

**RESPONSE TO COVID-19 PANDEMIC**

**Whereas**, the Governor of the State of Illinois on March 9, 2020 issued a formal disaster declaration for the State of Illinois in response to the corona virus (COVID-19) infection outbreak in Cook County; and

**Whereas**, on Friday March 13<sup>th</sup>, 2020 in response to the reported public transmission of COVID-19 in Kane County, the Geneva Township Supervisor, with appropriate caution and after individual consultation with the Geneva Township Trustees, closed the Geneva Township Center and cancelled all activities offered by or through Geneva Township until further notice; and

**Whereas**, State and Federal governments have encouraged various “social distancing” measures including the closing of certain businesses and the prohibition of public gatherings and contact among other methods to slow transmission of the COVID-19 virus; and

**Whereas**, the Township and the Assessor’s Office operate from the Township Center with minimal professional staffing, the infection of any of which will essentially result in closure of all Township and Assessor’s Office operations for an unknown period of time; and

**Whereas**, Geneva Township desires to take all prudent measures to ensure the health and wellbeing of its Officers, employees, citizens and in particular the senior population of Geneva Township and to ensure the continued operation of the Township and Assessor’s offices.

**NOW THEREFORE, BE IT ORDAINED** by the Trustees of Geneva Township, that the following measures are hereby approved by the Township Board of Trustees to help ensure the health and wellbeing of the Citizens of Geneva Township and the employees and Officers thereof during the COVID-19 pandemic;


1. The Geneva Township Center (400 Wheeler Drive, Geneva Illinois 60134) including the Geneva Township offices (Supervisor, Clerk, Highway Commissioner, Assessor, the Geneva Township Senior Center and Senior Services Associates) shall be closed to public access until further notice;
2. With the exception of Township employees and one Senior Services Associates case worker, no member of the public shall be allowed to enter the Geneva Township Center without the prior written approval of the Geneva Township Supervisor until further notice;
3. All Geneva Township Offices shall continue to conduct the public’s business which shall be accomplished via telephone and/or internet communications. The Senior Center shall be staffed by the Director; the Assessor’s Office shall be staffed as

determined by the Township Assessor and Senior Services Associates shall be staffed by one case worker employed by Senior Services Associates. The Township Trustees encourage the Township Assessor to stagger shifts among employees (half days/every other day etc.), and allow work from home with remote access if possible in order to limit Center exposure.

4. All activities sponsored by or through Geneva Township are hereby cancelled and all deposits made by Township constituents for Township activities shall be refunded. No new activities shall be offered or scheduled until further notice.
5. Monthly Township Board meetings shall continue to be held at scheduled times at the Geneva Township Center, however measures of extreme social distancing shall be practiced at said meetings and any agenda therefor shall be strictly limited to only essential township business as determined by the Township Supervisor until further notice. Upon approval of this Ordinance, Trustees of Geneva Township may thereafter participate and vote in Town Board meetings via telephone or the internet pursuant to government order.
6. With the exception of monthly Town Board Meetings, Trustees of Geneva Township shall conduct Township business by telephone and the internet in conformance with the Illinois Open Meetings Act and applicable statutes.
7. With the exception of the Township Supervisor and the Assessor, for purposes other than Town Board meetings, the Officers and Trustees of Geneva Township shall limit their entry into the Geneva Township Center for only highly critical Township business until further notice.
8. Any Officer, Trustee or employee of the Township, Road District, Clerk's or Assessor Office or of Senior Services Associates who knows that they have been exposed to COVID-19 or are suffering symptoms of illness shall not enter the Geneva Township Center, shall advise their Township employer of their exposure or symptoms of illness and shall report the same to the Township Supervisor. Those employees who know that they have been exposed to COVID-19 or who are suffering symptoms of illness shall not return to the Geneva Township Center without the written permission of the Geneva Township Supervisor until further notice.
9. Every person as authorized herein, upon entry into the Geneva Township Center, shall utilize the hand washing station as provided in the Center's activity room or rest rooms and are encouraged to continue to regularly wash their hands during their time in the Geneva Township Center.

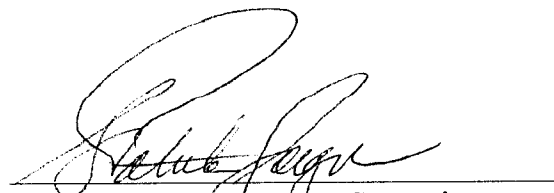
10. Officers and employees using the Center shall practice social distancing at all times while in the Center. The Township Supervisor shall determine the methods of use of the Center while occupied by employees, case workers or Officers and at all other times.
11. Geneva Township shall endeavor to continue to provide all Township services in conformance with the requirements of this Ordinance.
12. The Supervisor of General Assistance is authorized at his sole discretion to increase the cap on Emergency Assistance grants on all such applications received after the date of approval hereof to \$2,000.00, dependent on the forecast availability of assistance funds.
13. Trustee, Sharon Brazill, is hereby appointed as substitute signatory on all Township Board of Trustee approved Township checks in the event of the unavailability of the Geneva Township Supervisor. In the absence of the Township Supervisor, a majority of the Township Board shall determine whether the Township Supervisor is unavailable. In the event that Sharon Brazill is unable to serve, John Connolly shall act as substitute signatory.
14. The provisions of this Ordinance shall remain in full force and effect until further notice by the Township Supervisor or the Geneva Township Board of Trustees.

Passed this 19<sup>th</sup> day of March 2020.



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Geoffrey Carreiro, Clerk



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J. Patrick Jaeger, Supervisor