



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	<ol style="list-style-type: none">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	<ol style="list-style-type: none">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:<ol style="list-style-type: none">a. When interacting with a customer / client / visitor; orb. 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	<ol style="list-style-type: none">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.

Peoria County Sheriff's Office - Jail

Effective June 1, 2020, the Peoria County Jail 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 County Jail, employees and customers. Employees and detainees in secure custody areas of facility shall follow separate guidelines established by the Sheriff.

Employees & Work Areas In Public Access Areas

The following guidelines are applicable to all employees while in County Jail and the work areas of Sheriff's Office employees when working in public access areas of the facility. They are in addition to the Universal Guidelines for all County facilities and the General Guidelines for the County Jail.

<p>Face Coverings</p>	<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. When interacting with a customer / client / visitor; or b. Social distancing to a public citizen is not possible in the employee's work area. 3. When moving throughout the building in non-secure areas when distancing requirements are not possible (ex. Going to a public allowed restroom, bonding lobby, visitor's area, etc.)
<p>Social Distancing, Sneeze Guards, & Countertop workstations</p>	<ol style="list-style-type: none"> 1. Where possible, a single employee should be assigned to a specific workstation each day. 2. 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. 3. Employees should wear gloves, which will be provided, when handling or accepting cash or other items from the public. 4. 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.

	<ol style="list-style-type: none"> 3. Third party provided refillable water dispensers may continue to be used but will be sanitized daily.
Common Areas	<ol style="list-style-type: none"> 1. Seating in public areas 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.
Court Related Operations	<ol style="list-style-type: none"> 1. See Superseding Administrative Order 2020 – 13 (A.O.), attached.
Non-Court Related Operations	<ol style="list-style-type: none"> 1. Access to certain departments within the Courthouse may be 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. 5. Public visiting will be reduced to ensure universal health guidelines. 6. In person professional visits must be scheduled by appointment and are subject to administrative approval.
Customers / Clients / Visitors	
<p>The following guidelines are applicable to all Customers / Clients / Visitors to the County Jail. They are in addition to the Universal Guidelines for all County facilities and the General Guidelines for the County Jail. Prisoners in custody shall follow separate guidelines established by the Sheriff.</p>	
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 facility.
Social Distancing	<ol style="list-style-type: none"> 2. All customers / clients / visitors need to maintain good social distancing during while conducting county business in person. 3. Good social distancing shall be a separation from others of six feet (6'). 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.

<p>Conducting County Business</p>	<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 and is subject to administrative approval.3. All in-person professional visitors will be required to wear face coverings at all times. Gloves shall be required if there is a transfer of any paper or property to a detainee or staff member.
-----------------------------------	---

Peoria County Juvenile Detention Center

Effective June 1, 2020, the Peoria County Juvenile Detention Center will re-open to the public for visitation purposes.

General Guidelines

In addition to the Universal Guidelines above, the following guidelines are applicable to all occupants of the Juvenile Detention Center.

Mitigation Efforts	<ol style="list-style-type: none"> 1. All individuals entering the Peoria County Juvenile Detention Center are subject to a health screening process. 2. All individuals must wash their hands via hand washing stations installed in the lobby vestibule prior to entering the facility. 3. All individuals must wear a face covering at all times while in the facility; unless they meet the criteria listed within the Universal Guidelines for exemption.
Law Enforcement	<ol style="list-style-type: none"> 1. Law enforcement entering the sally port area are required to complete a health screening and wash their hands prior to entering the facility.

Employees & Work Areas

In addition to the Universal Guidelines above, the following guidelines are applicable to all employees while in the Juvenile Detention Center and the work areas of PCJDC employees.

Face Coverings	<ol style="list-style-type: none"> 1. Face coverings are required to be worn: <ol style="list-style-type: none"> a. When interacting with a resident / visitor / law enforcement; or b. Social distancing is not possible in the employee's work area.
Sanitation Processes	<ol style="list-style-type: none"> 1. Facility will continue to utilize mobile sanitation unit to ensure proper sanitation of high traffic areas. 2. Employees will wear proper PPE when assigned to the quarantine unit, cleaning duties or while completing intakes.
Common Areas (i.e. Lobby or staff lounge)	<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. Staff Lounge refrigerators will be cleaned more frequently. 5. Potlucks are suspended until further notice.

Court Related Operations	<ol style="list-style-type: none"> 1. See Superseding Administrative Order 2020 – 13 (A.O.), attached. 2. Shelter Care and Juvenile Detention Hearings will continue to be provided onsite via virtual services with a tentative end date of June 30, 2020. 3. Once hearings are resumed at the courthouse, staff and residents will wear a face covering at all times.
--------------------------	--

Visitors / Volunteers / Interns

The following guidelines are applicable to all Visitors/Volunteers to the Juvenile Detention Center.

Face Coverings	<ol style="list-style-type: none"> 1. All visitors/volunteers/interns 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 facility.
Social Distancing	<ol style="list-style-type: none"> 2. All visitors/volunteers/interns need to maintain good social distancing while in the facility. Good social distancing shall be a separation from others of six feet (6’).
Visitation	<ol style="list-style-type: none"> 1. In person family visits will begin June 1, 2020 with a reduction in capacity person visitation timeslot. Virtual visitations will still be available. 2. Good social distancing shall be maintained during visitation.
Programming	<ol style="list-style-type: none"> 1. Programming will be reintroduced with a phased process. 2. Virtual faith-based services will resume June 1, 2020. 3. Internships have a tentative date to recommence of August 3, 2020. 4. Vendor programming has a tentative date to recommence onsite of August 3, 2020. All vendors are encouraged to observe protocols established by their oversight agency.

Peoria County Highway Department

Effective June 1, 2020, the Peoria County Highway Department 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 County Highway Department, employees and customers.

Security Screening	1. Single-use sign in sheet at entrance
--------------------	---

Employees & Work Areas

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

Face Coverings	<ol style="list-style-type: none">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:<ol style="list-style-type: none">a. When interacting with a customer / client / visitor; orb. Social distancing is not possible in the employee's work area. This would include travel to and from worksites when more than one employee is in a county vehicle.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	<ol style="list-style-type: none">1. Social distancing signage will be placed on entrance door.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. Where possible, a single employee should be assigned to a specific workstation each day.4. 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.
---	---

	<ol style="list-style-type: none"> 5. Employees that handle cash should wear gloves, which will be provided, when handling or accepting cash. 6. Paper displays on countertops and other surfaces need to be removed until further notice.
Drinking Fountains & Ice Machines	<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. Third party provided refillable water dispensers may continue to be used but will be sanitized daily.
Common Areas	<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.
Operations	<ol style="list-style-type: none"> 1. 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. 2. IT Services is working a web-based scheduling solution that will be used for customers / clients / visitors to make appointments.
Customers / Clients / Visitors	
<p>The following guidelines are applicable to all Customers / Clients / Visitors to the Peoria County Highway Department. They are in addition to the Universal Guidelines for all County facilities and the General Guidelines for the County Highway Department.</p>	
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 Department.
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. 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"><li data-bbox="516 197 1437 233">1. Conducting your county business electronically is highly preferred.<li data-bbox="516 247 1258 283">2. All in-person business shall be done by appointment.
----------------------------	--

Peoria County Animal Protections Services (PCAPS)

Effective June 1, 2020, the Peoria County Animal Protection Services (PCAPS) Animal Shelter will re-open to the public by appointment only.

General Guidelines

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

Employees & Work Areas

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

Face Coverings	<ol style="list-style-type: none">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:<ol style="list-style-type: none">a. When interacting with a customer / client / visitor; orb. 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 workspace.)
Social Distancing, Sneeze Guards, & Countertop workstations	<ol style="list-style-type: none">1. A service window has been procured for the PCAPS foyer. Once installed, walk up business will be directed to the service window. Associates will be expected to wear a mask when working at the service window. PCAPS Associates will remain on the associate side of the service window, wear a mask and pass paperwork and necessary items through the window.2. Should there be a need to pass a dog to a person, a PCAPS Associates will open the door to the foyer and allow only the dog to pass through, while using social distancing.3. Should there be a need to pass a cat or small animal to a person, a PCAPS Associates will open the door to the foyer and place the animal in the carrier on the floor for the owner to pick up, while using social distancing.4. Meet and greet interactions with adoptable animals will be done outside the PCAPS shelter or in the Peoria Humane Society conference

	<p>room, with all parties wearing masks and demonstrating social distancing.</p> <ol style="list-style-type: none"> 5. Workstations should be six feet (6') or more apart. 6. Where possible, a single employee should be assigned to a specific workstation each day. 7. 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. 8. Employees that handle cash should wear gloves, which will be provided, when handling or accepting cash. 9. 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. Departmental refrigerators need to be cleaned more frequently. 4. Communal treat days and potlucks are suspended until further notice.
<p>Customers / Clients / Visitors</p>	
<p>The following guidelines are applicable to all Customers / Clients / Visitors to the PCAPS Animal Shelter. They are in addition to the Universal Guidelines for all County facilities and the General Guidelines for the PCAPS Animal Shelter.</p>	
<p>Face Coverings</p>	<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 PCAPS Animal Shelter.
<p>Social Distancing</p>	<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. A service window has been procured for the PCAPS foyer. Once installed, walk up business will be directed to the service window.

	<p>One person or family will be allowed in the foyer at a time. Others will be directed to wait on the blue paw prints outside the building (weather permitting), or in their cars and call the office for service.</p> <p>4. When conducting business at the PCAPS Animal Shelter, remain in the foyer until directed by PCAPS Associates.</p>
Conducting PCAPS Business	<p>1. Conducting your business electronically is highly preferred. Applications for adoptable animals will be emailed to interested parties. For those without access to email, associates may take the application over the phone.</p> <p>2. A list of found animals can be viewed on the www.petharbor.com website. Call for pick-up instructions, if your animal is at the shelter. Also, call PCAPS to report lost or found animals. 309-672-2440</p> <p>3. Rabies registration tags, fines and fees can be paid with a check by mail or with a credit card over the phone.</p> <p>4. All in-person business shall be done by appointment.</p>

Peoria County City/County Health Department

Effective June 1, 2020, the Peoria County City/County Health Department will re-open to the public gradually to 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 County, City/County Health Department, employees and customers.

In-Person Screening

1. The Screening Questionnaire shall be utilized for anyone working or entering the Health Department.

Employees & Work Areas

The following guidelines are applicable to all employees while in Peoria City/County Health Department. They are in addition to the Universal Guidelines for all County facilities and the General Guidelines for the City/County Health Department.

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.
 - c. 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 agency by June 1.
2. Offices/Clinics that have direct interaction with the public have been provided 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.
5. Keyboards, phones, office equipment and mice should be sanitized by the user twice daily (midday and end-of-business) using wipes or sanitizer provided. Copiers and other equipment must be sanitized after usage and recommend 1 designated user a day if able.
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 must be removed until further notice.
Drinking Fountains & Ice Machines	<ol style="list-style-type: none"> 1. All drinking fountains will be turned off / disabled. 2. Ice machine will be turned off.
Common Areas	<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.
Communication/Access	<ol style="list-style-type: none"> 1. Access to the agency will be limited until these guidelines are revised. 2. Offices should use social media and work with the public to educate to first conduct their business electronically, wherever possible; and if in-person contact is necessary, it must be by appointment. 3. To the extent possible, in-person team meetings are suspended until further notice.

Customers / Clients / Visitors

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

Face Coverings	1. All customers / clients / visitors shall wear face coverings at all times, unless there is a documented medical reason. Documentation is required to be presented at time of entry to the Health Department, and the questionnaire must not reflect “yes” to any symptoms.
Social Distancing	<ol style="list-style-type: none"> 1. All customers / clients / visitors need to maintain good social distancing during while conducting 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. Waiting rooms shall be configured appropriately to meet social distancing requirements. 4. When conducting business in person, 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.

Peoria County Election Commission

Effective June 1, 2020, the Peoria County Election Commission 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 Election Commission, employees and customers.

Employees & Work Areas

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

Face Coverings	<ol style="list-style-type: none">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:<ol style="list-style-type: none">a. When interacting with a customer / client / visitor; orb. 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	<ol style="list-style-type: none">1. Social distancing floor markings have been procured and will be in place 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.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.

	<ol style="list-style-type: none"> Paper displays on countertops and other surfaces need to be removed until further notice.
Drinking Fountains & Ice Machines	<ol style="list-style-type: none"> 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. All ice machines that pose a public health threat of transmission and will be turned off. Third party provided refillable water dispensers may continue to be used but will be sanitized daily.
Common Areas	<ol style="list-style-type: none"> Table and Chair spacing will be appropriate to meet social distancing requirements. Face coverings are required (except when eating or drinking). Vending machines will have hygiene signage. Departmental refrigerators need to be cleaned more frequently. Communal treat days and potlucks are suspended until further notice.
Operations	<ol style="list-style-type: none"> Access to the Courthouse will be limited until these guidelines are revised. 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. IT Services is working a web-based scheduling solution that will be used for customers / clients / visitors to make appointments.
Customers / Clients / Visitors	
<p>The following guidelines are applicable to all Customers / Clients / Visitors to the Peoria County Election Commission Office. They are in addition to the Universal Guidelines for all County facilities and the General Guidelines for the Election Commission Office.</p>	
Face Coverings	<ol style="list-style-type: none"> 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 Election Commission.
Social Distancing	<ol style="list-style-type: none"> All customers / clients / visitors need to maintain good social distancing during while conducting county business in person. Good social distancing shall be a separation from others of six feet (6’). Social distancing floor markings are to be used to properly space between other customers / clients / visitors.

	<ol style="list-style-type: none">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.

Peoria County Children's Advocacy Center

Effective June 1, 2020, the Peoria County Children's Advocacy Center 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 County Children's Advocacy Center, employees and customers.

Security Screening	<ol style="list-style-type: none"> 1. The CAC door is locked until 10 minutes before a scheduled interview or case review. The general public is not permitted within the CAC. 2. Prior to each interview, CAC staff will contact the victim child's caretaker and ask the Peoria County employee health screening questions. If either the caretaker or child have symptoms, the interview will be rescheduled to a date consistent with the guidance in the employee health screen. 3. All multi-disciplinary team members (law enforcement, DCFS, physician, case manager, mental health therapist) have been notified they are not allowed at the CAC if they have symptoms outlined in the health screening.
--------------------	--

Employees & Work Areas

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

Face Coverings	<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. When interacting with a child victim or caretaker; or b. When not able to maintain social distancing of 6' within the CAC common areas.
Social Distancing, Sneeze Guards, & Countertop workstations	<ol style="list-style-type: none"> 1. Keyboards, phones, office equipment and mice of workstations should be sanitized by the user twice daily (midday and end-of-business) using wipes or sanitizer provided. 2. All brochures, books, coloring books, toys and magazines are removed from the waiting room until further notice.
Drinking Fountains & Ice Machines	<ol style="list-style-type: none"> 1. The waiting room drinking fountain will be turned off / disabled.

	<ol style="list-style-type: none"> 2. Third party provided refillable water dispensers may continue to be used but will be sanitized daily.
Common Areas	<ol style="list-style-type: none"> 1. The interviewer's and interviewee's chairs in the interview room are placed 6 feet apart. 2. The chairs in the waiting room are 6 feet apart, and only one caretaker can accompany the child to the CAC. 3. The interview room chairs, ottoman, easel, light switch and door handle are sanitized after every interview. 4. The waiting room chair, tables and door handles are sanitized after each caretaker and child leave. 5. Departmental refrigerators need to be cleaned more frequently. 6. Communal treat days and potlucks are suspended until further notice.
<h3 style="background-color: #4F81BD; color: white; padding: 5px;">Customers / Clients / Visitors</h3>	
<p>The following guidelines are applicable to all Customers / Clients / Visitors to the Peoria County Children's Advocacy Center. They are in addition to the Universal Guidelines for all County facilities and the General Guidelines for the County Children's Advocacy Center.</p>	
Face Coverings	<ol style="list-style-type: none"> 1. Prior to each interview, CAC staff will notify the victim child's caregiver that the caretaker and the child must wear face coverings at the CAC, except the child will not wear a face covering in the interview room. This applies to all caretakers and child victims unless there is a documented medical reason for not wearing one. Documentation will be required upon arrival at the CAC. 2. All multi-disciplinary team members (law enforcement, DCFS, physician, case manager, mental health therapist) must wear a face covering if they are not able to maintain a minimum of 6 feet distance between themselves and others. 3. Forensic interviewers will not wear a face covering while in the interview room but will wear one in all other areas of the CAC if unable to maintain 6 feet distance from others. 4. Child victims will remove their face covering while being interviewed but will wear a face covering at all other times at the CAC.
Social Distancing	<ol style="list-style-type: none"> 1. CAC staff will ensure that multi-disciplinary team members, child victims and caregivers maintain appropriate social distancing. 2. Good social distancing shall be a separation from others of six feet (6'). 3. Multi-disciplinary case reviews are held in the former coroner's inquest room and the chairs are placed 6 feet apart.

	<ol style="list-style-type: none">4. The interviewer's and interviewee's chairs in the interview room are placed 6 feet apart.5. The chairs in the waiting room are 6 feet apart, and only one caretaker is allowed in the waiting room at a time.6. CAC staff will conduct victim advocacy with the caretaker during the pre-interview phone call to minimize contact with the caretaker at the CAC.
Conducting County Business	<ol style="list-style-type: none">1. All victim interviews and case reviews are scheduled by the Case Manager.2. Interviews will be scheduled a minimum of ½ hour apart to ensure the victim, caretaker and team members for one case are not present at the CAC with visitors related to another case.

Peoria County Veterans Assistance Commission (VAC)

Effective June 1, 2020, the Peoria County Veterans Assistance Commission (VAC) 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 VAC, employees and customers.

Security Screening	<ol style="list-style-type: none">1. Unless granted prior approval by the Peoria County VAC, all occupants entering the building are subject to phone screening process prior to allowing access to the VAC office. Proper social distancing, as indicated must be maintained while waiting access approval.
--------------------	--

Employees & Work Areas

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

Face Coverings	<ol style="list-style-type: none">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:<ol style="list-style-type: none">a. When interacting with a customer / client / visitor; orb. 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	<ol style="list-style-type: none">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.
Drinking Fountains & Ice Machines	<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.
Common Areas	<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.
Operations	<ol style="list-style-type: none"> 1. Access to the VAC will be 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 Peoria County Veterans Assistance Commission (VAC) Office. They are in addition to the Universal Guidelines for all County facilities and the General Guidelines for the VAC Office.

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 facility.
----------------	---

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.

Heddington Oaks

Heddington Oaks is the County's Skilled Nursing Facility

General Guidelines

Illinois Department of Public Health guidance for all long-term care facilities, which includes skilled nursing facilities, shall supersede all local guidelines. In general, long-term care facilities prohibit all visitors unless in end-of-life situations. Heddington Oaks shall abide by all IDPH guidance for long-term care facilities.