



# County of Peoria Reopening Guidelines

[www.peoriacounty.org](http://www.peoriacounty.org)

## Universal Guidelines

Face Coverings	<ol style="list-style-type: none"> <li>1. All employees and customers / clients / visitors shall wear a face covering at all times, unless:             <ol style="list-style-type: none"> <li>a. There is a documented medical reason</li> <li>b. Specifically noted below</li> </ol> </li> <li>2. Every 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.</li> <li>3. 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.</li> <li>4. All customers / clients / visitors to Peoria County Facilities need to provide their own face covering while in a Peoria County Facility.</li> <li>5. 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).</li> </ol>
Social Distancing	<ol style="list-style-type: none"> <li>1. 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.</li> </ol>
Health Screenings	<ol style="list-style-type: none"> <li>1. 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.</li> </ol>
Identification	<ol style="list-style-type: none"> <li>1. 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.</li> </ol>
Personal Hygiene	<ol style="list-style-type: none"> <li>1. All persons, employees and customers / clients / visitors, entering any County of Peoria facility are expected to adhere to proper personal hygiene.</li> <li>2. Individuals are expected to wash their hands regularly to reduce the rate of transmission. Hand sanitizer will be available for use.</li> <li>3. Cover their cough or sneeze with a tissue and properly dispose.</li> </ol>

Vulnerable Populations	<ol style="list-style-type: none"><li>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.</li><li>2. Peoria County Government will work to facilitate options for individuals needing to conduct business with the county.</li></ol>
Signage & Education	<ol style="list-style-type: none"><li>1. All Peoria County Government facilities need to post health, personal hygiene, and face coverings educational signage throughout the buildings.</li><li>2. Materials should be available in English and Spanish.</li></ol>

## 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"><li>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.</li><li>2. Face coverings are required to be worn:<ol style="list-style-type: none"><li>a. When interacting with a customer / client / visitor; or</li><li>b. Social distancing is not possible in the employee's work area.</li></ol></li><li>3. When moving throughout the building (ex. Going to the restroom, entering and exiting the building, anywhere outside the employee's workspace.)</li></ol>
Social Distancing, Sneeze Guards, & Countertop workstations	<ol style="list-style-type: none"><li>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.</li><li>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.</li><li>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.</li><li>4. Meet and greet interactions with adoptable animals will be done outside the PCAPS shelter or in the Peoria Humane Society conference</li></ol>

	<p>room, with all parties wearing masks and demonstrating social distancing.</p> <ol style="list-style-type: none"> <li>5. Workstations should be six feet (6') or more apart.</li> <li>6. Where possible, a single employee should be assigned to a specific workstation each day.</li> <li>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.</li> <li>8. Employees that handle cash should wear gloves, which will be provided, when handling or accepting cash.</li> <li>9. Paper displays on countertops and other surfaces need to be removed until further notice.</li> </ol>
<p>Drinking Fountains &amp; Ice Machines</p>	<ol style="list-style-type: none"> <li>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.</li> <li>2. All ice machines that pose a public health threat of transmission and will be turned off.</li> <li>3. Third party provided refillable water dispensers may continue to be used but will be sanitized daily.</li> </ol>
<p>Common Areas</p>	<ol style="list-style-type: none"> <li>1. Table and Chair spacing will be appropriate to meet social distancing requirements.</li> <li>2. Face coverings are required (except when eating or drinking).</li> <li>3. Departmental refrigerators need to be cleaned more frequently.</li> <li>4. Communal treat days and potlucks are suspended until further notice.</li> </ol>
<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"> <li>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.</li> </ol>
<p>Social Distancing</p>	<ol style="list-style-type: none"> <li>1. All customers / clients / visitors need to maintain good social distancing during while conducting county business in person.</li> <li>2. Good social distancing shall be a separation from others of six feet (6').</li> <li>3. A service window has been procured for the PCAPS foyer. Once installed, walk up business will be directed to the service window.</li> </ol>

	<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 <a href="http://www.petharbor.com">www.petharbor.com</a> 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>