





# Memorandum

TO: Kevin J. Jackson, Village Manager 

FROM: Kira Tchang, Assistant Village Manager/HR Director 

FOR: Village President and Board of Trustees

DATE: May 12, 2023

SUBJECT: Changes to COVID-19 Administrative Policies and Procedures

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The purpose of this memo is to provide the Board with a status update regarding the Village's COVID-19-related Administrative Policies and Procedures.

## Background

Since the beginning of the COVID-19 emergency declaration, the Village has implemented a series of administrative policies and procedures for the purpose of protecting employees and community members and managing operations in response to the COVID-19 pandemic. With the World Health Organization (WHO) declaring an end to the global health emergency and the subsequent federal and state public health emergency declarations ending, effective today, May 12<sup>th</sup>, the Village has rescinded a number of administrative policies and procedures related to the public health emergency.

Key among the changes include the end to the Village's employee vaccine and mask policies. These changes eliminate mask requirements for all staff regardless of vaccination status and eliminate vaccine requirements and the associated mandatory COVID-19 testing for non-vaccinated staff. The Village will continue to require employees who test positive for COVID-19 or who have close contact with those who test positive for COVID-19 to follow public health guidelines for isolation and quarantine. In light of these changes, the Village is lifting the requirement for members of the community to wear masks in Village Hall or other municipal spaces. Because the Village retained supplemental security support during business hours for the purpose of enforcing public health requirements including capacity restrictions and the use of a face covering, today will be the final day of daytime security in the Village Hall lobby. This reduction in security coverage will result in projected savings of \$42,441 through the end of FY23.

## Next Steps

Staff will continue to evaluate the lobby space in relation to health and safety.

If you have any questions, please contact Kira Tchang, Assistant Village Manager/HR Director, at (708) 358-5652 or [ktchang@oak-park.us](mailto:ktchang@oak-park.us)

cc: Lisa Shelley, Deputy Village Manager  
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All Department Directors