



# PLUMBERS LOCAL 130 UA

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*These are the protocols as of March 18, 2020. They will be updated as evolving guidance is received.*

## **QUESTIONS AND ANSWERS ON THE PLUMBERS LOCAL 130, UA PROTOCOL FOR THE CORONAVIRUS DISEASE 2019 (COVID-19)**

Plumbers Local 130, UA (Local 130) is continuously monitoring the coronavirus (COVID-19) outbreak. The safety and health of our members and employees are our primary concerns.

Designated staff members are coordinating with local, state and national government officials and experts to share timely and factual information with our employees and members.

### ***What specific safety measures are in place to prevent the risk of infection at work?***

In addition to the guidance provided in this document, Local 130 will continue to provide updated guidance to employees and members with information about COVID-19.

Local 130 is closing all office locations (Union, Pension, Welfare, Data Center and JAC offices in Chicago), Joliet (Union and JAC), Volo (Union and JAC), and Warrenville to its members and the public effective March 18, 2020. All business with Local 130 will be maintained by telephone and electronic communication. Any further changes in the Local 130 protocol will be communicated by e-mail.

All individuals entering each Local 130 office will be scanned with an infrared thermometer prior to being allowed to enter the building.

To support implementation of CDC recommendations, Local 130 is providing sanitizing products such as anti-bacterial gel and wipes in all communal places, including conference rooms, hallways and kitchen. In addition, anti-bacterial gel and wipes will be available to all our employees for individual use and for the frequent cleaning of workstations and electronic devices.

### ***What precautions should employees follow?***

Employees should follow a number of commonsense precautions to reduce the risk of becoming ill or spreading the virus to others. These include the following:

- Know the symptoms of COVID-19: fever, cough and shortness of breath. The symptoms seem to begin two to 14 days after an exposure.
- Notify your supervisor if you have these symptoms.
- Stay home when you are sick or if you have a sick family member in your home.
- Follow proper etiquette for coughs and sneezes by coughing into your arm, not your hand, and immediately and properly discarding any tissues in no-touch receptacles. Wash your hands after coughing, sneezing or blowing your nose.

*"The PLUMBER protects the health of the nation!"*

- Wash your hands often with soap and water for at least 20 seconds. Soap and water remain the best method for cleaning in part because of the mechanical action of rubbing your hands. It is especially important to clean your hands before eating food or touching your face.
- Use at least a 60 percent alcohol-based hand sanitizer if soap and water are not available. However, there are health concerns about chemical additives in hand sanitizers that may cause dry skin or skin irritation.
- Frequent hand washing or use of hand sanitizer can cause your hands to become very dry or cracked, so use lotion to keep your hands moisturized.
- Avoid touching your nose, mouth and eyes, especially if your hands have not been cleaned.
- Keep frequently touched surfaces and objects clean, especially in break rooms. If possible, avoid using coworkers' phones, computers, offices, work tools or equipment.
- Limit close contact (within 6 feet) with people who are ill.
- Avoid shaking hands.

***What should employees do if they develop COVID-19 symptoms?***

COVID-19 is a respiratory disease, and if employees develop symptoms such as fever, coughing and shortness of breath, they should call their health care provider for advice rather than visiting the provider's office, where they may infect other patients and the providers themselves. As with seasonal flu, people at highest risk for severe disease and death include people aged 60 and older and those with underlying conditions such as hypertension, diabetes, cardiovascular disease, chronic respiratory disease and cancer, according to the World Health Organization.

If an employee begins to feel ill or develops any symptoms of COVID-19 while at work, the employee should immediately leave work for the day and return home. The employee must notify their supervisor by email or phone.

Employees with a confirmed diagnosis of COVID-19 are required to share this information with their respective local health department and with Local 130. The employee should take all direction from their health care provider and local health department. A release from a treating physician will be required before the employee can return to work.

***What should employees do if they have been in contact with a family member or other person who has contracted the virus?***

Employees who have had a known exposure to someone confirmed to have COVID-19 or someone who is quarantined must notify their supervisor and self-isolate for 14 days. They also should notify a local health department to obtain instructions for appropriate medical review of possible COVID-19 infection.

***What is the Local 130 policy on domestic and international travel?***

Beginning March 18, 2020, Local 130 staff should contact their supervisor to determine if any previously scheduled travel is essential.

Please contact your supervisor regarding scheduled personal travel to provide location and duration of your travel or if you will have out-of-town guests staying in your home. If you are traveling to a CDC Level 3 high-risk destination or your out-of-town guests come from a CDC Level 3 high-risk destination, you may be requested to self-isolate for 14 days upon your return or their departure.

***If employees have to cancel their work travel plans, will they be reimbursed for expenses incurred?***

Yes. Expenses incurred as a result of required cancellation of previously approved work travel will be reimbursed to employees.

***What is the Local 130 policy on meetings in the office?***

Instead of organizing meetings in the office, we encourage employees to communicate via telephone, conference calls, email or video conferencing when practical.

***What is Local 130's policy on sick leave and family and medical leave?***

Local 130 encourages all staff to stay at home when they are not feeling well. Paid sick leave provisions will apply to support employees in the utilization of paid leave benefits.

In the event an employee has possible exposure or contact but not immediate illness, the employee must review their circumstances with their supervisor and, if confirmed, will be required to work from a remote quarantined home location.

***What is the Local 130 policy on remote work options in response to a COVID-19 outbreak in the workplace?***

Local 130 is monitoring guidances from the Center for Disease Control, the Illinois Department of Public Health, the Cook County Department of Public Health, and the Chicago Department of Public Health. Local 130 is limiting staff in the office and will be assigning employees to work from home, depending on the nature of their job and organizational need. Through March 31st, not more than ten staff will be assigned to the office. Local 130 will reevaluate this as needed per direction from the CDC and IDPH.

***What is the Local 130 protocol if an employee has tested positive for COVID-19?***

If there is a confirmed case of COVID-19, Local 130 will alert staff and provide direction on next steps. Local 130 will contract with a specialized company for sanitizing the workplace. The appropriate quarantine will be required for staff and any other guests who may have been exposed. The local health department will be notified of the diagnosis and to verify compliance with all recommended workplace protocols.

***How will payment of employees be handled in the case of shutdown or quarantine?***

Normal payment practices will apply. If necessary, payroll will be run remotely so that employees will continue to be paid.

***I want to discuss COVID-19 and questions or concerns I may have. Whom do I contact?***

Please contact Business Manager James Coyne, Financial Secretary-Treasurer Ken Turnquist, or Recording Secretary Patrick McCarthy.