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Providing Wastewater Treatment to the Kankakee River Valley

Board of Directors

MEMO

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City of Kankakee

March 19, 2020

To address the continued concerns of COVID-19, the Kankakee River Metropolitan Agency preparedness and planning will be as follows:

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Executive Director
Dave Tyson, P.E.

Plant Superintendent
Arthur L. Strother

- The best way to prevent illness is to avoid being exposed to the virus. Therefore, all personnel are asked to try and practice responsible “social distancing” by putting distance between yourself and other people.
- All personnel are asked to review and familiarize themselves with information concerning COVID-19 published by the CDC (Centers Disease Control). See <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Any employees who have recently traveled abroad should notify a supervisor. Any employees who have recently traveled to any high-risk country will be asked to self-quarantine at home for a 14-day period before returning to work.
- There will be a work-related travel and training ban to employees through May 30, 2020, unless deemed critical by the Superintendent.
- Sick Leave. Personnel may take up to two weeks of emergency paid sick leave at their regular rate of pay for the following reasons (1) to quarantine per Federal, State or local quarantine/isolation order or as advised by a health care provided related to COVID-19; (2) if you are experiencing symptoms of COVID-19 and seeking a medical diagnosis; or (3) if you are caring for an individual who is subject to a quarantine order or advisement by a health care provider, as described above. This is in addition to paid sick leave already provided by KRMA.
- As KRMA is a provider of an essential service, KRMA reserves the right to deny sick leave in extraordinary circumstances in order to preserve its operational capabilities.
- All personnel are asked to be responsible and consider their co-workers and not come to work if you or members of your household are ill.
- If an employee comes to work and there is concern as to the status of the employee’s health, the employee will be asked to submit to a read of his or her temperature. A reading of 100.4 degrees or above will result in the employee being sent home.

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- Critical supply vendors will be asked to verify their health status before entering a KRMA building.
 - There will be no use of the Agency administration building for any gathering of more than 10 people.
 - There will be no tours of the Agency for the remainder of year 2020.

Any concerns or questions please direct them to the plant Superintendent

Sincerely

Arthur Strother, Plant Superintendent
