

# VILLAGE OF BROOKFIELD'S RESPONSE REGARDING COVID-19

**From:** Carl Muell <CMuell@brookfieldil.gov>  
**Sent:** Wednesday, March 18, 2020 1:28 PM  
**To:** Michael Moore <mmoore@l705ibt.org>  
**Cc:** Tim Wiberg <TWiberg@brookfieldil.gov>  
**Subject:** RE: Response Requested - Covid 19 Pandemic

Mike,

Attached is a Memorandum that was issued to DPW employees/ Local 705 members. In addition, we have given the lunchroom, Foreman offices and the meeting room a deep cleaning. Extra cleaning and the wiping of hard surfaces handles, and doorknobs have increased significantly. Additional PPE is available, surgical masks and rubber gloves, if needed.

1. See Memo
2. Please refer to the CBA for leaves of absence

In response to employee related coronavirus issues, the Village will handle in a case by case basis and a day to day approach. As of now, the Village will comply with the language contained with-in the collective bargaining agreement.

Thank you,

Carl Muell

# Memorandum

**To:** DPW Employees/ Teamsters Local 705 Members

**CC:** Tim Wiberg, Village Manager  
George Issakoo, Asst. Village Manager

**From:** Carl Muell, Director of Public Works

**Date:** March 18, 2020

**Re:** COVID-19 Safety Procedures

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DPW employees:

We felt meeting this issue face on and with full transparency together with all our employees was the only proper way to show up given the current challenges we are all facing. For the time being, we will remain open with strict measures in place for employees. We're a part of this community and will help in every way we can in whatever challenges coronavirus poses for us.

Our top priority has always been to provide everyone the best possible care in our department. Since the virus, we will make all efforts to provide a safe and healthy environment for our employees.

We want to take a moment to make you aware of the actions we are taking to mitigate the chances of contracting or spreading COVID-19 within our department. As a government entity, we understand some of these protocols to be paramount in stopping or slowing the spread of coronavirus.

## **What We're Doing**

- Continuing to provide employees with sick leave and benefit time per CBA
- Asking our employees to **stay home** if they are ill or believe they have been exposed to coronavirus

- Closely **monitoring** the Center for Disease Control (CDC) and the World Health Organization (WHO) for appropriate measures and actions
- Educating our employees on **preventative measures** provided by the CDC
- **Increasing the frequency and extent of our cleaning practices** (i.e., additional wipe downs of all hard surfaces including the kitchen, bathrooms, lunchroom, and high-contact areas like door handles and switches)
- Implementing **heightened sanitation and hand washing** procedures for all employees
- Providing additional resources to employees including hand sanitizer, extra soap, and paper towels
- **Discouraging all personal contact** within our department including shaking hands

### **What We Encourage Our Employees To Do**

- Wash your hands frequently and use paper towel to dry
- Avoid touching eyes, nose, and mouth
- Avoid close contact with people who are sick
- Stay home when you are sick
- Cover your nose and mouth when you cough or sneeze with a tissue, then dispose
- Social distancing