



County of Peoria Reopening Guidelines

www.peoriacounty.org

Universal Guidelines

Face Coverings	<ol style="list-style-type: none">All employees and customers / clients / visitors shall wear a face covering at all times, unless:<ol style="list-style-type: none">There is a documented medical reasonSpecifically noted belowEvery Peoria County Employee and employees of the Courts will be issued 2 cloth face coverings. It will be the recipients' responsibility to properly maintain both face coverings. Replacements will be at the recipients' expense.Peoria County Employees in certain offices that have been previously issued different types of face coverings (e.g. N95 masks) should continue to use these alternatives and follow existing guidance already provided.All customers / clients / visitors to Peoria County Facilities need to provide their own face covering while in a Peoria County Facility.All persons, adult and juvenile, in the custody of law enforcement shall abide by the protocols set forth by the Sheriff (adults) and the Tenth Judicial Circuit (juveniles).
Social Distancing	<ol style="list-style-type: none">All employees and customers / clients / visitors are to maintain a minimum of six feet (6') of separation between others wherever possible unless barriers have been erected, as noted below, to minimize contact between persons.
Health Screenings	<ol style="list-style-type: none">All persons, employees and customers / clients / visitors, entering any County of Peoria facility or while within a County of Peoria facility may be subject to a health screening.
Identification	<ol style="list-style-type: none">All persons, employees and customers / clients / visitors, entering any County of Peoria facility may be subject to the collection of their name and other contact information for the purpose of the Peoria City/County Health Department being able to conduct contact tracing in the event of an outbreak in any county facility.
Personal Hygiene	<ol style="list-style-type: none">All persons, employees and customers / clients / visitors, entering any County of Peoria facility are expected to adhere to proper personal hygiene.Individuals are expected to wash their hands regularly to reduce the rate of transmission. Hand sanitizer will be available for use.Cover their cough or sneeze with a tissue and properly dispose.

Vulnerable Populations	<ol style="list-style-type: none">1. Individuals that are considered part of a vulnerable population due to age, comorbidities, or compromised immune systems are still expected to conduct their county business as electronically as possible and avoid Peoria County Government facilities unless absolutely necessary.2. Peoria County Government will work to facilitate options for individuals needing to conduct business with the county.
Signage & Education	<ol style="list-style-type: none">1. All Peoria County Government facilities need to post health, personal hygiene, and face coverings educational signage throughout the buildings.2. Materials should be available in English and Spanish.

Peoria County Courthouse

Effective June 1, 2020, the Peoria County Courthouse will re-open to the public at fifty percent (50%) of its rated fire code occupancy.

General Guidelines

In addition to the Universal Guidelines, above, the following guidelines are applicable to all occupants of the Courthouse, employees and customers.

Security Screening

1. Unless granted prior approval by the Peoria County Sheriff, all occupants entering the Peoria County Courthouse are subject to the security screening process in place prior to the COVID-19 pandemic. Proper social distancing, as indicated by floor markings must be maintained while waiting to go through security screening.

Employees & Work Areas

The following guidelines are applicable to all employees while in the County Courthouse and the work areas of Courthouse employees. They are in addition to the Universal Guidelines for all County facilities and the General Guidelines for the County Courthouse.

Face Coverings

1. Provided there is adequate social distancing of 6' or physical barriers, employees are not required to wear a face covering while working at their desk, cubicle, workspace.
2. Face coverings are required to be worn:
 - a. When interacting with a customer / client / visitor; or
 - b. Social distancing is not possible in the employee's work area.
3. When moving throughout the building (ex. Going to the restroom, entering and exiting the building, anywhere outside the employee's department.)

Social Distancing, Sneeze Guards, & Countertop workstations

1. Social distancing floor markings have been procured and will be in place across the Courthouse before June 1.
2. Offices that have direct interaction with the public have been provided countertop sneeze guards. Sneeze guards should be positioned in relation to countertop workstations to maximize separation between employees and customers.
3. Countertop workstations should be six feet (6') or more apart.
4. Where possible, a single employee should be assigned to a specific workstation each day.

	<ol style="list-style-type: none"> 5. Keyboards, phones, office equipment and mice of countertop workstations should be sanitized by the user twice daily (midday and end-of-business) using wipes or sanitizer provided. 6. Employees that handle cash should wear gloves, which will be provided, when handling or accepting cash. 7. Paper displays on countertops and other surfaces need to be removed until further notice.
<p>Drinking Fountains & Ice Machines</p>	<ol style="list-style-type: none"> 1. All drinking fountains will be turned off / disabled. Drinking fountains with the touchless bottle filling accessory will remain operational, but the “Bubbler” component will be either disabled or taped off. 2. All ice machines that pose a public health threat of transmission and will be turned off. 3. Third party provided refillable water dispensers may continue to be used but will be sanitized daily.
<p>Common Areas</p>	<ol style="list-style-type: none"> 1. Table and Chair spacing will be appropriate to meet social distancing requirements. 2. Face coverings are required (except when eating or drinking). 3. Vending machines will have hygiene signage. 4. Departmental refrigerators need to be cleaned more frequently. 5. Communal treat days and potlucks are suspended until further notice.
<p>Court Related Operations</p>	<ol style="list-style-type: none"> 1. See Superseding Administrative Order 2020 – 13 (A.O.), attached.
<p>Non-Court Related Operations</p>	<ol style="list-style-type: none"> 1. Access to specific departments within the Courthouse maybe limited until these guidelines are revised. 2. Offices should use social media and work with the Communications team to educate the public to first conduct their business electronically, wherever possible; and if in-person contact is necessary, it should be by appointment. 3. IT Services is working a web-based scheduling solution that will be used for customers / clients / visitors to make appointments. 4. Courthouse Security will be provided, daily, with a list of the next day’s appointments by Office.

Customers / Clients / Visitors

The following guidelines are applicable to all Customers / Clients / Visitors to the County Courthouse. They are in addition to the Universal Guidelines for all County facilities and the General Guidelines for the County Courthouse.

Face Coverings	<ol style="list-style-type: none"> 1. All customers / clients / visitors shall wear a face covering at all times, unless there is a documented medical reason. Documentation is required to be presented at time of entry to the County Courthouse.
Social Distancing	<ol style="list-style-type: none"> 1. All customers / clients / visitors need to maintain good social distancing during while conducting county business in person. 2. Good social distancing shall be a separation from others of six feet (6’). 3. Social distancing floor markings are to be used to properly space between other customers / clients / visitors. 4. When conducting business in a county office, stand so that a county countertop sneeze guard is between the county employee assisting you and yourself.
Conducting County Business	<ol style="list-style-type: none"> 1. Conducting your county business electronically is highly preferred. 2. All in-person business shall be done by appointment.
Special Guidance for Paying Property Taxes In-Person	<ol style="list-style-type: none"> 1. From June 1 – June 9, Property Tax Payments will be accepted in Room G-04 of the County Courthouse. This is the “old” Recorder of Deeds Office. 2. Property Taxpayers should use the public stairs nearest the closed Main Street entrance or the public elevators at the Main Street entrance to go from the 1st Floor to the Ground Floor. 3. Using the social distancing floor markings, form an orderly line. 4. Upon payment, please exit the Courthouse through the turnstiles at the end of the hallway on the tay payers’ right as they exit the office.