



# Village of East Dundee

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## FOR IMMEDIATE RELEASE

Date: March 19, 2020

Contact: Jennifer Johnsen, Village Administrator  
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### **VILLAGE OF EAST DUNDEE** **COVID-19 Emergency Staffing & Operations Plan (Phase 2) -** **Closing of All Village Facilities and Implementing Limited On-Site Staffing** *Effective Monday, March 23, 2020*

*From the Office of the Village Administrator*

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The Village of East Dundee is actively monitoring the expanding efforts and actions being put in place by the Federal and State governments to protect public health and the spread of COVID-19, commonly referred to as Coronavirus. Village President Miller, the Village Board and Village staff feel very strongly about continuing to get ahead and implementing efforts from a Village standpoint to protect staff and the public from the spread of the virus while still being able to provide essential Village services. With that said, as directed by Village Administrator Jennifer Johnsen, the Village is implementing Phase 2 of the COVID-19 (Coronavirus) Emergency Staffing & Operations Plan. These difficult decisions are not being taken lightly and are necessary to put the Village of East Dundee and its residents in the best position for the following:

1. Continue the provision of essential services and make the Village available for mutual aid assistance.
2. Decrease the chances and number of Village workforce becoming infected with COVID-19, therefore, still being able to provide essential Village services.
3. Decrease the spread of COVID-19 amongst our workforce and to the public.
4. Maintain our valuable staff for when operations return to normal.
5. Secure the financial future of the Village to the best of our ability.

Therefore, effective starting on Monday, March 23, 2020, and until further notice, the Village is implementing the following operational changes:

## **Facilities Closed to the Public**

- ALL Village facilities are closed to the public and essential services are to be provided by appointment only or by using the red phone in the Police Department lobby. The facilities closed include:
  - Village Hall
  - Police Department
  - Public Works buildings
  - The Depot

## **Suspended Services**

- The following services are suspended (please note this list is subject to change):
  - Administrative Adjudication hearings
  - Block parties
  - Solicitor's permits
  - Car seat installation
  - Non-essential fingerprinting
  - Rental inspections and building inspections shall only be as necessary
  - Meter change outs
  - Depot food truck rental
  - All Village and private events
  - Private use of the Village's electronic sign
  - Other non-essential services as determined by the Village Administrator

## **Village Operations**

- Staffing Rotation - limited staffing at Village facilities to minimize potential exposure and spread of the coronavirus among Village staff. Despite the new staffing rotation plan, Village Departments will remain operational and available to conduct Village business via telephone or email.
- No in-person meetings will be held with external customers, residents, or other stakeholders. All communication shall be conducted via email, telephone, conference call, other electronic means such as Skype or FaceTime, etc.
- All Village Board, Committee, and Commission meetings shall be held only as necessary and shall be suspended if possible. The Open Meetings Act has been suspended by the Governor, therefore, any public meetings held will be conducted by electronic means and the Village Administrator's Office will determine how the public can best attend/participate.
- All Village employees shall wear masks, gloves or other PPE whenever possible and practical when it is necessary to interact with the public and public documents. This is not to create panic, but to ensure we are doing what we can to prevent the spread of the virus.

Despite Village facilities being closed, residents and businesses continue to have access to services and information 24/7 via the Village's website at [www.eastdundee.net](http://www.eastdundee.net) or Facebook at <https://www.facebook.com/villageofeastdundee/>. Water bill and other payments can still be made on-line or by dropping off in the drop-box located outside the Village Hall. As Village of East Dundee President Miller indicated earlier this week, all water/sewer/garbage late payment penalties have been suspended until further notice. Also, the Village's Building Inspector will continue to accept building plans and permits but only through electronic means.

## **Village COVID-19 Facebook Page**

Also, the Village has created an official Facebook page dedicated to COVID-19 information and resources. This page is intended to keep timely information regarding COVID-19 in one place. Any Village issued information regarding COVID-19 will be placed on this page. Please take a moment to visit the page and “like” the page to receive updates in your Facebook newsfeed. The Facebook page can be found by going to <https://www.facebook.com/VOEDCOVID19/>.