGcGhTUT09>

Meeting ID: 951 8029 0571

Password: 592261

One tap mobile

+13126266799,,95180290571#,,1#,592261# US (Chicago)

+16465588656,,95180290571#,,1#,592261# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 951 8029 0571

Password: 592261

Find your local number: <https://zoom.us/u/akBjoc0Fh>

II.

• Plenary Business Meeting of Monday, JUNE 8, 2020 Likely matters

X. Accounts payable vouchers Docket for the period of May 13, 2020 to JUNE 08, 2020 in the amount of \$_____.

X. Payroll Dockets for the paydays of _____ in the amount of \$ _____

Agenda Building Status Report

- 3 -

The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.

- X. Minutes of the Meeting of Monday May 12, 2020.
- X. June 08 report from the Census Complete Count Committee for the Packet.
- X. Building, Fire Department and Workplace Safety Reports.
- X. **PUBLIC HEARING:** Considering Proposed additional appropriations in addition to those already approved as suggested in the meeting of April 13, 2020. Allow the proper officer to publish legal notice of a public hearing to consider proposed additional appropriations in the Redevelopment General Fund in the amount of \$292,000; in the Corporation General Fund Works Board Department in the amount of \$350,000; the Gaming Revenue Sharing Fund in the amount of \$ 84,500; the Economic Development Local Income Tax Fund in the amount of \$5,000; in the Public Safety Local Income Tax Fund in the amount of \$2,000; and in the Innkeeper Tax Fund in the amount of \$2,000.
- X. Transfers from funds to meet the local match.
- X. Transfer from MCCD in the amount of \$50k for the emergency.

- **Statutory Boards and Commissions**

- Executive Appointments (May be made in meeting or at another time)*
 - (Appointments have been placed on agenda in case there is readiness to act. These represent remaining that could be executed)*

- Legislative Appointments*

- Home Rule Commissions

- 1. **Community Events Commission:**

- (1) appointment to be made by the Town Council. **Term: 4 years.** (Note: vacancy of which term expires January 2022)

- X. Proposed Ordinance to Amend the Highland municipal Code establishing a Banner policy for the Town of Highland. (This might not be ready yet)

The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.

1 **TOWN of HIGHLAND WORKPLACE SAFETY MEASURES**

2 A workplace plan that is in force when a national, state or regional public
3 emergency is in effect involving a public health contagion. (A plan to safely
4 transition from closed campus and physical plant to incrementally opened.)

5
6 This plan is constructed to at once preserves a safe work environment, foster and
7 protect continuity of government, protect critical functions and optimize in the
8 context of these objectives, quality service to residents of the Town.

9
10 The Corona Virus COVID 19 is highly contagious and has particularly adverse
11 impacts on human beings.

12
13 While gradually relaxing the municipal building closure, the following steps will
14 be taken to ensure the plan and extend and continue services. The following is
15 policy for workers in all municipal facilities of the Town of Highland, performing
16 administrative, clerical and support services. Except for those departments with
17 discretely described additional requirements, these practices shall be observed
18 by all employees:

19
20
21 **1. Employee screening process**

22 (a) All employees are required to monitor their own health conditions.
23 It is mandatory that employees perform a self - check of any symptoms of
24 illness. This includes but is not limited to symptoms of fever, shortness of
25 breath, sore throat, body aches, loss of smell to list a few. (If you
26 experience any signs of illness, stay home and contact your Supervisor or
27 their designee). A checklist will be provided to assist with the monitoring.

28
29 (b) (Alt. 1) Workers at entrance will be screened for temperatures. 100 or
30 greater, segregate the worker, directing the worker to return home and to
31 seek medical attention.

32
33 (b) (Alt 2) All employees will be required to perform daily body
34 temperature checks before coming to work. Employees are expected to
35 take their temperature and ensure they are within normal range. Once
36 employees arrive at work, you will be required to acknowledge you took
37 your temperature and it was less than 100 degrees Fahrenheit.

38
39 (c) A daily log will be maintained by each department that lists the
40 employee by name, the employee's temperature before coming to work
41 and the time of taking the temperature. The employee will sign the log.
42

DRAFT HOOSIER WORKER SAFETY MEASURES

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
Enhanced cleaning and protective practices

(a) At the end of each work-day, all surfaces will be wiped down with appropriate cleaning anti-viral wipes. Doorknobs, telephones, computer keypads, copiers and light switches too will be cleaned. (Might add CDC guidance on sanitizing.)

(b) A record or log of cleaning will be maintained by department or office.

(c) After every customer interaction, surface where customer was served shall be wiped down.

(d) If an employee has a temperature more than 100 degrees Fahrenheit, the employee shall remain stay at home and contact your Supervisor or designee. Your Doctor or Health Care Provider should also be contacted for further direction.

(e) High Risk employees will be encouraged to remain at home and work remotely, if possible. (High Risk employees are employees 65 years of age or older and those with pre-existing conditions, such as COPD, asthma or any condition that affects immune response.)

(f) If an employee has been in close contact with others while off from work (at home or in the Community) and they have symptoms of COVID - 19, contact your Supervisor or their designee prior to returning to work, as you may be subject to self-quarantine. If there has been contact, worker may be asked to monitor for up to seven days, with the final three days being symptom free including no fever without using any anti-fever medication.

(g) If a worker has symptoms of COVID - 19, the worker will be required to self-quarantine for a least (14) days and the last (3) days with zero symptoms, unless you have a negative test result, then you might return after (7) days, with the final three days with days with zero symptoms and or in accordance with CDC guidelines.

(h) Wipe and wash always. Hand sanitizers dispensers shall be at the primary entrances and near the access points for major offices at conference room (upper chamber).

DRAFT HOOSIER WORKER SAFETY MEASURES

1 (i) For Town Hall: Entrance to redevelopment, entrance to
 2 building and inspection and inspectors rooms, and for Office of
 3 Clerk-Treasurer.
 4
 5 (ii) For Police Station: _____
 6
 7 (iii) For Central Fire Station: _____
 8
 9 (iv) For Public Works Facility: _____
 10
 11 (v) For Lincoln Community Center: _____
 12
 13 (vi) For Fire Station 2: _____
 14
 15 (vii) For Meadows Park Office: _____
 16
 17 (viii) All workers are highly encouraged to wash hands with soap
 18 and water for at least 20 seconds at each break and as frequently
 19 as possible.
 20
 21 (ix) If soap and water are not available, use hand sanitizer that
 22 contains at least 60% alcohol, as provided by the workplace.
 23
 24 (x) Other important workplace practices that employees are highly
 25 encouraged to observe include: • Avoid touching your face (Eyes,
 26 nose, mouth, etc.) with unwashed hands • Cover your mouth and
 27 nose with a cloth face cover (mask) while around others •
 28 Employees shall not congregate around another's work area and
 29 to continue to observe social distancing of at least 6 feet of
 30 distance.
 31
 32 (i) Workers who count or receive cash or checks shall use
 33 appropriate latex, or high-tactile surgical gloves.
 34
 35 (j) If a client or meeting is necessary, all will be convened in a large
 36 room as identified below, always, observing the social distancing
 37 guidelines, including maintaining six feet or more distance.
 38
 39 (i) For Town Hall: Plenary meeting room.
 40
 41 (ii) For Police Station:
 42

1
 2
 3
 4
 5
 6
 7
 8
 9
 10
 11
 12
 13
 14
 15
 16
 17
 18
 19
 20
 21
 22
 23
 24
 25
 26
 27
 28
 29
 30
 31
 32
 33
 34
 35
 36
 37
 38
 39
 40
 41
 42

3. Visitor and guest management and safety

- (iii) For Central Fire Station:
- (iv) For Public Works Facility:
- (v) For Lincoln Community Center:
- (vi) For Fire Station 2: No meetings to be convened
- (vii) For Meadows Park Office: no meetings to be convened
- (k) Employer will take steps to install sneeze guards and pedestrian routing measures from the front door to the referenced greeting counter.
- (l) For all bathrooms, appropriate touchless soap dispensers shall be installed that can be regularly refilled; Appropriate hand dryers that are touchless will be installed as well. These will be permanent.
- (a) All departments should have conspicuously identified pedestrian routing that designates increments of six feet for social distancing paths for residents and guests to observe as they move through a facility.
- (b) As much as is possible, should public access be restored for administrative meetings or customer transactions, as much as possible try to have meetings by appointment.
- (c) Where meetings by appointment are not practicable, all public buildings must have a designated staging area, for no more persons than three or less always segregated by six feet social distance guidelines.
- (d) In all cases whether by appointment or not, the parking lots shall serve as a waiting room. Visitors and guests will be instructed to call when they have arrived providing a contact number for the employee to call back. As a service queue becomes available, the resident, guest or visitor will be called to come in greeted by a specified worker.
- (e) When dealing with guests, residents and visitors, both employees and the visitors shall be provided appropriate face mask to wear for the extent of the visit. Facial masks if possible, should be disposable and discarded in a special canister or collection bin.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18

In addition to the foregoing, the following discrete department or functional practices are made policy:

- Public works Street/water/sanitation
- Fire Fighters
- Police
- Parks and Recreation
- Code Enforcement and Inspections

Pursuant to the Indiana Governor's Order No. 20-26, Section 4 through Section 5, this plan is developed to be posted and issued to all workers of the Town of Highland.

HIGHLAND REDEVELOPMENT DEPARTMENTAL PROCEDURES FOR USE DURING THE COVID-19 PANDEMIC
May 2020

As a department of the Town of Highland, operating within the Town Hall, the Highland Redevelopment Department will adhere to the protocol and policies as established by the Building Department and Clerk-Treasurer's offices and approved by the Highland Town Council. The practices set out in the **Town of Highland Workplace Safety Measures** will be adhered to as the primary policy that will allow the unit to maintain continuity of government.

The Highland Redevelopment Department does not contract for cleaning services and so relies on the cleaning protocol and professional services established for the entire building. However, the Highland Redevelopment Department recognizes it is the responsibility of each department and every employee to share in efforts to maintain a clean, safe and healthy environment and to work to reduce the potential spread of the Coronavirus disease.

Striving to reduce the risk and potential spread of the Coronavirus disease is the goal for the unit and the Highland Redevelopment Department. Therefore Highland Redevelopment staff will follow and adhere to the following procedures that directly impact the environment used specifically for the work of the Redevelopment Department and areas proximate to its offices. It is the hope of this department that by following the following procedures a positive impact will be realized by everyone.

Before Leaving Home:

Employees are asked to assess their health and note if they are presenting any of the CDC guideline symptoms of the Coronavirus disease or any other illness that is conveyable and may stress the immune system of co-workers and employees. If an employee is not feeling well and presenting symptoms of the Coronavirus disease the employee should follow Lake County Health Department guidelines for testing and/or treatment. Please refer to Section 1. of the **Town of Highland Workplace Safety Measures**.

Personal Protective Equipment:

Employees of the Redevelopment Department have been provided cloth reusable face masks and Nitrile gloves. The following procedures should be adhered to:

Cloth Reusable Face Masks will be:

1. Kept on hand and available at all times during work hours;
2. Worn at the workstation and/or in the Redevelopment office when another individual is present in the office suite and social distancing may not be maintained;
3. Worn when on the main floor of the Highland Town Hall to conduct business or for any other purpose when social distancing may not be maintained;
4. Face coverings should always be removed properly;
5. Hands should always be washed after a face covering has been removed ;
6. It is the responsibility of the employee to maintain and launder their face covering as prescribed by the manufacturer and/or CDC guidelines.

Nitrile Gloves will be:

1. Put on upon arrival to the office in the morning in preparation for the daily office sanitizing process;
2. Worn at all times when taking items of any type to or picking items up from the main floor of the Town Hall;
3. Worn when opening mail and/or a delivery of any kind;
4. Put on and removed as prescribed by the CDC;
5. Disposed of properly after use.

Upon Arrival to the Office:

1. As required in the **Town of Highland Workplace Safety Measures** the employee should check in with the designated person for a temperature screening, then proceed to the Redevelopment office and;
2. Appropriate preparation – wearing a face mask and Nitrile gloves – should be taken;
3. Proceed to office sanitizing steps indicated below.

Sanitizing the Immediate Work Environment:

In order to maintain a sanitized and healthy environment Redevelopment Department employees shall:

1. Put on Nitrile gloves and;
2. Using sanitizing wipes or paper towel sprayed with sanitizing cleaner wipe down all work surfaces and/or surfaces that the employee will come into contact with during the course of the work day including:
 - a. Office and storage room doorknobs;
 - b. Office light switches;
 - c. Flat surfaces of desks and tables;
 - d. Desk and filing cabinet drawer handles;
 - e. Lateral file cabinet opening grips;
 - f. Desk telephone handset and dial pad;
 - g. Workstation keyboard and mouse;
 - h. Desk calculator key pad;
 - i. Copier and printer surfaces including keypad, paper drawer handles, inkjet panels;
 - j. Any additional surface that the employee may come into contact with throughout the course of the workday.
3. Check the surrounding area for any other necessary surfaces to sanitize.

Completing the above tasks the employee shall:

1. Remove his/her gloves as prescribed by CDC guidelines and dispose of them appropriately;
 - a. Hands should be washed after removing gloves as prescribed by CDC guidelines;
 - b. The department sanitizing log should be completed as required.
2. The need to sanitize specific surfaces should be assessed any time an individual other than Redevelopment staff has entered the department office suite.

- c. The Sanitizing process should be completed again at the end of the day as required by the **Town of Highland Workplace Safety Measures**. A daily checklist will be posted and each item is to be initiated as verification employee has completed the task.
- d. Hand sanitizer should be used throughout the day as a precautionary measure.

Use of the Employee Breakroom/Kitchen on the 2nd Floor:

Redevelopment Staff often finds it convenient and necessary to utilize the employee breakroom/kitchen on the second floor. When doing so employees should utilize the following procedure:

1. Prior to using the hallway light switch it should be sanitized with a sanitizing wipe or paper towel sprayed with cleaning solution;
2. Countertop and table surfaces should be sanitized with a sanitizing wipe or paper towel sprayed with cleaning solution;
3. Microwave door handle and keypad should be sanitized with a sanitizing wipe or paper towel sprayed with cleaning solution;
4. Refrigerator handle or sink faucets should be sanitized with a sanitizing wipe or paper towel sprayed with cleaning solution;
5. Upon leaving the space, if the table and chair have been utilized both should be wiped down for the next user.

When the building reopens the Redevelopment Department will follow all guidelines as set out in the **Town of Highland Workplace Safety Measures** document. In addition the Redevelopment Department will host individuals by appointment only. The following procedures should be followed:

1. Appointments will be made by telephone whenever possible;
2. A time specific will be set and at the time of scheduling the citizen, board member, contractor and/or colleague will be asked to call the Redevelopment Department from their car upon arrival to the Town Hall parking lot;
3. At the time of scheduling the citizen, board member, contractor and/or colleague shall also be asked to bring a face mask and have it in place prior to arriving at the front door of Town Hall;
4. A maximum of two guests may be scheduled for meetings or conversations during the COVID-19 pandemic. When meetings of three or more individuals are necessary a conference call or Zoom meeting should be scheduled;
5. Upon receiving the call that the guest has arrived the Redevelopment employee hosting the individual will ask the guest to come to the front door of Town Hall and wait for the Redevelopment employee to greet them and escort them to the appropriate meeting area as indicated in the **Town of Highland Workplace Safety Measures** document;
6. If there is more than one guest (maximum of 2) expected for a meeting all guests must be treated as indicated above and practice social distancing when waiting at the front door, entering the building and during the meeting;
7. With any exchange of documents or other outside materials the Redevelopment should have Nitrile gloves on before handling documents/materials if hand sanitizer is not readily available;
8. At the end of the conversation or meeting the Redevelopment employee will escort the guest to the front door while maintaining social distancing.

As members of the Town of Highland workforce, Redevelopment employees shall follow procedures as set out in the **Town of Highland Workplace Safety Measures** as well as the **Redevelopment**

Department Procedures. For the greater good all employees will practice an abundance of caution and safety during this COVID-19 pandemic.

**HIGHLAND REDEVELOPMENT DEPARTMENT
DAILY SANITIZING CHECKLIST
PROCEDURES FOR USE DURING THE COVID-19 PANDEMIC**

WEEK OF:

OBJECT(S) TO BE CLEANED

- Office and storage room doorknobs
- Office light switches
- Flat surfaces of desks and tables
- Desk and filing cabinet drawer handles
- Lateral file cabinet opening grips
- Desk telephone handset and dial pad
- Workstation keyboard and mouse
- Desk calculator key pad
- Copier and printer surfaces including keypad, paper drawer handles, inkjet panels;
- Any additional surface that the employee may come into contact with throughout the course of the workday
- Check the surrounding area for any other necessary surfaces to sanitize.

MONDAY
AM/PM

TUESDAY
AM/PM

WEDNESDAY
AM/PM

THURSDAY
AM/PM

FRIDAY
AM/PM

**TOWN OF HIGHLAND
DEPARTMENT OF PUBLIC WORKS
SPECIAL OPERATIONAL GUIDELINES DURING COVID-19 PANDEMIC PERIOD**

Pursuant to Governor Holcomb's Executive Order 20-26 (EO 20-26), the Public Works shall implement the following special operating procedures in order to protect our employees and the public concerning the reestablishment of operations.

The Public Works Department will continue to work in split shifts until further notice in order to minimize the affect should someone be exposed or contracted with COVID-19. Morning shift will begin 5:00 am to 1:00 pm, with one 30 minute break. Afternoon shift will begin at 1:30 pm to 9:30 pm, with one 30 minute break.

Reopening

1. Pursuant to the EO 20-26, the Highland Public Works Facility (HPWF) shall open to the public on May 11, 2020 for services related to dumping debris, water meter distribution, etc. Access will be limited to the main office entrance and will be limited to one person in the building (vestibule) at a time. Routine business shall be conducted at the sliding window in the Clerk-Dispatcher office and no person shall be allowed beyond the vestibule without the escort of a public works employee. Hand sanitizer shall be available for public use at this location.

2. Whenever possible, group meetings of four (4) or more persons should be held via video conference or teleconference. Scheduled meetings with citizens, contractors, sales persons, etc. will be held in the conference room off the main parking garage area and limited to no more than four persons in the room at one time. Meetings in excess of four (4) people that must be held in person shall be conducted in the garage area where 6-foot separation can be maintained. All persons participating in scheduled meeting shall register with the Clerk Dispatcher and wear a facial covering at all times while in the building. Persons shall wait outside or in their personnel vehicle if they arrive before the start time of the meeting. At the conclusion of the meeting, all surfaces shall be cleaned by the custodial staff.

Cleaning and Sanitizing Facilities and Equipment

1. Global Maintenance (GM) will continue with enhanced cleaning services and disinfecting protocols on high-touch surfaces performed after hours. In addition to its regular cleaning (mopping, vacuum, restroom cleaning, etc., GM shall disinfect commonly used surfaces, door knobs and handles, light switches, keyboards, and telephones.

2. The daytime custodian, throughout the shift, shall periodically clean and sanitize as follows:

a. All commonly used surfaces (counters and tables) in the break room, particularly after break periods, including light switches and door knobs and handles;

b. All commonly used surfaces (desktop and tables) in the conference room following a meeting in that location;

3. Each employee shall practice good hygiene in the use of the restroom facilities. At the minimum, employees shall wash their hands thoroughly after using the restroom.

4. Work surfaces in individual office space should be cleared at the end of each work period by the respective employee/occupant so GM can properly clean and sanitize the surface areas. If employee/occupant fails to clear their space, it shall be properly cleaned and sanitized at the beginning and end of each work period by the employee/occupant.

5. Prior to the start of the work period and at the conclusion of the work period, each employee is responsible for cleaning any equipment (vehicles, tools, etc.) that will be used or was used. Sanitizing wipes are located next to the time clock and should be used only to wipe down your equipment.

Employees

1. All Public Works employees shall continue to self-monitor their personal state of health and refrain from reporting to work if any of the following health issues arise:

- a. Fever - Body temperature exceeding 100.0° F, chills, (if requested, temperature may be taken privately by the Public Works Administrative Assistant);
- b. Experiencing unexplained shortness of breath or fatigue;
- c. Bad cough;
- d. Sore throat;
- e. Loss of taste or smell.

2. At the beginning of each shift, each employee shall confirm with the supervisor on duty that they are not experiencing any of the foregoing described symptoms. The supervisor will maintain a log of the results. At this time, the supervisor shall reinforce key messages to the employees as follows:

- a. Stay home when sick;
- b. Use cough and sneeze etiquette;
- c. Wash hand frequently;
- d. Maintain social distancing;
- e. Wear facial covering when appropriate as describe herein.

3. If any of the foregoing symptoms should arise, please consult with the Mark Knesek, Operations Director, (219) 689-6664 or your immediate supervisor before reporting to work.

4. Employees that are sick with COVID-19 or think that they may have COVID-19, shall follow the prescribed guidelines of the CDC:
- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
 - **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
 - **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs or if you think it is an emergency.

Return to work shall be determine in consultation with your medical provider.

5. Any Public Works employee that encounters or is exposed to someone that has been diagnosed with or tested positive for COVID-19 shall immediately notify the Operations Director. A course of action shall be determined after investigation and consultation with the employee, which may include testing or self-quarantine for up to seven days.

6. All Public Works Employees shall wash their hands, with soap and water, thoroughly and routinely throughout the course of the day, particularly, as follows:

- Upon arrival at work;
- After using the restroom facilities;
- After all breaks;
- After sneezing, coughing, or touching your face;
- Prior to leaving work.

Hand sanitizer is available at the entrance to the breakroom, in the breakroom next to the sink, and in the front office area. We also have bulk containers of hand sanitizer that can be used to refill personal containers that you use at work.

7. It is critical to emphasize that maintaining 6-feet social distancing remains important to slowing the spread of the virus. Employees shall refrain from close gatherings in buildings and at job sites. CDC is additionally advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Each employee shall be issued a protective cloth face covering. The cloth face coverings are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved

for healthcare workers and other medical first responders, as recommended by current CDC guidance. The purpose of the mask is to protect those persons you may encounter from exposure.

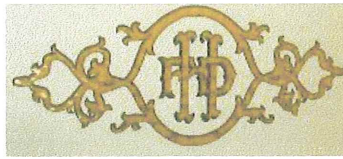
We understand that the cloth face covering may impede or cause discomfort when performing your duties; however, it is expected that you will utilize them whenever you believe that the 6' social distancing cannot be maintained or if there is exposure or expected exposure to the public at large.

8. Work gloves should be worn when performing your duties whenever practical; however, it is not a substitution for washing your hands frequently. Hands should be washed immediately after removing your gloves.

9. Since the onset of the pandemic, we have made every effort to isolate employees in transportation and will continue to do so; however, should circumstances require, no more than two persons shall ride together in a vehicle. Both persons shall wear a face covering while in the vehicle.

Expectations during Off Work Hours

The Town is doing its best to protect its workforce and has implemented these guidelines for the employee's protection at work. The circumstances we are facing are unprecedented and unique. Of most importance is that our employees exercise common sense both at work and at home and follow the guidance outlined in EO 20-26, which will minimize the risk of exposure to COVID-19 that could be transmitted to your co-workers.



Highland Fire Department

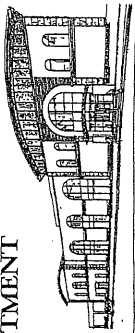
COVID-19 Safety Plan

Per Governor's Executive Order 20-26

- Wash your hands often.
- Avoid touching your face / eyes.
- Keep a 6' safety zone initially.
- Ask questions:
 - Have you been exposed to any COVID-19 carriers?
 - Do you have a bad cough / fever?
- If you have a temperature (greater than 100 F) / bad respiratory problem.....notify the Chief's office for assistance.
 - With these symptoms, stay home from fire calls and avoid the stations.
- Get a flu shot.
- Do not enter a call site if the patient displays bad respiratory / high fever issues.
Notify medics of same.
- Use the special PPE in bags on 5119 / 5215 if medic assist is requested.
- **DECON.....DECON.....DECON.....after incidents !!**
- Clear communications with both medics and HPD.
- Contact Indiana State Department of Health (ISDH)
 - 877-826-0011
- **WASH YOUR HANDS OFTEN !!**



HIGHLAND POLICE DEPARTMENT
 3315 RIDGE ROAD
 HIGHLAND, IN 46322-2097
 (219) 838-3184
 PETER T. HOJNICKI, CHIEF OF POLICE



COVID-19 Protection Equipment / Protocol for the Highland Police Department

- It is the employee's responsibility to regularly inspect, maintain, and replace equipment as necessary.
- 1: **Mask:** All employees have been issued masks and provided instructions on when to use and how to obtain a replacement (See Mask Protocol page 3).
- 2: **HazMat Suits:** All sworn Officers have been issued a HazMat disposable suit, and were provided with instructions on how to obtain a replacement.
- 3: **Face Shields:** All sworn Officers were provided with Face Shields, to be utilized as needed.
- 4: **Latex Gloves:** All employees are provided with access to latex gloves, and instructed on how to obtain additional supplies. They should be worn on all medical calls, handling property (ie: money), and recommended for dealing prisoners.
- 5: **Hand Sanitizers:** All employees are provided with hand sanitizer within an arm's reach. In addition, hand sanitizer has been placed inside ALL entrances to the building. all are instructed to clean their hands as they enter and exit the building.
- 6: **Sanitizing Wipes:** All employees are provided with sanitizing wipes & Lysol spray. They are instructed to clean their work area before and after use, including squads.
- 7: **Health:** All employees are instructed to stay home if they feel ill. COVID-19 symptoms have been repeatedly provided to All employees
- 8: **Temperature:** A handheld thermometer is placed inside ALL employee entrances to the Police Department. All employees shall check their temperature at the start of their shift. This needs to be accomplished immediately as you enter the building, or within 30 minutes of starting their shift, whichever comes first. Immediately after checking your temperature, you shall wipe down the thermometer with a sanitizing wipe. Should they have a temperature of 100 degrees or higher (CDC indicates 100.4 or higher), they shall immediately contact their Supervisor. The employee will then retake their temperature again, after waiting 10 minutes. If still at 100 degrees or higher, the Supervisor shall immediately send that employee home. The Supervisor shall then notify a Police Administrator. Should the Administration feel a COVID-19 test is warranted, one will be arranged. The employees shall remain off work (paid) until the results return. If negative, they may return to work. If positive, they will remain off work for at least 14 days (COVID-19 Hot-line at MCH indicates 10 days). In addition, thermometers are placed in booking, Support Services, and in CID. All prisoners &/or individuals being interviewed shall have their temperature taken. LCI will not likely take a prisoner with a high temperature. Call LCI before transporting. Vendors coming past the lobby will also have their temperature taken.

9: **Quarantine Period:**

It is our hope and prayers that no one else has to be quarantined; however, should you contract or be exposed to someone in your home that has COVID-19, the following rules apply to the quarantine.

- A: You are quarantined for a period of at least 14 days.
- B: You shall be quarantined to your place of residence, unless directed to another location by your physician.
- C: You shall not leave your residence, other than for medical reasons.
- D: You shall not allow anyone inside your residence that does not currently reside there.
- E: You shall not come within six (6) feet of anyone who visits your home outside your door.
- F: You will forward any medical correspondence to the Chief &/or Assist. Chief.
- G: You will contact the Chief &/or Assist. Chief everyday by 10:00AM with an update.

10: **Building Sanitizing:**

Our Cleaning Contractor is currently sanitizing the entire building twice a day, 7 days a week. This shall remain in effect until further notice.

11: **Building Occupancy:**

In an effort to limit exposure, we have limited the number of Patrol Officers permitted on station to one at a time, unless there are extenuating circumstances. We have eliminated Officers from switching to another shift, in order to avoid cross contamination. We have also staggered shifts in CID and with our civilian staff to decrease exposure. In addition, our lobby has been closed to pedestrian traffic. All contact, unless extenuating circumstances, is outside the building &/or via phone. Due to the confined space, the elevator is only to be utilized when absolutely necessary (ie: to transport a supply cart, or comply with ADA).

12: **Calls for Service:**

When practical calls should be taken via telephone to avoid exposure. If not practical to take via telephone, the complainant should be encouraged to step outside their residence / business to lessen exposure.

13: **Traffic Stops:**

Traffic stops are reduced and Productivity Standards suspended. "Social distancing" practices should be followed.

- 14: Volunteers In Police (VIPs): VIPs will be issued the same protective equipment as sworn personnel, and will adhere to the same policies and procedures as it pertains to sanitization of self and equipment, social distancing, and use of Personal Protection Equipment when needed. However, VIPs staffing will follow the protocol of the Governor and their services will be deemed "unessential" ONLY in an effort to preserve their health.
- 15: Volunteers In Police Service (VIPs) Facility: Access to this facility will remain closed and deemed "unessential". The VIPs Coordinator will visit the facility weekly to ensure there is no fault to the facility from sitting vacant.
- 16: Part-Time Work: Personnel may provide security to those facilities providing services to the public; however, must follow the Governor's orders as it indicated.
- 17: Staffing Levels: To be adjusted accordingly to limit only those staff necessary to provide a continuity in government. Additionally, staffing hours will be adjusted accordingly as is separation of shifts/work spaces.
- 18: Decontamination: Someone (employee or public) is exhibiting symptoms or when a known or suspected case of the virus is determined, a thorough cleaning of the office space/vehicle/general areas in question will be performed by our cleaning company according to CDC/Indiana Health Department guidelines.
- 19: Expectations during Off Work Hours: The Town is doing its best to protect its workforce and has implemented these guidelines for the employee's protection at work. The circumstances we are facing are unprecedented and unique. Of most importance is that our employees exercise common sense both at work and at home and follow the guidelines in EO-26, which will minimize the risk of exposure to COVID-19 that could be transmitted to your co-workers.

(3 of 6)

POLICE PERSONNEL MASK PROTOCOL

- 1: All personnel shall keep a mask on their person at all times.
- 2: All personnel are encouraged to wear a mask as often as possible/practical; however, the following is a list of when the mask shall be worn, when practical.
- A: **Residences**: Anytime you enter a residence, a mask should be worn. Please encourage the resident(s) to step outside to avoid needing a mask, and lessen your chance of exposure.
- B: **Any medical calls**: A mask shall be worn, preferably an N-95.
- C: **Passengers / Prisoners in Your squad**: Officers should wear a mask and the Officer will have the passenger / prisoner wear a surgical mask, provided by HPD. During this COVID-19 situation we need to avoid any unnecessary transports.
- D: **Booking**: Officers should wear a mask and the Officer will have the prisoners wear a surgical mask, provided by HPD.
- E: **Interviews**: Officers should wear a mask and the Officer will have the witness / suspect wear a surgical mask, provided by HPD.
- F: **Lobby/ Interview Rooms**: Any reports &/or contact with the public inside the PD, Police personnel will wear a mask.
- G: **On Station other than "F" above**: A mask should be worn anytime you are unable to avoid social distancing of at least six (6) feet.
- H: **Contact outside the station**: A mask should be worn anytime you are unable to avoid social distancing of at least six (6) feet.
- I: **Mask Type**: Personnel may wear a personal mask of their choosing; however, the N-95 mask is highly recommended. Any personal masks must look professional and not have any inappropriate markings.
- J: **N-95 Mask**: These masks are reusable per the CDC and Indiana Health Dept. Only dispose of them if you come in contact with someone with COVID-19 or other communicable disease.
- K: **Cleanliness**: PLEASE clean your hands when you enter & exit the PD. PLEASE clean your work stations before & after use, and PLEASE clean your squad before & after use.

We want to keep you and others safe, so PLEASE wear a mask anytime the situation dictates!

(4 of 6)

Protocol for Opening the Police Department to the Public

H.P.D. Stage One (May 11th)

Beginning May 11th the interior of the Police Department will remain closed to the General Public; however, we will begin handling the Gun Permits that we have created a waiting list for. The following is a synopsis of the procedure for handling these gun permits.

- 1: Our Records Clerk who handles our Gun Permits will begin calling the individuals on the waiting list and begin to process their permit, via telephone. Once she completes the initial process, she will notify the Chief or his designee.
- 2: The Chief of Police or his designee will then contact the individual and conduct a interview, via telephone. Once complete he will notify the Records Clerk.
- 3: The Records Clerk will then contact the individual to set up a date & time for the individual to come to the PD to sign the proper documents. When the individual arrives at the PD, they will ring the bell and the Records clerk will buzz them access into the lobby, provided they are wearing a mask. The Records Clerk will then conduct the transaction through the slot in the Records window.

H.P.D. Stage Two (June 1st)

Beginning June 1st we will begin stage two of opening the Police Department to the public. The following is a synopsis of that procedure.

1: Access of the public to the building:

- A: The General Public will be permitted access into the PD, provided they are wearing a mask. If the citizen does not have a mask, they will be asked obtain one before entry is permitted. If not, they will leave a phone number and we will respond to them with 24 hours. This also includes Vendors
- B: The doors to the Police Department will remain locked, with Records Personnel granting access as needed.
- C: The citizen will ring the bell on the exterior of the Main entrance. The Records staff will communicate with the individual, via the intercom. If entrance into the building is needed, the Records staff will "buzz" them into the lobby. All transactions will then take place through the Glass at the Records window.

(5 of 6)

D: The lobby will be limited to three individuals at a time, with assigned seating for social distancing. When there are already three individuals in the lobby, and more come to the Police Department, Records staff will obtain a cell number and ask the individual, via the intercom, to wait outside or in their vehicle. Records will contact them when space is available in the lobby and access will be granted.

E: Our Gun Permit procedure will be the same as defined in Stage One.

2: Traffic Stops:

- A: With the increase of traffic and accidents, we will resume making routine Traffic stops.
- B: The productivity Standard will be cut in half to reduce the risk of exposure.
- C: Social Distancing will be practiced when practical.

3: Range Training:

- A: Outdoor Range (firearms) training will resume.

4: All other protocols will remain in place, as defined on pages one through three.

H.P.D. Stage Three (future date to be determined)

At some date in the future our protocol will become more relaxed, however, when and to what degree is yet to be determined.

(6 of 6)

**TOWN OF HIGHLAND
DEPARTMENT OF PUBLIC WORKS
SPECIAL OPERATIONAL GUIDELINES DURING COVID-19 PANDEMIC PERIOD**

Pursuant to Governor Holcomb's Executive Order 20-26 (EO 20-26), the Public Works shall implement the following special operating procedures in order to protect our employees and the public concerning the reestablishment of operations.

The Public Works Department will continue to work in split shifts until further notice in order to minimize the affect should someone be exposed or contracted with COVID-19. Morning shift will begin 5:00 am to 1:00 pm, with one 30 minute break. Afternoon shift will begin at 1:30 pm to 9:30 pm, with one 30 minute break.

Reopening

1. Pursuant to the EO 20-26, the Highland Public Works Facility (HPWF) shall open to the public on May 11, 2020 for services related to dumping, debris, water meter distribution, etc. Access will be limited to the main office entrance and will be limited to one person in the building (vestibule) at a time. Routine business shall be conducted at the sliding window in the Clerk-Dispatcher office and no person shall be allowed beyond the vestibule without the escort of a public works employee. Hand sanitizer shall be available for public use at this location.

2. Whenever possible, group meetings of four (4) or more persons should be held via video conference or teleconference. Scheduled meetings with citizens, contractors, sales persons, etc. will be held in the conference room off the main parking garage area and limited to no more than four persons in the room at one time. Meetings in excess of four (4) people that must be held in person shall be conducted in the garage area where 6-foot separation can be maintained. All persons participating in scheduled meeting shall register with the Clerk Dispatcher and wear a facial covering at all times while in the building. Persons shall wait outside or in their personnel vehicle if they arrive before the start time of the meeting. At the conclusion of the meeting, all surfaces shall be cleaned by the custodial staff.

Cleaning and Sanitizing Facilities and Equipment

1. Global Maintenance (GM) will continue with enhanced cleaning services and disinfecting protocols on high-touch surfaces performed after hours. In addition to its regular cleaning (mopping, vacuum, restroom cleaning, etc., GM shall disinfect commonly used surfaces, door knobs and handles, light switches, keyboards, and telephones.

2. The daytime custodian, throughout the shift, shall periodically clean and sanitize as follows:

- a. All commonly used surfaces (counters and tables) in the break room, particularly after break periods, including light switches and door knobs and handles;
- b. All commonly used surfaces (desktop and tables) in the conference room following a meeting in that location;

3. Each employee shall practice good hygiene in the use of the restroom facilities. At the minimum, employees shall wash their hands thoroughly after using the restroom.

4. Work surfaces in individual office space should be cleared at the end of each work period by the respective employee/occupant so GM can properly clean and sanitize the surface areas. If employee/occupant fails to clear their space, it shall be properly cleaned and sanitized at the beginning and end of each work period by the employee/occupant.

5. Prior to the start of the work period and at the conclusion of the work period, each employee is responsible for cleaning any equipment (vehicles, tools, etc.) that will be used or was used. Sanitizing wipes are located next to the time clock and should be used only to wipe down your equipment.

Employees

1. All Public Works employees shall continue to self-monitor their personal state of health and refrain from reporting to work if any of the following health issues arise:

- a. Fever - Body temperature exceeding 100.0° F, chills, (if requested, temperature may be taken privately by the Public Works Administrative Assistant);
- b. Experiencing unexplained shortness of breath or fatigue;
- c. Bad cough;
- d. Sore throat;
- e. Loss of taste or smell.

2. At the beginning of each shift, each employee shall confirm with the supervisor on duty that they are not experiencing any of the foregoing described symptoms. The supervisor will maintain a log of the results. At this time, the supervisor shall reinforce key messages to the employees as follows:

- a. Stay home when sick;
- b. Use cough and sneeze etiquette,
- c. Wash hand frequently;
- d. Maintain social distancing;
- e. Wear facial covering when appropriate as describe herein.

3. If any of the foregoing symptoms should arise, please consult with the Mark Knesek, Operations Director, (219) 689-6664 or your immediate supervisor before reporting to work.

4. Employees that are sick with COVID-19 or think that they may have COVID-19, shall follow the prescribed guidelines of the CDC:
- Stay home. Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
 - Take care of yourself. Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
 - Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs or if you think it is an emergency.

Return to work shall be determine in consultation with your medical provider.

5. Any Public Works employee that encounters or is exposed to someone that has been diagnosed with or tested positive for COVID-19 shall immediately notify the Operations Director. A course of action shall be determined after investigation and consultation with the employee, which may include testing or self-quarantine for up to seven days.

6. All Public Works Employees shall wash their hands, with soap and water, thoroughly and routinely throughout the course of the day, particularly, as follows:

- a. Upon arrival at work;
- b. After using the restroom facilities;
- c. After all breaks;
- d. After sneezing, coughing, or touching your face;
- e. Prior to leaving work.

Hand sanitizer is available at the entrance to the breakroom, in the breakroom next to the sink, and in the front office area. We also have bulk containers of hand sanitizer that can be used to refill personal containers that you use at work.

7. It is critical to emphasize that maintaining 6-foot social distancing remains important to slowing the spread of the virus. Employees shall refrain from close gatherings in buildings and at job sites. CDC is additionally advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Each employee shall be issued a protective cloth face covering. The cloth face coverings are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved

for healthcare workers and other medical first responders, as recommended by current CDC guidance. The purpose of the mask is to protect those persons you may encounter from exposure.

We understand that the cloth face covering may impede or cause discomfort when performing your duties; however, it is expected that you will utilize them whenever you believe that the 6' social distancing cannot be maintained or if there is exposure or expected exposure to the public at large.

8. Work gloves should be worn when performing your duties whenever practical; however, it is not a substitution for washing your hands frequently. Hands should be washed immediately after removing your gloves.

9. Since the onset of the pandemic, we have made every effort to isolate employees in transportation and will continue to do so; however, should circumstances require, no more than two persons shall ride together in a vehicle. Both persons shall wear a face covering while in the vehicle.

Expectations during Off Work Hours

The Town is doing its best to protect its workforce and has implemented these guidelines for the employee's protection at work. The circumstances we are facing are unprecedented and unique. Of most importance is that our employees exercise common sense both at work and at home and follow the guidance outlined in EO 20-26, which will minimize the risk of exposure to COVID-19 that could be transmitted to your co-workers.

Highland Parks & Recreation COVID-19 Re-open Plan



INTRODUCTION

With the anticipated loosening of stay at home directives at both the state and local level, it is critical for Highland Parks & Recreation (HPRD) to proactively identify and establish sound protocols for the phased reopening of our parks, programs, and facilities. These measures are intended to help mitigate the spread of COVID-19. This will require adjustments to our operations, especially during the initial phases, to best ensure the wellbeing of our employees and the public we serve.

This plan is grounded on recommended best practices from many sources, including the Back on Track Indiana, Center for Disease Control and Prevention, Indiana State Department of Health, National Recreation and Park Association, and Indiana Park and Recreation Association.

HPRD is dedicated to updating and revising our plan as this situation continues to evolve. All decisions will be made based on scientific findings, new or revised mandates or recommendations from governing authorities, and continual observation of what is and is not working effectively as our operations resume. When questions about safety arise, we will continue to rely on recommendations from our local experts identified above.

This document should be used as a tool for establishing HPRD's strategy to resume all operations, including the Lincoln Community Center, playgrounds, sports courts, and other amenities within our park system. It will also provide protocols for HPRD's array of programs.

We ask that you are patient with us as we work through each phase of the plan, and we ask that all citizens abide by all established rules and requirements to keep our community safe. Please direct all questions to the Parks and Recreation Department by calling 219-838-0114.

TENTATIVE OPENING SCHEDULE

- May 31 (phase 3)
- Outdoor sports fields open (practices only – 1 team per field)

- June 1
- Lincoln Center may re-open

Updated 5/15/20

- o Fitness Center re-open (follow CDC guidelines)
- o Fieldhouse re-open for walking only
- o Classrooms and classes re-open (50% capacity)
- Playgrounds, tennis courts, outdoor basketball courts, skate park, similar facilities open
- Picnic shelters can be used

- June 8
- Summer Day Camp begin (follow CDC Guidelines)

June 21 (phase 4)

- Sports leagues and tournaments may resume – 3v3 basketball tournaments may be held
- Outdoor concerts/movies in the park may be held

July 11 (phase 5)

- Fairs/festivals etc., may resume
 - Restrictions lifted at fitness centers
 - If restrictions are lifted at K-12 schools, may hold tennis camp & track & field programs
 - Larger basketball tournaments may be held
- As with all of these, social distancing guidelines must be followed.

Programming

- Some of our contracted programmers have chosen to take summer off: Kindermusik & Gymnastics
- Self-Defense Instructor planning to start mid-June at this point, with extra cleaning of mats
- Youth Dance summer sessions will be held virtually, via Zoom.
- Still contacting some instructors as to their comfort level of teaching (ex: Art Instructor is over 70)
- Still hosting some virtual exercise classes for seniors via YouTube (has been successful)
- Personal trainers may resume sessions with clients, observing social distancing

LINCOLN COMMUNITY CENTER IMPACT

The Lincoln Community Center (LCC) fieldhouse was closed beginning on March 16, 2020 and rest of building closed beginning on March 18, 2020. Governor Eric J. Holcomb issued State of Indiana Executive Order 20-08 on March 23, 2020, implementing a statewide Stay at Home Order effective through April 6, 2020. The Stay at Home Order was recently extended by Executive Order through at least May 11, 2020. These orders prohibit all public and private gatherings of any number of people outside a single household or living unit and mandated the closure of places of public amusement. Fitness and exercise gyms were explicitly excluded from

Updated 5/15/20

the definition of Healthcare and Public Health Operations that were classified as Essential. By all accounts, this Executive Order mandated the closure of the community center.

All recreation programs and room rentals at the LCC were cancelled beginning on March 18, 2020 and remain canceled through at least May 30, 2020. Fitness membership billing has been suspended until the facility reopens (April and May thus far).

Recognizing that 52% of HPRD's operational costs are funded by user fees, it is critical that this plan not ignore the financial ramifications for the phased resumption of operations. HPRD will not compromise on a necessary protocol or measure due to cost. The safety of our customers and employees is and will always remain paramount. HPRD will consider revenue generation as it prioritizes what services to provide when it is safe to provide such services to best recapture a portion of what was lost since the closure began in March.

Based on the services provided at the LCC, only full-time staff are in a position to continue working. The Highland Town Council approved Special Administrative Leave Pay for thirty one (31) LCC part-time staff members during this time.

GENERAL GUIDELINES

In order to promote a safe environment for HPRD staff and the patrons that participate and utilize the programs and services offered, the following parameters will be the standard operation until the State of Indiana declares that we are in a state of recovery.

For all workers, regardless of exposure risks, it is always a good practice to:

1. Frequently wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
 - a. Short breaks can be provided to increase frequency with which staff can wash hands with soap and water.
 - b. Alcohol-based hand sanitizer with at 60% alcohol shall be provided at work stations with high customer-volumes.
2. Avoid touching your eyes, nose, or mouth with unwashed hands.
3. Practice good CDC-recommended respiratory etiquette, including covering coughs and sneezes.
4. Stay home if sick.
5. Recognize personal risk factors. Certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk of complications from COVID-19.
6. Comply with social distancing requirements established by the CDC, including maintaining six-foot distancing from coworkers and the public.
7. Vulnerable individuals should continue to follow stay at home guidelines.

Updated 5/15/20

EMPLOYEE PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Face masks or cloth/disposable face coverings
 - a. Fitness attendants are required to wear a face mask/nose and mouth covering until phase 5, at which point they will become optional.
 - b. Masks or face coverings are recommended for staff having frequent or close contact with the public. This may include, but is not limited to, cleaning public spaces, point of sale (passes, credit cards, cash, etc.), and for first aid related emergencies. It is expected that staff wear a mask whenever it is believed that the six (6) foot social distancing requirement cannot be maintained.
 - c. HPRD will provide each employee with up to three (3) cloth, washable face coverings, depending on how frequently the employee is scheduled. It is highly recommended that staff wash coverings after each shift.
 - d. Employees may alternatively provide their own face coverings. Coverings should:
 - i. Fit snugly but comfortably against the side of the face
 - ii. Be secured with ties or ear loops
 - iii. Include multiple layers of fabric
 - iv. Allow for breathing without restriction
2. Disposable gloves
 - a. HPRD will continue to provide disposable gloves
 - b. Staff should use disposable gloves for work that requires high customer-volume environments who have frequent contact with the public. This may include, but is not limited to, cleaning and maintenance, set-ups and tear-downs, point of sale (passes, credit cards, cash, etc.), and for first aid related emergencies.
 - c. Gloves that become worn or visibly contaminated should be replaced
3. When eye protection is needed, use goggles or eye shields
 - a. Personal eyeglasses are *not* considered eye protection
4. After removing PPE, always wash hands with soap and water or use hand sanitizer

EMPLOYEE HEALTH SCREENING PROCESS

1. Employees should do a self-assessment each day in order to check for COVID-19 type symptoms (fever, cough, or shortness of breath)
2. We will provide a non-contact infrared forehead thermometer
 - a. Employees will be required to check their own temperature at the beginning of each shift and record it on a personal log
 - b. For precautionary reasons, those employees who have a fever over 100.0 ° F or higher are to notify their supervisor and will be sent home

Updated 5/15/20

3. Employees who experience sudden fever, cough, or shortness of breath will be sent home immediately
4. Employees suffering from COVID-19 symptoms should get in touch with their physician immediately
5. Sick employees should stay home until they are free of fever (without the use of medication) for at least 72 hours and symptoms have improved for at least 72 hours and at least seven days have passed since symptoms first began. No healthcare provider's note is required during this time to validate illness or return to work of employees who are sick with acute respiratory illness.
6. Quarantine Period – Should an employee contract or become exposed to someone in their home that has COVID-19, the following rules apply to the quarantine:
 - a. Quarantine for a period of at least 14 days in your place of residence unless directed to another location by your physician
 - b. Do not allow anyone inside your residence that does not currently reside there
 - c. Forward any medical correspondence to the superintendent
 - d. Contact your supervisor with an update every three (3) days

LINCOLN COMMUNITY CENTER FACILITY-RELATED MEASURES

1. Signage placed throughout the building urging patrons to socially distance, refrain from loitering, practice regular hand hygiene, and to not return when they are sick. Signs will encourage patrons to wear masks especially when entering/exiting the building or when fearful that maintaining consistent 6' social distancing is difficult.
2. Sneeze shields installed at the front desk, fieldhouse desk, and fitness center desk between staff and the public
3. Social distancing floor decals placed 6' apart in parts of the building where lines form or patrons may congregate
4. Credit card readers re-positioned to allow for direct use by public, rather than requiring staff to handle and swipe cards
5. Specific to the Fitness Center
 - a. Signage to remind members to thoroughly clean equipment before AND after each use, to socially distance, and to not return when they are sick.
 - a. Lockers available may be limited to help with 6' physical spacing.
 - b. Every other cardio machine will be taken out of service to ensure spacing while in-use. The out-of-service machines will need to be alternated daily or weekly to prevent unnecessary wear and tear on any particular equipment.
 - c. Strength machines will be temporarily spread out around the fitness center to allow them all to be used while maintaining 6' spacing from others using a

- nearby unit. Some strength machines may be tagged as out-of-order if adequate spacing cannot be achieved.
- d. Additional disinfectant wipe stations will be placed in fitness center to reduce the distance members need to walk to obtain a wipe
- e. A disinfectant mister/fogger has been purchased as a secondary measure to cover more surface area on equipment and other touch points/restrooms throughout the building once daily
6. Locker rooms will remain open but social distancing rules still apply and amenities may be limited. Showers will be closed through phase 4.
7. Hand soap in restrooms will be checked and stocked a minimum of 2-3 times per shift
8. Hand sanitizer stations will be located around the building. Our normal dispensers are located in the fitness center (2), fieldhouse, and aerobics room. We are adding gallon jug dispensers to the front office, circle desk in lobby, and summer camp room. Stations will be checked a minimum of 2-3 times per shift
9. Drinking fountains tagged as out-of-service except for our two no-touch bottle fill stations located in the fieldhouse and fitness center.
10. Doors to the front office, fitness center, and fieldhouse propped open at all times to reduce touch points.
11. Padded chairs in the lobby removed to discourage leisure socialization and per the CDC, porous materials are more difficult to sanitize than hard surfaces.
12. Weekday fulltime weekday/weekend part time custodians maintain routine cleaning
 - a. Door handles/knobs, light switches, and countertops will be cleaned and disinfected a minimum of 2-3 times per shift (4-6 times per day).
 - b. Tables and chairs shall be cleaned and disinfected following each room use.
13. Deep cleaning of restrooms and common areas supplemented by a professional contracted cleaning company 2-3 times per week
14. For large basketball events, one parent or guardian permitted per player. Teams awaiting their game time must stage outside until fieldhouse is cleared by prior team(s)
15. Room occupancy for rentals and programs limited to follow social distancing guidelines per the table below:

Space	Regular occupancy per fire code	50% occupancy for COVID-19
Banquet Hall	256 with tables 334 without tables	128 with tables 167 without tables
Banquet Hall - Half	128 with tables 167 without tables	64 with tables 83 without tables
Room 108	39	19
Room 109	39	19
Room 112	30	15
Room 113	27	13

Room 115	29	14
Room 116	31	15
Room 118	31	15
Aerobics Room	41	20
Pre-school Room	47	23
Fitness Center	127	63
Fieldhouse	2334	1167 (walking only through phase 4)

PATRON COMPLIANCE

Patrons who do not comply with posted guidelines may be given a verbal reminder from staff. Staff reserves the right to ask patrons to leave upon multiple or egregious violations of the guidelines in place.

STAFF PROTOCOLS AND INTERACTION

- Staff shall at both the beginning and end of a shift disinfect any common-use equipment such as 2-way radios, keys, pens/markers, tools, power equipment, and thermometers.
- Office clerk will make copy of daily room book and fieldhouse schedule for custodian and prepare room condition reports for building supervisor to reduce congregation in office area and use of copy machine
- Staggered shift changes when possible to reduce congregation near time cards
- A second fitness attendant may be scheduled to keep up with heavier cleaning schedule
- Custodians required to:
 - Handle all set-ups and tear-downs
 - Clean throughout a shift - no sitting at circle desk when set-ups are done
 - Relieve fitness attendant and fieldhouse attendant for breaks at dedicated times
- Only one employee at a time on a break – to be taken in concession to reduce traffic/congregation in office and break room

PARKS AND PARK MAINTENANCE

HPRD maintains over 250 acres, including 21 parks and 4 miles of trails.

- Staff will work staggered shifts so as not to have all employees checking in/checking out at the same time. Breaks and lunches will thus also be at different times.
- Part time staff will be kept at home on inclement weather days

- Extra time clock installed at second check-in location to also increase social distancing
- Part time park employees will be able to drive their own vehicles during the workday. Logs will be made available for workers to track their miles. Logs will be turned in at the end of the month for mileage reimbursement.
- Employees must clean their work vehicle before and after daily use

PARK FACILITIES

- Playgrounds, basketball courts, tennis courts, pickleball courts, the skate park, and picnic shelters will open during phase 3. We will post signs about proper social distancing and personal hygiene.
- Trash can pick up – cans that are more than ½ full will be emptied.
- Public drinking fountains will remain shut off.
- Park restrooms will open during phase 3 only for picnic rentals and field rentals. All park restrooms will open in phase 4. Restrooms will be cleaned daily.
- Youth sports organizations must adhere to their national governing bodies' guidelines for play.

Do You Have a Plan (for Returning to Work)?

By Tami Earnhart, Partner and Paul Sweeney, Senior Counsel, Ice Miller

As our federal, state, and local governments “reopen” the economy, employers—whether they have been operating at partial capacity, remotely, or closed altogether—need to prepare for their employees to return to the workplace. Even essential businesses operating without interruption will need to revisit how they conduct operations. Multiple states, including Indiana and New York (see our [50-State Summary](#)), are requiring that all employers develop a plan to ensure a safe environment for their employees, customers, clients, and members. **Do you have a plan? Does it cover what it should? If not, now is the time to put one together or make some necessary updates.**

Many employers are asking what their plans should cover. As you prepare your plan, consider general topics like:

- How you are preparing/have you prepared a safe workplace?
- How will you prepare/have you prepared your employees to return?
- How will you manage employees who are unable or unwilling to return?
- How will you handle issues that may arise when employees return?

Without thoughtful consideration of these items, you may find yourself unprepared for the reopening of your workplace. We covered some of these items in our April 29, 2020 webinar, [“Preparing for the Return \(To Work\).”](#) You may find that, as you think through these issues, you need to update or revise a variety of policies, beyond the written return to work plan you may be required to prepare, provide to employees, and potentially post.

The content of the written return to work plan, and how you need to distribute it, will depend on your industry and on your location. For example, on May 1, 2020, Indiana’s Governor ordered that all employers develop a return to work plan *on or before May 11, 2020*, which plan *shall* be provided to each employee and *shall* be posted publicly. The Indiana return to work plans *shall*, at a minimum, include: (1) an employee health screening process; (2) “enhanced cleaning and disinfecting protocols for the workplace, including regular cleaning of high-touch surfaces;” (3) measures to enhance the “ability of employees, customers, and clients to wash hands or take other personal hygiene measures such as use of hand sanitizer;” and (4) methods of “complying with social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees and members of the general public when possible and/ or employing other separation measures such as wearing face coverings or using barriers.” As with many other state orders, the Indiana Governor’s most recent executive order contains many qualifiers and restrictions. Some states (e.g., Illinois and Ohio) are not requiring

a written return to work plan but have provided industry specific guidance on reopening.

Employers are well advised to seek legal counsel to ensure compliance with their respective state orders. You cannot assume a plan that meets the requirements of one state's orders will meet the requirements of all state orders, or any applicable federal guidelines. Let's take, for example, the questions of whether an employer must or should require that employees wear facemasks. Employers can turn to both federal and state guidelines to make this decision. OSHA and the CDC's (and state equivalent) guidance related to wearing of facemasks states that employers should "allow workers to wear masks over their nose and mouth to prevent spread of the virus." The guidance, however, is not a mandate. Neither are some state orders. Indiana's most recent executive order does not mandate the usage of face coverings in most industries, but makes them a part of other separation measures to consider. They are required, however, for employees in retail and restaurants. Other states have broader takes. In Ohio, for example, businesses must require all employees to wear facial coverings, with certain exceptions. These different approaches highlight the need for employers with locations in multiple states to review the respective state orders and seek counsel on complying with a particular jurisdiction's return to work requirements.

Regardless of how you have been operating during the pandemic, if at all, communication remains key to a successful return to work plan. To help avoid unnecessary concerns and to alleviate fears, your employees need to know how you plan to keep them safe. Even those who are not concerned about COVID-19 need to understand what to expect when they return. Therefore, your published plan, beyond complying with the applicable state (and local) requirements (like those noted above), should cover basic and fundamental items such as:

- Your communication method and plan
- Whether some or part of your workforce can or will be continuing remote work
- Any physical changes you made (or are making) in your workplace, such as reconfigured common spaces and workstations, controlled access with designated entrances/exits, and the installation of barriers
- Enhanced cleaning and disinfecting procedures
- Required employee health screenings (e.g., temperature taking, symptomology evaluation, self-certifications, etc.)
- The responsibilities of all employees to follow social distancing and "hygiene" requirements (e.g., promote handwashing, covering coughs/sneezes, etc.)
- Other job site protection measures you are taking such as limiting visitors, travel, and meetings; the use (or non-use) of other's work area, tools, and equipment; possible shift work; use of facemasks or personal protective equipment (PPE); and other work practice controls (*see, e.g., the [CDC's](#)*

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)

- Any industry specific requirements (see, e.g., the industry-specific guidelines on the CDC's website and comparable state websites)
- What to do if employees have symptoms of COVID-19 at the workplace or have been exposed outside of the workplace
- How employees should handle the need for a leave or an accommodation issues (see, e.g., Families First Coronavirus Response Act: Questions and Answers, COVID-19 Does Not Suspend EEOC Obligations, and Ice Miller's other resources on the FFCRA)
- How you will protect employee confidentiality and privacy
- Where employees can go with questions
- What type of training will be provided

In some instances, employers may consider a “summary” version to post and a longer version to publish to its employees. Also, remember the plans are fluid documents that may need to be changed as things progress.

If you need any assistance with your return to work plan, please contact Tami Earnhart, Paul Sweeney, or any other member of our Labor, Employment & Immigration Group.

This publication is intended for general information purposes only and does not and is not intended to constitute legal advice. The reader should consult with legal counsel to determine how laws or decisions discussed herein apply to the reader's specific circumstances.

STATE OF INDIANA
EXECUTIVE DEPARTMENT
INDIANAPOLIS

EXECUTIVE ORDER 20-26

FOR: ROADMAP TO REOPEN INDIANA FOR HOOSIERS, BUSINESSES
AND STATE GOVERNMENT

TO ALL WHOM THESE PRESENTS MAY COME, GREETINGS:

WHEREAS, on March 6, 2020, I issued Executive Order 20-02 which declared that a public health emergency exists throughout the State of Indiana as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and a confirmed report of the disease in our State and this initial declaration has been extended by me in Executive Orders 20-17 & 20-25;

WHEREAS, on March 11, 2020, the World Health Organization declared COVID-19 to be a global pandemic and, on March 13, 2020, the President of the United States declared a national emergency with respect to this dangerous virus;

WHEREAS, to reduce and slow the spread of COVID-19, the Centers for Disease Control and Prevention (CDC) and Indiana State Department of Health (ISDH) recommended implementation of mitigation strategies to contain this virus including limitations on large gatherings and social distancing measures;

WHEREAS, in order to take all necessary steps to increase containment of this virus, I have issued various Executive Orders including the following:

- I issued Executive Order 20-08 on March 23, 2020, which required all persons residing in Indiana to stay at home except for; among other things, conducting essential travel and activities, and participating in the operation of essential businesses or the operation of essential governmental functions, and these general provisions have been extended by Executive Orders 20-18 & 20-22;
- I issued Executive Order 20-09 on March 23, 2020, which prohibited access to all state government buildings, offices and facilities by the public, restricting access only to those members of the public needing to conduct services essential to public health and safety and which cannot otherwise be conducted electronically, telephonically and/or delayed. This restriction extends to the Indiana Government Center, Indianapolis office locations, and other offices throughout our State and this has been extended by Executive Orders 20-18 & 20-22; and

- I issued Executive Orders 20-04, 20-10, 20-11, 20-14, 20-18 & 20-22 which, among other things, prohibited restaurants, bars, nightclubs and other establishments from providing in-dining services and established compliance and enforcement actions to be taken against dining establishments failing to prohibit in-person dining;

WHEREAS, as of the date of this Executive Order, the virus has now spread to every county in our State, with over 18,000 confirmed cases and more than 1,000 deaths;

WHEREAS, as Governor, under Indiana's Emergency Management and Disaster Law, Ind. Code ch. 10-14-3 ("Emergency Disaster Law"), I have authority to take actions necessary to prepare for, respond to and address a public health disaster emergency including the following:

- making, amending and rescinding the necessary orders, rules and regulations to carry out the response to a public health disaster emergency;

- suspending the provisions of any regulatory statute prescribing the procedures for conduct of state business, including the orders, rules or regulations of any state agency, if strict compliance with any of these provisions would in any way prevent, hinder, or delay necessary action in coping with the emergency;

- transferring the direction, personnel, or functions of state departments and agencies or units for performing or facilitating emergency services; and

- using any and all available resources of state government and of each political subdivision of our State as reasonably necessary to cope with the public health disaster emergency;

WHEREAS, the ISDH has authority under Title 16 of the Indiana Code to take measures in connection with prevention and suppression of disease and epidemics;

WHEREAS, the Indiana Occupational Safety and Health Agency (IOSHA) has authority under Title 22 of the Indiana Code to inspect and take steps to ensure businesses are operating a workplace free from recognized hazards that are causing or likely to cause death or serious physical harm to employees;

WHEREAS, on April 10, 2020, I announced the creation of Indiana's Economic Relief and Recovery Team ("Governor's Recovery Team") comprised of government and business leaders who, among other things, will plan, administer and account for federal relief funds our State receives from the CARES Act and also advise on how and when to best reopen our State's economy;

WHEREAS, on April 16, 2020, I requested input, suggestions and recommendations from associations, industries and business groups, regarding how to safely and prudently begin the process of reopening the parts of Indiana's economy that have been closed or not fully operational;

WHEREAS, to reopen our Hoosier economy, we must continue to prioritize Hoosiers' health by working with experts to take a data-driven approach to make decisions based on facts, science, and recommendations from experts in health care, business, labor, and education in reopening our economy;

WHEREAS, to continue to protect Hoosiers from the spread of this dangerous virus, we must reopen our Hoosier economy in stages based on the level of severity COVID-19 in a particular county; and

WHEREAS, based on the status of COVID-19 in our State, consultation with and concurrence of the Commissioner of the ISDH, as well as the recommendations of the Governor's Recovery Team, the White House Coronavirus Task Force, and the CDC, we are providing for a phased reopening of Indiana's economy;

NOW, THEREFORE, I, Eric J. Holcomb, by virtue of the authority vested in me as Governor by the Indiana Constitution and the laws of the State of Indiana, do hereby order:

1. Duration

To continue mitigation of COVID-19 and to lower the risk of a resurgence, a measured and staggered approach to reopening businesses and entities will be instituted. Five stages will be used with each additional stage being subject to fewer restrictions and limitations than the previous stage. This Executive Order encompasses directives only for Stages 1 & 2 and additional Executive Orders will be issued with directives for the remaining stages. Stage 1 retains the restrictions and limitations set forth in Executive Order 20-22. Stages 2 through 5 may allow for the opening of additional businesses and entities and, at each stage, provide further lifting of restrictions and limitations on certain businesses and entities currently open and operating.

Therefore, this Executive Order shall become effective at 11:59 p.m. on May 1, 2020, and will remain in full force and effect until 11:59 p.m. on May 23, 2020, unless I rescind, modify or extend it.

To the extent specified in this Executive Order, Executive Order 20-22 is extended and will remain in full force and effect until 11:59 p.m. on May 23, 2020, unless I further rescind, modify or extend it.

Subject to the modifications in this Executive Order, Executive Orders 20-04, 20-09, 20-10, 20-11, 20-14, & 20-18 pertaining to Restaurants, Alcoholic Beverage laws, Enforcement, and Continuity of State Government will remain in full force and effect until 11:59 p.m. on May 23, 2020, unless I further rescind, modify or extend it.

2. General Provisions Governing the Reopening of Indiana Businesses and Entities

For purposes of this Executive Order, all businesses or entities situated or operating in the State of Indiana are covered by directives in this Executive Order and include any for-profit, non-profit or educational entity, regardless of the nature of the service, the function it performs, or its corporate or entity structure.

a. **County by County Assessment:** From the date of this Executive Order until at least May 4, 2020, each county will be in Stage 1. As the impact of COVID-19 for each county has varied, the impact in each county will be continually assessed to determine which stage applies to a particular county at the end of each time period. If the impact of COVID-19 is minimal or has significantly lessened, the county may be permitted to advance to the next stage. However, if the impact of COVID-19 has increased or failed to lessen, the county may be required to stay at the current stage or return to a prior stage.

b. **Time Periods for Each Stage:** Businesses and entities within a county may be permitted to advance to the next stage at set times if certain criteria are met as outlined below. The time period encompassing each stage before a reassessment and potential transition to another stage is as follows:

- i) Stage 1: From May 1, 2020, through May 4, 2020
- ii) Stage 2: From May 4, 2020, through May 23, 2020

c. **Criteria:** Counties may be permitted to advance to the next stage or be required to stay at a current stage or return to a prior stage when considering, among other things, the following:

- i) The number of hospitalized COVID-19 patients;
- ii) The capacity for critical care beds and ventilators;
- iii) The ability to test for COVID-19; and
- iv) The capacity for contact tracing.

3. Current Assessment of the Impact of COVID-19 for the Reopening of Indiana

In applying the criteria listed above, each county is designated as follows:

- a. From May 1, 2020, at 11:59 p.m. through May 4, 2020, at 11:59 p.m., all Indiana counties are in Stage 1 and shall continue to adhere to the directives in Executive Order 20-22.
- b. On May 4, 2020 at 11:59 p.m. through May 23, 2020, at 11:59 p.m., all Indiana counties except Cass, Lake & Marion, will be permitted to advance to Stage 2 and must adhere to the directives in this Executive Order. Cass, Lake & Marion counties remain in Stage 1.
- c. **On May 11, 2020 at 11:59 p.m. through May 23, 2020, at 11:59 p.m., Lake and Marion counties will be permitted to advance to Stage 2 at which time the county must adhere to the directives in this Executive Order. Cass county remains in Stage 1.**
- d. On May 18, 2020 at 11:59 p.m. through May 23, 2020, at 11:59 p.m., Cass county will be permitted to advance to Stage 2. Until May 18, 2020, this county must continue to adhere to the directives in Executive Order 20-22.
- e. As set forth in ¶¶ 35 & 36, unless otherwise specified, nothing in this Executive Order prohibits a county from imposing more stringent requirements than this Executive Order requires.

4. Requirements for All Businesses and Entities in Indiana

Businesses continuing operations or being allowed to reopen must adhere to the following:

a. **Safeguards:** On or before May 11, 2020, all Hoosier employers shall develop a plan to implement measures and institute safeguards to ensure a safe environment for their employees, customers, clients, and members. **The plan shall be provided to each employee or staff and posted publicly.** The plan shall address, at a minimum, the following points:

- i) Instituting an employee health screening process;
 - ii) Employing enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces;
 - iii) Enhancing the ability of employees, customers and clients to wash hands or take other personal hygiene measures such as use of hand sanitizer;
 - iv) Complying with social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees and members of the general public when possible and/or employing other separation measures such as wearing face coverings or using barriers; and
- b. **IOSHA Standards:** All employers, whether manufacturers, distributors, professional offices, retailers or others, must comply with safety and health standards established and enforced by IOSHA. Employers are subject to specific standards to prevent the exposure or spread of a disease. Additionally, the General Duty Clause requires employers to provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm.

5. Guidance for all Businesses/Employers

All businesses and employers are encouraged to adopt and/or take the following actions:

- a. Allow as many employees as possible to work from home by implementing policies regarding teleworking and video conferencing.
- b. Ensure sick leave policies are up to date, flexible, and non-punitive in order to allow sick employees to stay home to care for themselves, children or other family members. Consider encouraging employees to do a self-assessment each day in order to check if they have any COVID-19 type symptoms (fever, cough or shortness of breath).
- c. Actively encourage sick employees to stay home until they are free of fever (without the use of medication) for at least 72 hours (three full days) and symptoms have improved for at least 72 hours and at least seven days have passed since symptoms first began. Suspend any policies and do not require a healthcare provider's note to validate the illness or return to work of employees who are sick with acute respiratory illness.
- d. Promptly separate employees who appear to have acute respiratory illness symptoms from other employees and send them home immediately. Restrict their access to the business until they have recovered.
- e. Reinforce key messages to all employees regularly (including stay home when sick, use cough and sneeze etiquette, and practice hand hygiene), and place posters in areas where they are most likely to be seen. Provide protection supplies such as soap and water, hand sanitizer, tissues, and no-touch disposal receptacles for use by employees.
- f. Frequently perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and door-knobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so commonly used surfaces can be wiped down by employees before each use.
- g. Be prepared to change business practices, if needed, in order to maintain critical operations (e.g., identify alternative suppliers, prioritize customers or temporarily suspend some of your operations).

6. Social Distancing and Other Requirements

The phrase "social distancing" includes maintaining at least six feet of social distancing from other individuals. The phrase "sanitation requirements" or "sanitation measures" includes washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands. All businesses and entities must take proactive measures to ensure compliance with the social distancing and sanitation requirements, including, where possible, the following:

- a. **Designate Six-Foot Distances:** Designating with signage, tape or by other means, six feet of spacing for employees, customers, clients or members to maintain appropriate distance.
- b. **Hand Sanitizer and Sanitizing Products:** Having hand sanitizer, and sanitizing products, readily available for employees and customers.
- c. **Separate Operating Hours for Vulnerable Populations:** Implementing separate operating hours for the elderly and vulnerable customers.
- d. **Online and Remote Access:** Posting online whether a facility is open and how best to reach the facility and to continue services by phone or remotely.

7. Guidance for Staying at Home or Place of Residence

a. Stay at Home.

In Stage 1, all individuals must adhere to the directives in Executive Order 20-22.

In Stage 2, all individuals should stay at home or their place of residence as much as practicable to mitigate the spread of COVID-19. Individuals should, to the extent practicable, limit trips out of their home. Trips outside of the home are expected for travel to employment, to purchase necessities of life and to care for a family member, friend, or pet in another household, and to transport family members, friends, or pets. When outside the home, individuals shall, as much as reasonably possible, maintain social distancing of at least six (6) feet from any other person, with the exception of family or household members. Additionally, when outside of homes or residences, individuals are strongly encouraged to wear face coverings.

b. Retail Purchases:

In conducting retail purchases of goods or services individuals are encouraged to follow these best practices:

- i) All individuals in the State should postpone making in-person purchases of goods and services unless and until such items are needed for sustenance, health, education, or employment;
- ii) All individuals in the State should use online or call-in ordering of goods and services with either delivery or curbside pickup to the greatest extent practicable;
- iii) In instances where an individual must visit a retail business, an individual should limit the number and frequency of retail businesses visited to purchase goods and services; and
- iv) All individuals in the State should limit the number of household members who travel to and enter stores for the purpose of making necessary purchases to the minimum necessary.

c. High Risk and Vulnerable Individuals:

People at high risk of severe illness from COVID-19, including those 65 and above and those who are sick or have underlying medical issues, are urged to stay in their residence to the extent possible, except as necessary to seek medical care.

d. Homeless Populations:

Individuals experiencing homelessness are strongly urged to obtain shelter, and governmental and other entities are strongly urged to make such shelter available as soon as reasonably possible and to the maximum extent practicable (and to use, in their operation, COVID-19 risk mitigation practices recommended by the CDC and the ISDH).

c. Unsafe Homes:

With respect to individuals whose residences are unsafe or become unsafe, such as victims of domestic violence, they are expressly permitted and urged to leave their home and stay at a safe alternative location.

f. Definitions:

The terms "homes" and "residences" shall include houses, apartments, hotels, motels, shared rental units, shelters, and other similar buildings.

g. Travel:

In Stage 1, only essential travel is permitted. People riding on public transit must comply with social distancing to the greatest extent feasible and are strongly encouraged to wear face coverings.

In Stage 2, travel is permitted. People riding on public transit must comply with social distancing to the greatest extent feasible and are strongly encouraged to wear face coverings.

h. Isolation & Quarantine Orders:

Nothing in this Executive Order prevents the ISDH or local health departments from issuing and enforcing isolation and quarantine orders.

8. Retail Businesses

a. Reopening or Continuation of Retail Businesses

If in Stage 1, retail businesses must adhere to all directives in Executive Order 20-22.

Once a county is permitted to advance to Stage 2, all retail businesses within the county may open to the public under the following conditions and restrictions:

- i) Retail businesses shall limit the number of customers in their facility at any given time to no more than 50% of occupational capacity;
 - ii) Retail businesses should limit their hours of operation and consider implementing separate operating hours for the elderly and other vulnerable customers under all stages;
 - iii) Retail businesses should require employees to wear face coverings and should consider requiring customers to wear face coverings;
 - iv) Retail businesses shall comply with social distancing or other separation measures, sanitation of applicable areas and take other mitigation measures to protect its employees and the public; and
 - v) Malls shall limit the number of individuals in common areas around retail businesses to no more than 25% of occupancy capacity.
- b. Retail businesses are encouraged to promote and continue online or call-in ordering with delivery or curbside pickup.
- c. Retail businesses are strongly encouraged to consult and implement industry best practices.

9. Sale of Firearms and Ammunition

Pursuant to Ind. Code § 10-14-3-33.5, neither the state nor a political subdivision may prohibit or restrict the lawful possession, transfer, sale, transportation, storage, display or use of firearms or ammunition during a disaster emergency; however, firearms and ammunition dealers are encouraged to follow the requirements for retail businesses.

10. Restaurants

Restaurants, including country clubs, social clubs & wineries which provide in-person full dining service, are permitted to open, reopen or expand services one week following being designated into Stage 2.

- For counties advancing to Stage 2 as of May 4, 2020, restaurants are able to open to in-person dining on May 11, 2020.

- For counties advancing to Stage 2 as of May 11, 2020, restaurants are able to open to in-person dining on May 18, 2020.
- For counties advancing to Stage 2 as of May 18, 2020, restaurants are able to open to in-person dining on May 23, 2020.

All restaurants shall be subject to the requirements in ¶ 4 as well as the following:

- a. **Capacity Limits:** In-person on-premises dining is limited to no more than 50% of seating capacity with reservations being required when practicable to better achieve social distancing requirements.
- b. **Bar Areas:** Bar areas shall remain closed.
- c. **Social Distancing and Other Sanitation Mitigation Measures.**
 - i) Tables or available booths should be spaced at least 6 feet apart and parties should be 6 persons or fewer;
 - ii) **Self-service stations (salad bars, beverage stations, etc.) are not permitted;**
 - iii) All employees and staff shall be screened for COVID-19 symptoms before being allowed to work; and
 - iv) All employees and staff shall wear face coverings.

d. **Live Music:** Live music is not permitted.

e. **Bars & Taverns:** Bars and taverns shall remain closed.

f. **Food Delivery:** Schools and other entities that typically provide food services to students or members of the public may continue to do so under this Executive Order on the condition that the food is provided to students or members of the public on a pick-up and takeaway basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site due to the virus's propensity to physically impact surfaces and personal property.

11. Professional Services and Other Office-based Businesses

Professional services, such as legal services, accounting services, insurance services, and real estate services (including appraisal and title services) should be conducted virtually or by telephone whenever reasonably possible. If a real estate showing is necessary, a screening for symptoms is encouraged. Additionally, wearing face coverings while attending the showing is strongly recommended.

Owners and managers of professional services and other office-based businesses needing on-site work should return staff in phases, ensure social distancing and other mitigation measures are employed and open or reopen and operate subject to the requirements in ¶ 4.

12. Financial and Insurance Institutions

Banks, currency exchanges, consumer lenders, including credit unions, pawnbrokers, consumer installment lenders and sales finance lenders, title companies, appraisers, financial markets, trading and futures exchanges, payday lenders, affiliates of financial institutions, entities that issue bonds, related financial institutions, and institutions selling financial products, insurance companies, underwriters, agents, brokers, and related insurance claims and agency services may continue to be open and operate subject to the requirements in ¶ 4.

13. Personal Services

Personal service businesses include spas, salons, barber shops, tattoo parlors, massage salons and similar facilities.

- a. In Stage 1, personal service businesses are to remain closed.
- b. **Personal service businesses may open and operate one week following being designated into Stage 2.**

- For counties advancing to Stage 2 as of May 4, 2020, personal service businesses are able to open on May 11, 2020.

- For counties advancing to Stage 2 as of May 11, 2020, personal service businesses are able to open on May 18, 2020.

- For counties advancing to Stage 2 as of May 18, 2020, personal service businesses are able to open on May 23, 2020.

Personal service business shall be subject to the requirements in ¶ 4 as well as the following:

- i) Workstations shall be restricted or spaced to achieve social distancing;
- ii) Workstations must be cleaned after each customer or client;
- iii) Services shall be provided by appointment only; and
- iv) Employees, and customers or clients to the extent practicable, must wear face coverings.

14. Religious Entities and Places of Worship

a. **Virtual Services Preferred:** Places of worship and faith communities are encouraged to continue livestream services or otherwise provide virtual services to safely serve their communities, or alternatively, conduct drive-in services.

b. **In either Stage 1 or 2:** On or after May 8, 2020, religious services, including wedding ceremonies and funeral services, may continue and will no longer be subject to limits on social gatherings. However, social distancing and other sanitation measures outlined in ¶ 6 will continue to apply. Wedding receptions and visitations before or after funerals remain subject to the limitations and restrictions for social gatherings (¶ 15).

15. Social Gatherings

All public and private gatherings (outside a single household or living unit or religious service), whether familial, social, governmental, philanthropic or otherwise, are prohibited unless:

- a. In Stage 1, any gathering is limited to ten (10) or fewer people who must also engage in social distancing and other sanitation measures.
- b. **In Stage 2, any gathering is limited to twenty-five (25) or fewer people who must also engage in social distancing and other sanitation measures.**

16. Educational Institutions

Educational institutions (including public and private pre-K-12 schools, colleges, and universities) may be open for purposes of facilitating distance learning, performing critical research, or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible.

Educational institutions that were previously closed and are reopening for these purposes must perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and door knobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so commonly used surfaces can be wiped down by employees before each use.

All buildings, facilities, and grounds for K-12 educational institutions, public or private, will remain closed through June 30, 2020, except for purposes previously allowed in Executive Orders pertaining to this public health emergency.

The Indiana Department of Education, in consultation with the Indiana Department of Health, shall develop guidance for graduation ceremonies, including virtual graduation, drive-in ceremonies, and in-person ceremonies with the number of participants limited to the number allowed in this Executive Order and provided social distancing requirements are met.

17. Human Services Operations

Human Services Operations may continue to be open and operate subject to the requirements in ¶ 4. Human Services Operations includes the following: long-term care facilities; day care centers, day care homes or group day care homes for children; residential settings and shelters for children, and/or people with developmental disabilities, intellectual disabilities, substance use disorders and/or mental illness; transitional facilities; home-based settings to provide services to individuals with physical, intellectual, and/or developmental disabilities, seniors, adults, and children; field offices that provide and help to determine eligibility for basic needs including food, cash assistance, medical coverage, child care, vocational services, rehabilitation services; developmental centers; adoption agencies; businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged individuals, individuals with physical, intellectual, and/or developmental disabilities, or otherwise needy individuals.

18. Social Services and Charitable Organizations

Businesses and religious and secular non-profit organizations, including food banks, when providing food, shelter, social services and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities may continue to be open and operate subject to the requirements in ¶ 4.

19. Laundry Services

Laundromats, dry cleaners, industrial laundry services, and laundry service providers may continue to be open and operate subject to the requirements in ¶ 4.

20. Hotels and Motels

Hotels and motels to the extent they are used for lodging and delivery or carryout food services may open or reopen and operate subject to the requirements in ¶ 4.

21. Places of Public Amusement

All places of public amusement, whether indoors or outdoors, including locations with amusement rides, carnivals, amusement parks, water parks, aquariums, zoos, museums, arcades, fairs, festivals, parades, children's play centers, playgrounds, funplexes, theme parks, bowling alleys, sport and entertainment venues, movie and other theaters, concert and music halls shall remain closed.

22. Outdoor Activities

- a. **State Parks:** In Stages 1 & 2, State Parks remain open to the general public; however, welcome centers, inns, and other buildings are closed. Individuals will be able to take a walk, run or bike ride, but should continue to practice social distancing by remaining six feet away from other people. Playgrounds remain closed because they pose a high risk of spreading the virus.
- b. **Campgrounds:** In Stages 1 & 2, campgrounds throughout Indiana will remain closed and no overnight stays are permitted except:
 - i) For persons residing in recreational vehicles (RVs) or cabins at campgrounds who genuinely have no other viable place of residence may remain at the campground; and
 - ii) For persons who own recreational vehicles (RVs), cabins or other similar structures currently located at campgrounds.
- c. **Boating:** Boating is permitted subject to compliance with CDC's guidelines on social gathering and social distancing.
- d. **Other Outdoor Activities:** Provided they comply with social distancing requirements, individuals are permitted to engage in outdoor activities, such as golf, walking, hiking, running or biking. Individuals may go to public parks and open outdoor recreation areas. However, community swimming pools, both public and private, shall remain closed.

23. Gyms, Exercise and Fitness Centers

Exercise, workout, gyms and other fitness centers shall remain closed in Stages 1 & 2.

24. Healthcare and Public Health Operations

Healthcare and Public Health Operations may continue to be open and operate. Healthcare and Public Health Operations includes the following: hospitals; clinics; dental offices; pharmacies; public health entities, including those that compile, model, analyze and communicate public health information; pharmaceutical, pharmacy, medical device and equipment and biotechnology companies (including operations, research and development, manufacture, and supply chain); organizations collecting blood, platelets, plasma, and other necessary materials; obstetricians and gynecologists; eye care centers, including those that sell glasses and contact lenses; home healthcare services providers; mental health and substance use providers; other healthcare facilities and suppliers and providers of any related and/or ancillary healthcare services; entities that transport and dispose of medical materials and remains; and veterinary care and all healthcare services provided to animals.

Also included in Healthcare and Public Health Operations are manufacturers, technicians, logistics, and warehouse operators and distributors of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies, and tissue and paper towel products.

Further, the phrase "Healthcare and Public Health Operations" shall be construed broadly in order to avoid any impacts to the delivery of healthcare.

In addition, during all stages, as long as sufficient personal protective equipment (PPE), staff and other supplies are available so as not to detract from what is necessary and appropriate to properly care for and treat patients who have or may have COVID-19, hospitals should conduct clinically indicated procedures meant to diagnose, screen and treat medical conditions that have the potential for short-term or long-term morbidity and/or mortality. These include, but are not limited to, cardiac, vascular, neurologic, cancer, gastrointestinal and respiratory procedures, as well as those procedures meant to reduce significant pain or symptoms making quality of life unacceptable.

Furthermore, in connection with health care providers, whether medical, dental or other, and health care facilities, whether hospitals, ambulatory surgical centers, dental facilities, plastic surgery centers, dermatology offices, abortion clinics, or veterinary practices, any current restrictions involving their medical procedures imposed by an Executive Order will be re-evaluated every seven (7) days for possible modifications, as warranted by the circumstances, commencing on Sunday, April 26, 2020. These restrictions on medical procedures remain in place unless modifications are announced.

25. Food, Beverage, and Agriculture (Businesses Other than Retail Stores)

Food and beverage manufacturing, production, processing, cultivation, including farming, livestock, fishing, and other production agriculture, including cultivation, marketing, production, and distribution of animals and goods for consumption; and businesses that provide food, shelter, and other necessities of life for animals, including animal shelters, rescues, shelters, kennels, and adoption facilities may continue to be open and operate subject to the requirements in ¶ 4.

26. Trades

Building, construction, and other trades, including plumbers, electricians, exterminators, operating engineers, cleaning and janitorial staff for commercial and governmental properties, security staff, HVAC, painting, moving and relocation services, and other service providers may continue to be open and operate subject to the requirements in ¶ 4.

27. Mail, Post, Shipping, Logistics, Delivery and Pick-Up Services

Post offices and other businesses that provide shipping and delivery services, as well as businesses that ship or deliver groceries, food, goods, vehicles, alcoholic and non-alcoholic beverages, or services to end users or through commercial channels may continue to be open and operate subject to the requirements in ¶ 4.

34. Enforcement

a. Workplace Safety

I direct the IOSHA to take all available administrative and enforcement actions against businesses or entities failing to comply with workplace safety conditions.

b. Enforcement Response Team

I direct the creation of an Enforcement Response Team who shall respond to and investigate all reports of violations of this Executive Order other than reports of unsafe workplace conditions which are under the jurisdiction of IOSHA.

The Enforcement Response Team shall be comprised of state law enforcement from agencies other than the Indiana State Police who are sworn to enforce any law of our State.

I direct all state agency heads who have law enforcement officers within their agencies and who are sworn to enforce any law of our State to make their officers available to assist in enforcing this Executive Order.

I designate the Chairman of the Indiana Alcohol & Tobacco Commission (ATC) to lead this enforcement effort.

I direct the Enforcement Response Team in conjunction with the ISDH and/or local boards of health to all available administrative and enforcement actions against businesses or entities failing to comply with restrictions and other public health requirements for businesses as set forth in this Executive Order, including:

- i) Issuing a verbal order to cease the unsafe practice so an owner has an opportunity to comply;
- ii) If a business entity fails to comply with a verbal order, ISDH shall issue an order to cease the unsafe practice;
- iii) If a business entity continues operation in an unsafe manner despite an order to cease and desist, the ISDH shall issue an order to close the business entity;
- iv) If an order to close a business is issued, the business shall be reported to the Secretary of State and to any relevant licensing, permitting, or certifying board, commission or other entity for consideration of revocation proceedings; and
- v) If an order to close a business is issued, the matter should be considered for referral to the local prosecuting attorney.

c. This Executive Order additionally may be enforced by State and local law enforcement to the extent set forth in Indiana law, including the Emergency Disaster Law.

i) Penalty: A knowing violation of an Executive Order issued pursuant to Indiana's Emergency Disaster Law is a class B misdemeanor, punishable up to 180 days incarceration and a fine of up to \$1,000.

d. The in-person dining restrictions set forth in this Executive Order and Executive Order 20-22 shall be enforced pursuant to the process described in Executive Order 20-10.

35. No Limitation on Authority

Nothing in this Executive Order shall, in any way, alter or modify any existing legal authority allowing the State, any local health department, or any other proper entity from ordering: (a) any quarantine or isolation that may require an individual to remain inside a particular residential property or medical facility for a limited period of time, including the duration of this public health emergency; or (b) any closure of a specific location for a limited period of time, including the duration of this public health emergency.

28. Transportation

Airlines, taxis, transportation network providers (such as Uber and Lyft), vehicle rental services, paratransit, marinas, docks, boat storage, and other private, public, and commercial transportation and logistics providers may continue to be open and operate subject to the requirements in ¶ 4.

29. Manufacture, Distribution, and Supply Chain for Products and Industries Companies

Manufacturing companies, distributors, and supply chain companies producing and supplying products and services in and for industries may open and operate subject to the requirements in ¶ 4.

30. Labor Union Functions

Labor union activities, including the administration of health and welfare funds and personnel checking on the well-being and safety of members providing services, provided these checks should be done by telephone or remotely where possible. Staff should return in phases if possible, ensure social distancing and other mitigation measures are employed and such entities should open or reopen and operate subject to the requirements in ¶ 4.

31. Infrastructure Businesses

Infrastructure businesses may continue to be open and operate subject to the requirements in ¶ 4. Infrastructure businesses includes the following: food production, distribution, fulfillment centers, storage facilities, marinas, and sale; construction (including construction required in response to this public health emergency, hospital construction, construction of long-term care facilities, public works construction, school construction, essential business construction, and housing construction); building management and maintenance; airport operations; operation and maintenance of utilities, including, for example, water, sewer, and gas; electrical (including power generation, distribution, and production of raw materials); distribution centers; oil and biofuel refining; roads, highways, railroads, and public transportation; ports; cybersecurity operations; flood control; solid waste and recycling collection and removal; and internet, video, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications and web-based services).

32. Media

Newspapers, television, radio, and other media services may continue to be open and operate subject to the requirements in ¶ 4.

33. Governmental Functions

All first responders, law enforcement, emergency dispatchers, and management personnel, legislators, judges, court personnel, jurors and grand jurors, corrections personnel, hazardous materials responders, child protection and child welfare personnel, housing and shelter personnel, military, and other governmental employees remain exempt from this Executive Order.

Governmental Functions means all services provided by the State of Indiana or any municipality, township, county, political subdivision, board, commission or agency of government and needed to ensure the continuing operation of government agencies or to provide for or support the health, safety and welfare of the public, and including contractors performing Governmental Functions.

One week following commencement of Stage 2, state executive branch agencies, departments and offices who have not previously been open to the public will begin to do so. State agency employees will begin returning from remote work locations in phases.

Public libraries may reopen when allowed by their own policies but subject to social distancing and sanitation measures being employed.

Local units of government or political subdivisions will continue to decide how and when to reopen and provide services.

This Executive Order does not apply to the United States government.

36. Local Declarations of Emergency

- a. Pursuant to the Emergency Disaster Law, no local ordinance, directive, or order of any county, political subdivision, or other local government entity pertaining to this public health emergency, may contradict or impose less restrictive requirements than those set forth in this Executive Order; or else that ordinance, directive, or order will be void and of no force or effect. However, unless prohibited by an Executive Order, local ordinances, directives, and orders may be more restrictive.
- b. No local unit of government and/or political subdivision may restrict travel within their jurisdiction above a Travel Watch status.

37. Savings Clause

If any provision of this Executive Order, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or application of this Executive Order, which can be given effect without the invalid provision or application. To achieve this purpose, the provisions of this Executive Order are hereby declared to be severable.

IT IS SO ORDERED.



IN TESTIMONY WHEREOF, I, Eric J. Holcomb, have hereunto set my hand and caused to be affixed the Great Seal of the State of Indiana, on this 1st day of May, 2020.

Handwritten signature of Eric J. Holcomb in black ink.

Eric J. Holcomb
Governor of Indiana

||

Handwritten signature of Connie Lawson in black ink.

Connie Lawson
Secretary of State

GUIDELINES

OPENING UP AMERICA AGAIN



OPENING UP AMERICA AGAIN

Overview

CRITERIA

The data-driven conditions each region or state should satisfy before proceeding to a phased opening.

PREPAREDNESS

What States should do to meet the challenges ahead.

PHASE GUIDELINES

Responsibilities of individuals and employers during all phases, and in each specific phase of the opening.



Proposed State or Regional Gating Criteria

(Satisfy Before Proceeding to Phased Opening)

SYMPTOMS

Downward trajectory of influenza-like illnesses (ILI) reported within a 14-day period

AND

Downward trajectory of COVID-like syndromic cases reported within a 14-day period

CASES

Downward trajectory of documented cases within a 14-day period

OR

Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)

HOSPITALS

Treat all patients without crisis care

AND

Robust testing program in place for at-risk healthcare workers, including emerging antibody testing

*State and local officials may need to tailor the application of these criteria to local circumstances (e.g., metropolitan areas that have suffered severe COVID outbreaks, rural and suburban areas where outbreaks have not occurred or have been mild). Additionally, where appropriate, Governors should work on a regional basis to satisfy these criteria and to progress through the phases outlined below.



Core State Preparedness Responsibilities

TESTING & CONTACT TRACING

- ✓ Ability to quickly set up safe and efficient screening and testing sites for symptomatic individuals and trace contacts of COVID+ results
- ✓ Ability to test Syndromic/ILI-indicated persons for COVID and trace contacts of COVID+ results
- ✓ Ensure sentinel surveillance sites are screening for asymptomatic cases and contacts for COVID+ results are traced (sites operate at locations that serve older individuals, lower-income Americans, racial minorities, and Native Americans)

HEALTHCARE SYSTEM CAPACITY

- ✓ Ability to quickly and independently supply sufficient Personal Protective Equipment and critical medical equipment to handle dramatic surge in need
- ✓ Ability to surge ICU capacity

PLANS

- ✓ Protect the health and safety of workers in critical industries
- ✓ Protect the health and safety of those living and working in high-risk facilities (e.g., senior care facilities)
- ✓ Protect employees and users of mass transit
- ✓ Advise citizens regarding protocols for social distancing and face coverings
- ✓ Monitor conditions and immediately take steps to limit and mitigate any rebounds or outbreaks by restarting a phase or returning to an earlier phase, depending on severity



Proposed Phased Approach

BASED ON **UP-TO-DATE DATA** AND READINESS

MITIGATES RISK OF RESURGENCE

PROTECTS THE MOST VULNERABLE

IMPLEMENTABLE ON **STATEWIDE OR COUNTY-BY-COUNTY** BASIS AT GOVERNORS' DISCRETION



Guidelines for All Phases: Individuals

CONTINUE TO PRACTICE GOOD HYGIENE

- ✓ Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- ✓ Avoid touching your face.
- ✓ Sneeze or cough into a tissue, or the inside of your elbow.
- ✓ Disinfect frequently used items and surfaces as much as possible.
- ✓ Strongly consider using face coverings while in public, and particularly when using mass transit.

PEOPLE WHO FEEL SICK SHOULD STAY HOME

- ✓ Do not go to work or school.
- ✓ Contact and follow the advice of your medical provider.

Continue to adhere to State and local guidance as well as complementary CDC guidance, particularly with respect to face coverings.



Guidelines for All Phases: Employers

Develop and implement appropriate policies, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding:

- ✓ Social distancing and protective equipment
- ✓ Temperature checks
- ✓ Testing, isolating, and contact tracing
- ✓ Sanitation
- ✓ Use and disinfection of common and high-traffic areas
- ✓ Business travel

Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.

Develop and implement policies and procedures for workforce contact tracing following employee COVID+ test.



Phase One

FOR STATES AND REGIONS
THAT SATISFY THE GATING CRITERIA



Phase One INDIVIDUALS

ALL VULNERABLE INDIVIDUALS* should continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents.

All individuals, **WHEN IN PUBLIC** (e.g., parks, outdoor recreation areas, shopping areas), should maximize physical distance from others. Social settings of more than 10 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed.

Avoid **SOCIALIZING** in groups of more than 10 people in circumstances that do not readily allow for appropriate physical distancing (e.g., receptions, trade shows)

MINIMIZE NON-ESSENTIAL TRAVEL and adhere to CDC guidelines regarding isolation following travel.

*See Appendix 1 for Definition of Vulnerable Individuals

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.



Phase One EMPLOYERS

Continue to **ENCOURAGE TELEWORK**, whenever possible and feasible with business operations.

If possible, **RETURN TO WORK IN PHASES.**

Close **COMMON AREAS** where personnel are likely to congregate and interact, or enforce strict social distancing protocols.

Minimize **NON-ESSENTIAL TRAVEL** and adhere to CDC guidelines regarding isolation following travel.

Strongly consider **SPECIAL ACCOMMODATIONS** for personnel who are members of a **VULNERABLE POPULATION.**

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.



Phase One

SPECIFIC TYPES OF EMPLOYERS

SCHOOLS AND ORGANIZED YOUTH ACTIVITIES (e.g., daycare, camp) that are currently closed should remain closed.

VISITS TO SENIOR LIVING FACILITIES AND HOSPITALS should be prohibited. Those who do interact with residents and patients must adhere to strict protocols regarding hygiene.

LARGE VENUES (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under strict physical distancing protocols.

ELECTIVE SURGERIES can resume, as clinically appropriate, on an outpatient basis at facilities that adhere to CMS guidelines.

GYMS can open if they adhere to strict physical distancing and sanitation protocols.

BARS should remain closed.

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.



Phase Two

FOR STATES AND REGIONS WITH NO EVIDENCE OF
A REBOUND AND THAT SATISFY THE GATING
CRITERIA A SECOND TIME



Phase Two

INDIVIDUALS

ALL VULNERABLE INDIVIDUALS should continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents.

All individuals, **WHEN IN PUBLIC** (e.g., parks, outdoor recreation areas, shopping areas), should maximize physical distance from others. Social settings of more than 50 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed.

NON-ESSENTIAL TRAVEL can resume.

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.



Phase Two

EMPLOYERS

Continue to **ENCOURAGE TELEWORK**, whenever possible and feasible with business operations.

Close **COMMON AREAS** where personnel are likely to congregate and interact, or enforce moderate social distancing protocols.

NON-ESSENTIAL TRAVEL can resume.

Strongly consider **SPECIAL ACCOMMODATIONS** for personnel who are members of a **VULNERABLE POPULATION**.

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.



Phase Two

SPECIFIC TYPES OF EMPLOYERS

SCHOOLS AND ORGANIZED YOUTH ACTIVITIES (e.g., daycare, camp) can reopen.

VISITS TO SENIOR CARE FACILITIES AND HOSPITALS should be prohibited. Those who do interact with residents and patients must adhere to strict protocols regarding hygiene.

LARGE VENUES (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under moderate physical distancing protocols.

ELECTIVE SURGERIES can resume, as clinically appropriate, on an outpatient and in-patient basis at facilities that adhere to CMS guidelines.

GYMS can remain open if they adhere to strict physical distancing and sanitation protocols.

BARS may operate with diminished standing-room occupancy, where applicable and appropriate.

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.



Phase Three

FOR STATES AND REGIONS WITH NO EVIDENCE OF
A REBOUND AND THAT SATISFY THE GATING
CRITERIA A THIRD TIME



Phase Three

INDIVIDUALS

VULNERABLE INDIVIDUALS can resume public interactions, but should practice physical distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed.

LOW-RISK POPULATIONS should consider minimizing time spent in crowded environments.

Phase Three

EMPLOYERS

Resume **UNRESTRICTED STAFFING** of worksites.

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.



Phase Three

SPECIFIC TYPES OF EMPLOYERS

VISITS TO SENIOR CARE FACILITIES AND HOSPITALS can resume. Those who interact with residents and patients must be diligent regarding hygiene.

LARGE VENUES (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under limited physical distancing protocols.

GYMS can remain open if they adhere to standard sanitation protocols.

BARS may operate with increased standing room occupancy, where applicable.

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.



Appendix

Vulnerable Individuals

1. Elderly individuals.

2. Individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.

