



County of Peoria Reopening Guidelines

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Universal Guidelines

Face Coverings	<ol style="list-style-type: none"> 1. All employees and customers / clients / visitors shall wear a face covering at all times, unless: <ol style="list-style-type: none"> a. There is a documented medical reason b. Specifically noted below 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. 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. 4. All customers / clients / visitors to Peoria County Facilities need to provide their own face covering while in a Peoria County Facility. 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).
Social Distancing	<ol style="list-style-type: none"> 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.
Health Screenings	<ol style="list-style-type: none"> 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.
Identification	<ol style="list-style-type: none"> 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.
Personal Hygiene	<ol style="list-style-type: none"> 1. All persons, employees and customers / clients / visitors, entering any County of Peoria facility are expected to adhere to proper personal hygiene. 2. Individuals are expected to wash their hands regularly to reduce the rate of transmission. Hand sanitizer will be available for use. 3. 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 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.
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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: #4F8127; 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.