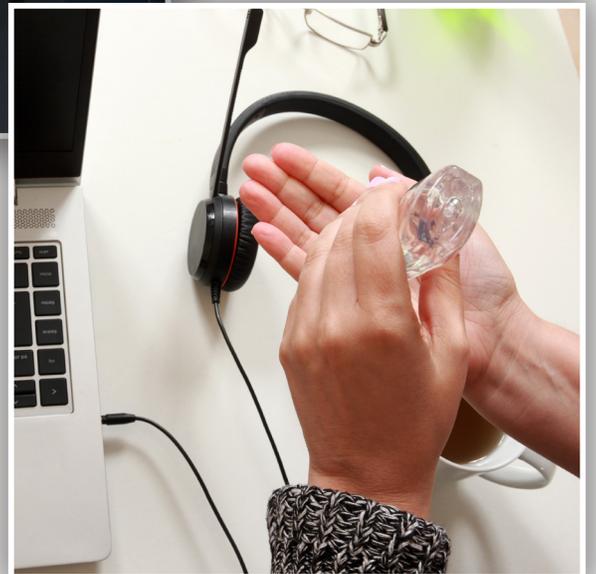




State of Illinois

RETURNING TO WORK GUIDE FOR EMPLOYEES



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Introduction

On March 9, 2020, pursuant to Section 7 of the Illinois Emergency Management Act, 20 ILCS 3305/7, Governor JB Pritzker issued a Proclamation of Disaster Emergency (“Proclamation”) related to the novel coronavirus disease (COVID-19) outbreak.

On May 5, 2020, Governor Pritzker presented “Restore Illinois”, a public health plan to safely reopen our State. The following guidance will be in place to support public health best practices to avoid negative impacts and adapt to the changing nature of the pandemic. This guidance will be in place for approved activities until further notice.

As the State moves through the phases of the reopening plan, it is important to follow these basic tenets:

Safety First: Follow the guidance from the Centers for Disease Control and Prevention (CDC) and Illinois Department of Public Health (IDPH); use the provided checklists and guidance to ensure compliance and mitigate risk.

Telework First: All employees that are able to productively telework should continue to do so unless told otherwise by their agency (all employees reporting to a work site should continue to so do unless told otherwise by their agency).

Personal Responsibility: We are all in this together. Everyone plays a role by following the CDC and IDPH guidelines for handwashing, social distancing, wearing masks, and staying home if you are sick.

*Please note the following guidance may differ for 24/7 operations including correctional facilities, veterans’ homes, and developmental centers, as well as those agencies exempting essential workers from the Family First Coronavirus Response Act (FFCRA). **Employees within such operations should continue to follow the guidance issued by their agency.** In cases where a provision of an approved labor agreement or side letter cannot be reconciled with this policy, the labor agreement or side letter will control.*

Returning to the Worksite

How to Return Employees to the Workplace

While employees who can productively telework should continue to do so, operational demands may require some or all of these employees to return to the workplace. Prior to opening any workplace, your agency leadership must ensure your workplace is able to follow these basic tenets:

Safety First: Follow the guidance from CDC and IDPH; use the provided checklists and guidance to ensure compliance and mitigate risk.

Telework First: All employees that are able to productively telework should continue to do so unless told otherwise by their agency.

Personal Responsibility: We are all in this together. Everyone plays a role by following the CDC and IDPH guidelines for handwashing, social distancing, wearing masks, and staying home if you are sick.

Supplies for Reopening

Agency leadership will be responsible for ordering supplies for each worksite that is opening. Please note, that supply orders should be limited to individuals who are returning to worksites; supplies should not be ordered for teleworkers.

Ordering Masks

Questions should be directed to each agency's respective Agency Procurement Officers.

Staying Safe at Work—Personal Safety

We must all do our part to protect our personal health and safety, as well as the health and safety of others, both at work and outside of work.

Mask Use

Nonmedical masks or face coverings must be worn by all employees on the jobsite or in the worksite, until such time that the IDPH's recommendation of universal face coverings is lifted. Wearing a mask is meant to protect other people in case you are infected.

Remember this saying: **"My mask protects you; your mask protects me."** Wearing a mask is not a substitute for social distancing.

Due to severe shortages of PPE and other medical devices, State agencies may need to consider multiple strategies for implementing this universal face covering guidance after additional social distancing measures have been considered:

- 1) Allowing employees to supply their own homemade cloth face covering or mask, provided it meets the [CDC guidelines](#), or
- 2) Purchasing cloth face coverings or masks where available. Do not purchase N95 or surgical masks unless IDPH has indicated that those masks are appropriate for your employees. They are currently in short supply and should be reserved for health care professionals providing direct care of patients with respiratory illness.

Employees should not wear masks that display images that are inappropriate for the worksite (nudity, foul language, political slogans, etc.). Employees may be directed to use an alternative mask.

When in the worksite, masks:

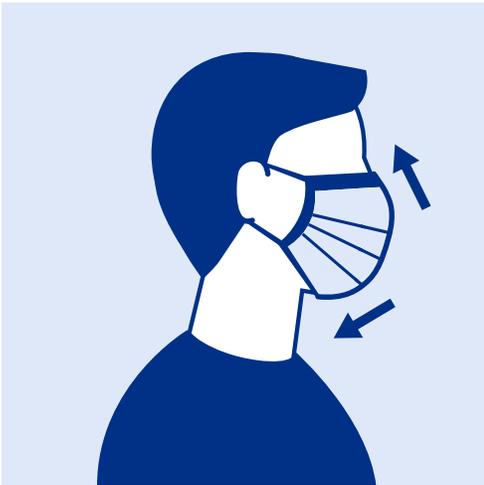
- Must be worn when in a vehicle with another individual and when using drive-through services.
- Must always be worn around others, even if social distancing can be maintained.

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- May be removed if it impedes vision, if an employee has a medical condition, or if it would create an unsafe condition in which to operate equipment or execute a task.
- May be removed to eat or drink during breaks and lunch periods, however, at those times, social distancing must be practiced.
- May be removed when driving alone or when isolated in a closed personal office.
- Must be worn by all visitors when conducting business.
- Must be worn by employees when conducting business at the worksites of other entities.

Visitors to your workplace must also wear a mask. You may provide a mask to any visitors that do not have their own. If they refuse to wear a mask, you should ask them to return at another time, or determine if you can assist them while maintaining social distancing. Employee and visitor safety should be the first priority in considering how to handle the situation. If social distancing is not possible, agencies may tell the individual that in-person service will only be provided to individuals wearing a mask and direct the individual to leave the premises.

Exhibit: How to Wear a Mask



- Before putting on a mask, clean hands with soap and water for at least 20 seconds or alcohol-based hand sanitizer.
- Make sure the mask fits snugly around the mouth and nose; if the mask has a metal wire, it should fit snugly to the bridge of the nose.
- Avoid touching the mask while wearing it.
- Cloth masks should be washed frequently, ideally after each use.
- Medical masks should not be worn unless required by job function, in which case, follow [CDC guidance on Optimizing PPE](#).
- A mask should not be worn if it is damp or when wet from saliva or mucus.
- Immediately wash hands with soap and water for 20 seconds after removing the mask.
- Avoid touching the outer surface of the mask when removing it. Remove the mask by untying it or unfastening the ear loops.

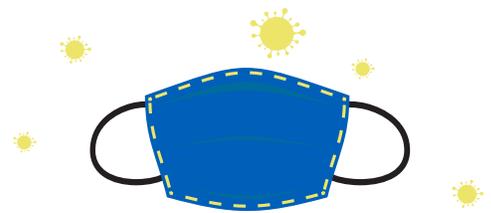
Instructions to Make a Homemade Mask

Homemade masks should follow the following official guidance:

- [Centers for Disease Control and Prevention](#)
- [U.S. Surgeon General](#)

Best practices for homemade masks (fabric or cloth):

- Consider buying materials online to avoid exposure in public places.
- Employees using homemade masks should have 2 or more masks so they can be laundered daily. This will also be helpful if their mask becomes wet, damaged, or no longer fits and they need to replace it.
- Masks should:
 - be made out of two layers of tightly woven fabric that will hold up to daily washing and drying
 - fit snugly but comfortably against the side of the face
 - be secured with ties or ear loops
 - include multiple layers of fabric
 - allow for breathing without restriction
 - be able to be laundered and machine dried without damage or change to the shape



Mask Cleaning Guidance

Masks should be washed after every use. Sanitize nonmedical masks per the manufacturer's recommendation prior to each use. Place your used masks in a bag or bin away from small children or pets until they can be laundered with detergent and dried on a hot cycle. If you need to remove and reuse your mask before washing, consider putting it in a plastic or paper bag (not your backpack or purse) and be mindful not to put the mask where others can touch it or where the mask will contaminate other, shared surfaces.

Machine Washing

Step 1: Wash in hot water and regular laundry detergent. Bleach can also be used.

Step 2: Machine dry on high heat until no longer damp.

Handwashing

Step 1: Wash in warm soapy water.

Step 2: Rinse thoroughly with water on both sides and straps.

Step 3: Air dry fully. Hanging is preferred to allow both sides to dry fully.

Breaks While Wearing Masks

Depending upon the nature of an employee's duties and their immediate work environment, some employees may need additional respites from wearing a mask. If necessary, employees in this situation will be permitted (10) ten minutes away from their work areas so that they may remove their mask for this purpose.

Medical Exceptions for Masks

If an employee has a medical condition that prevents them from wearing a mask, you should consider alternatives, such as social distancing.

Work Exceptions for Masks

Employees with work assignments where a mask may be considered a safety issue should discuss alternatives with their supervisor. An employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or would create an unsafe condition in which to operate equipment or execute a task. Employees are required to notify their supervisor before removing their mask due to a perceived work assignment safety issue. If a mask cannot be worn, social distancing shall be maintained using alternative solutions.

Gloves

Gloves should only be provided to employees who require them to perform certain job functions, such as handling food or mail, conducting inspections, custodial work, certain trades, and groundskeeping. For the vast majority of employees, gloves are not recommended for general protective use for the following reasons:

- Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.
- Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel protected from the virus.
- When wearing gloves, people are less inclined to wash their hands, even though handwashing is the number-one defense against any virus.
- Proper removal of gloves takes training. If contaminated gloves are not removed properly, employees are exposed to greater risk.

Employees who use cleaning chemicals are required to use disposable gloves. Other personal protective equipment may also be required by the chemical manufacturer. Check chemical warning labels and safety data sheets for appropriate personal protective equipment. Disposable gloves are required to be worn when cleaning, including trash removal, after a known or suspected exposure to an individual with COVID-19. These items shall be disposed of immediately after cleaning.

Mail Handling

Employees who handle and process mail should attempt to complete processing activities in well-ventilated areas. They should avoid touching their mouth, eyes, or face when handling mail. If employees choose to wear gloves while handling mail, gloves should be made of breathable material and should be changed when grossly dirty or when perforated. Gloves should be removed when not completing mail processing activities, and frequent handwashing and sanitization is strongly encouraged.

Social Distancing

Social distancing is a simple and very effective way to prevent the potential the spread of infection. In practice this means:

- Staying a minimum of six (6) feet away from others as a normal practice.
- Eliminating physical contact with others, such as handshakes or embracing coworkers, visitors, or friends.
- Avoiding touching surfaces that are touched by others as much as possible.
- Avoiding anyone who appears to be sick or is coughing or sneezing.



Locations where social distancing should be practiced include, but are not limited to, break rooms, cafeterias, conference rooms, common areas, entrance/exit areas of work sites, and offices.

Social Distancing through Telework

Subject to operational needs and the ability of employees to continue their full job duties, employees may be permitted to continue temporary telework to maintain social distancing. Supervisors will discuss plans with their Personnel/Labor Relations staff for employees who can continue to telework. There may be worksites where some employees can telework, while others cannot. Each position will be considered individually on its own merit.

Work Scheduling and Shift Changes

Shift changes will be managed thoughtfully to reduce infection risk and to leverage the opportunity they present to ensure optimal disinfection of the worksite. Where operationally feasible, worksites will implement staggered shifts as discussed below. Personnel/Labor Relations will help determine if staggered schedules can be accommodated.

Start and end times may be staggered by at least 15 minutes. If employee start and end times are already staggered, agencies will review to ensure adequate separation exists, with the ultimate goal of avoiding groups of employees waiting in a particular area.

Agencies will internally discuss any necessary work schedule changes that are required until such time as the state of emergency has ceased.

Agencies can then discuss work schedule changes with employees and their union representatives (if applicable) to reach an agreeable alternative until such time as the state of emergency has ceased.

The various collective bargaining agreements covering employees often contain provisions for the minimum amount of advance notice an employee and their union (if applicable) must receive prior to a work schedule change in nonemergency circumstances. Agencies who are staggering shifts to achieve social distancing will consult with their Personnel/Labor Relation staff to ensure that they are enacting changes in a manner consistent with the agreements.

Recommendations for shift changes:

- Employees are to enter and exit through designated areas. Worksites with multiple entrances may consider designating employees to specific entrances.
- Example work schedule start times:
 - Group 1 – 7:00 to 7:15 a.m.
 - Group 2 – 7:30 to 7:45 a.m.
 - Group 3 – 8:00 to 8:15 a.m.
- End of shift times should be scheduled to release the employees in the order they arrived.

Staggered work schedules will vary by worksite and operational needs. Employees may be consulted if there are concerns with carpools, mass transit, or other factors that may impact their work schedule. To the extent possible, these factors should be considered in any schedule changes.

- Avoid gathering when entering and exiting the worksite.
- Remain in their cars until their scheduled window of start time.
- Maintain a minimum of six (6) feet of space between each person while waiting in line to enter the worksite.
 - Supervisors can use tape on floors to mark off six feet for employees to stand apart.
- Not touch the entry door handle with an exposed finger(s) or hand (if possible).
- Not touch their face before they have had a chance to wash their hands.
- Remain in their car if there are long lines or inclement weather.
- Wash their hands with soap and water or use hand sanitizer containing at least 60% alcohol upon arrival and prior to departure.

Social Distancing Between Floors

Employees who are physically able are encouraged to use the stairwells. If they must use the elevator, signage or tape will indicate capacity. The number of passengers may vary depending on the size of the elevator and passengers are encouraged to use their discretion to maintain social distancing.

Social Distancing in Meetings

Conduct future workplace meetings using the WebEx or Microsoft Teams platform to avoid holding in-person meetings whenever possible. If an in-person meeting is deemed absolutely necessary, the following protocols apply:

- In-person meetings will be limited to 10 persons even when the meeting area is large enough to accommodate prescribed social distancing measures; and
- Meeting rooms must accommodate a social distancing requirement of six feet of separation for everyone in attendance.

Social Distancing at Workstations

The following conditions apply to employees at their workstations:

- Whenever possible, workstations should be arranged to allow separation of six feet and consideration should be given to arranging seating so that employees are not directly facing each other. If this condition cannot be met, agencies may consider alternative measures to mitigate potential exposure such as the following:
 - Staggered work shifts
 - Face masks
 - Body orientation
 - Physical barriers may also be installed where practical; the barriers must be cleaned multiple times a shift
 - Meeting rooms may be converted to workstations
- Employees are strongly encouraged to disinfect their own workspace multiple times a day, giving special attention to frequently touched surfaces, such as computer keyboards, phones, and desktop.
- Employees should be mindful to avoid touching their faces and to wash their hands thoroughly with soap and water several times during their shift to reduce the risk of potential person-to-person infections.
- Employees at worksites that serve the public will be permitted reasonable time each hour to wash their hands.



Facilities management will be increasing the frequency of cleaning of all restroom facilities.

Social Distancing with Visitors

Some worksites or work requirements include interaction with the public in order to perform business functions. Your agency will determine when public facing operations will resume.

If the determination has been made that normal business operations for the public will resume, follow these guidelines:

- When able, conduct business by appointment only. If appointments are not feasible, limit building occupancy to 50% of the total occupancy.
- Designate specific times for high-risk and elderly people to obtain services at least once a week.
- Require all visitors to wear masks. If the individual refuses, employees should consider whether services can be provided to the individual using appropriate social distancing. If social distancing is not possible, you may tell the individual that in-person service will only be provided to individuals wearing a mask and direct the individual to leave the premises.

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- At all times, social distancing of six feet shall be maintained by arranging points of service to comply and posting signage to remind employees and visitors of social distancing requirements.
 - Lobby areas should clearly designate where visitors can sit. If able, remove extra chairs to reinforce the maintenance of six feet.
 - Use high-visibility floor tape to indicate where visitors can stand for lines. Consider both the inside and outside of the worksite.
- In situations where social distancing cannot be maintained; shields or other barriers shall be installed to help prevent exposure.

Other Infection Prevention Protocols

Employees should also use hand sanitizer, wipes, and tissues to prevent potential infection. For more information on how to stop the spread of COVID-19 please refer to [Stop the Spread](#).

Noncompliance with Personal Safety Guidelines

Employees are advised that if they do not comply with the guidelines outlined herein, they will be subject to corrective action up to and including removal from employment.

Break and Meal Protocols

Social Distancing During Breaks and Meal Periods

Employee breaks and meal periods may be staggered, when operationally feasible to limit the number of employees in communal spaces at one time. Agencies will work with your Personnel/Labor Relation staff to develop a staggered schedule for meal periods and breaks to accommodate social distancing. For employees with medical conditions that require specific break times, agencies will make every reasonable attempt to accommodate their request. In addition to existing break rooms, employees are encouraged to consider alternate sites for breaks which may include their workstation, unoccupied meeting rooms, car, or outside space (if available and weather permitting).

The various collective bargaining agreements contain provisions for the timing of meal periods and breaks. Supervisors who are staggering meal periods and breaks to achieve social distancing will consult with their Labor Relations staff to ensure that they are enacting such changes in a manner consistent with the agreements.

Seating and Capacity

[The following guidance applies to seating and occupancy restrictions:](#)

- Employees shall sit a minimum of six (6) feet apart during breaks. Consider removing chairs or designating seats that can be used.
- Reduced capacity and occupancy limits in communal areas, including around vending.
- Employees are encouraged to begin and end breaks at designated times.

Break Times

[The following guidance applies to managing employee breaks:](#)

- Provided wipes in break rooms and communal areas.
- Employees are encouraged to wipe tables, seats, and all surfaces before and after each use.

Communal Spaces

Employees should avoid direct contact with hard surfaces in communal areas, including refrigerators, microwaves, coffee pots, water coolers/fountains, chairs, tables, etc. Employees are encouraged to use paper towels to touch any surface and use wipes to disinfect before and after every use.

Communal spaces should be cleaned throughout the day, with twice per shift as the minimum.

Social Distancing During Restroom Breaks

Social distancing guidelines for restroom breaks include the following:

- Occupy alternate urinals and restroom stalls to maintain separation of six feet.
- Avoid congregating in the restroom. Be courteous and aware of others' need to use the restroom.
- To the extent possible, do not touch doorknobs, faucets, paper towel dispensers, etc. with clean, bare hands. See the [CDC guidance on handwashing](#) for proper precautions and hand washing techniques when using the restroom.

Facilities management will be increasing the frequency of cleaning of all restroom facilities.

Cleaning Personal Workspace



Employees should regularly clean frequently touched areas in their personal workspace, including table, desktop, light switch, phone, keyboard and mouse.

The CDC recommends [cleaning appropriate surfaces](#) with soap and water if dirty, followed by a disinfectant. This [CDC graphic](#) will assist supervisors in developing, implementing and maintaining a cleaning plan. Note that many products recommend wetting the surface or wearing gloves during use.

For electronics, remove visible contamination if present. If manufacturer guidance for cleaning the device is unavailable, consider cleaning these surfaces with alcohol-based wipes or sprays containing at least 70 percent alcohol. Dry surfaces thoroughly to avoid pooling of liquids. Sprays should be applied to paper towel prior to disinfecting electronics.

Worksite Safety

Worksite Visitors and Screening Guidance

Non-essential visitors will be prohibited from entering the worksite unless otherwise approved by your agency leadership. Meetings should take place virtually to ensure the protection of employees, clients, customers, and other visitors.

If critical in-person visits must occur, they should be scheduled in advance, by appointment where feasible, and must follow the social distancing guidance provided in this guide.

All visitors must wear a [mask](#). The meeting organizer must inform visitors of this requirement in advance. If needed, meeting organizers should provide links or other informational resources on how visitors can make a mask. If a visitor does not have a mask:

- An unused or sanitized mask should be provided, if available.
- The meeting could be rescheduled to allow the visitor to obtain a mask an [mask making informational resources](#) can be provided.
- Entrance to the worksite shall be denied and alternate arrangements to serve the visitor shall be made.
- Ask if the visitor has a medical condition (including children under the age of 2 years pe [CDC guidance](#)) that does not allow them to wear a mask. Documentation of the medical condition is not required.



Meeting organizers must ensure visits and contractor work are conducted in a manner that limits exposure to employees to the extent feasible by:

- Ensuring visitors and contractors take a direct route to the meeting or work areas and do not unnecessarily interact with employees.
- Practicing [social distancing](#) themselves at all times and instructing visitors regarding expectations to follow social distancing.
- Following expected [hygiene practices](#) and instructing visitors regarding expectations that they follow this guidance.
- Using dedicated meeting rooms where possible and ensuring that common surfaces are disinfected between meetings. Visitor service areas will be closed for cleaning no less than once per hour.

The meeting organizer must meet the visitor inside the entrance to the building unless the building has implemented a centralized visitor screening process. Meeting organizers are responsible for screening visitors prior to admission to the meeting.

- The screening should be conducted using the [visitors and contractors screening script](#).
- Although the meeting organizer is responsible to ensure that visitor screening occurs, the completion of the verbal screening can be delegated to another employee.

Worksite Signage

To help maintain employee mindfulness about proper COVID-19 safety precautions, the Department of Central Management Services (CMS) has created the following worksite signage:

- Daily Tips
- Employee Reminder for Masking
- Building Opened for Limited Access; Visitor Masks Required
- Occupancy Limit
- No Access
- Please Wait Here
- Reminder for Employees to Disinfect Personal Items/Surfaces
- Social Distancing (conference rooms, breakrooms, etc.)
- Handwashing
- Elevator Capacity of three (3), four (4) or five (5) passengers depending on capacity.

Worksite Exposure Protocols

With the phasing return of State operations comes the possibility of individuals entering the worksite with having had exposure to COVID-19. The guidance below addresses how a worksite should respond in the event of exposure to a probable or confirmed case of COVID-19. (A person is considered to have a probable case of COVID-19 if they have [symptoms](#) (i.e., fever, cough, shortness of breath, sore throat, headache, muscle pain, or new loss of taste or smell) and exposure to a high-risk situation (e.g., sharing a household with a COVID-19 diagnosed person), or if the person has a positive antibody test and either symptoms or high-risk exposure.)

Per IDPH guidance, worksite health screening should be implemented **after** there has been a confirmed exposure to COVID-19 within the worksite. IDPH also recommends that health screening checks continue as a matter of routine for worksites located in areas with high positive case numbers.

Responding to a Worksite Exposure

If it is determined an individual that has been in the worksite is a probable or confirmed case of COVID-19, the following steps should be taken:

Agencies have designated a COVID-19 Point Person for supervisors to contact if they believe an employee or individual who is positive for COVID-19 was on their premises. Agencies may also create supportive groups to ensure timely responses to COVID-19 exposures, but each agency should have a designated COVID-19 Point Person.

CMS and IDPH have established a COVID-19 Exposure Response Statewide Team that can be reached at CMS.COVID-19.IncidentReports@illinois.gov.

The COVID-19 Exposure Response Statewide Team includes members from at least (a) IDPH, (b) CMS Labor Relations, and (c) CMS Facility Management. The COVID-19 Exposure Response Statewide Team will work in conjunction with the agency-designated Point Person and any other appropriate agency personnel to respond to specific incidents.

Supervisors who believe a person with COVID-19 symptoms or a positive COVID-19 case was on their premises will notify the COVID-19 Exposure Response Statewide Team.

After the agency receives direction from the COVID-19 Exposure Response Statewide Team, the agency is responsible for implementing that direction, as well as raising any follow-up questions or concerns with the COVID-19 Exposure Response Statewide Team.

Guidance for Employees Diagnosed with COVID-19

An employee that has been diagnosed with COVID-19 should follow the [guidance provided by the CDC](#). The employee should not be permitted to return to the worksite until the CDC criteria to discontinue home isolation are met, in consultation with the employee's health care provider.

Additional support services for State employees are available. See Resources section for specific contact information.

Post-Worksite Exposure Cleaning and Disinfecting

Cleaning and disinfection must occur to ensure protection for employees at worksites. Although transmission of COVID-19 occurs primarily through respiratory droplets, it is believed that transmission could occur through materials such as furniture, utensils, and soft surfaces. Cleaning and disinfecting surfaces after a suspected or confirmed positive exposure to COVID-19 shall occur in compliance with current [CDC guidelines](#). If more than seven days have passed since the person with the suspected or confirmed COVID-19 visited or used the worksite, additional cleaning and disinfection is not necessary.



Responsibilities

CMS' contracted custodial vendor may assist with cleaning office areas, restrooms, and common areas.

Procedure for Cleaning and Disinfecting

Refer to guidance from CDC on [How to Clean and Disinfect](#). Disinfection shall occur using an [EPA-registered disinfectant](#) for COVID-19.

Cleaning Staff Protection

Cleaning staff shall:

- Wear disposable gloves for all tasks associated with the cleaning process, including trash removal.
- Wash their hands thoroughly immediately after all cleaning activities.
- Share the [COVID-19 Sanitation and Chemical Exposure Safety](#) information sheet with employees prior to all cleaning activities.

Vehicle Cleaning

Follow [CDC guidelines](#) for disinfecting work vehicles used to transport a probable or confirmed case from the worksite.

Sanitation and Chemical Exposure Safety

It is important to remember that while cleaning and disinfecting surfaces to prevent the spread of COVID-19, employees should also be protecting themselves and others from exposure to the chemicals they are using.

Chemical exposure can result in irritation to the skin, eyes, nose, throat, and respiratory system – especially if the exposure is prolonged or frequent. The CDC suggests the following safety tips for preventing chemical exposure while cleaning:

- Maintain a current safety data sheet (SDS) for each cleaning chemical used on site. All employees should be familiar with SDSs of products they are using which detail personal protective equipment (PPE) requirements and first aid measures for exposure.
- Employ the use of PPE to at least the level required by the SDS or more protection if required by your supervisor.
- Ensure areas being cleaned are well ventilated with a fan or open window, if possible.
- Keep cleaning products in their original, labeled containers. If transferring to a secondary container, the new container must be labeled with the common name of the chemical and appropriate hazard warnings.
- Do not mix cleaning products or any other chemicals unless specifically directed to by a supervisor.
- Only use cleaning products as directed.
- Avoid contacting your skin with cleaning chemicals.
- Dispose of gloves and wash hands thoroughly with soap and water when cleaning is complete, and gloves have been removed.
- Do not spray cleaning chemicals on or near others while cleaning.
- Be mindful when cleaning of others in the area, who may be sensitive to aspects of certain cleaning products, including smells.
- If a large area needs to be cleaned or harsh chemicals used, discuss cleaning options to determine best times to complete these tasks and whether other employees can be present.
- If an exposure occurs, contact your supervisor and call 911 for emergencies. If possible, get the SDS for the chemical that was being used at the time for transport to the emergency room or doctor to assist medical personnel with treatment options.

Leave Policy

On March 13, 2020, the State established paid leave for employees who are directed to quarantine due to testing positive for COVID-19 or being suspected to be COVID-positive but awaiting a test. If you become sick with COVID-19, your agency personnel staff will provide you information on the State paid leave.

On April 1, 2020, CMS also issued notice of employees' ability to use federal leave passed through the Families First Coronavirus Response Act (FFCRA) and implemented through the Emergency Paid Sick Leave Act (EPSLA) and the [Emergency Family and Medical Leave Extension Act \(EFMLEA\)](#). Employees who are not excluded from FFCRA who would like to avail themselves of this federal leave should reach out to their agency personnel staff.

Travel Guidance

Refer to the CDC's website for a full list of [travel precautions](#).

Traveling by Vehicle

Employees should ride alone in vehicles where operationally feasible if travel is required for work. Employees who normally have multiple employees in the vehicle due to safety or work standards should follow their agency-specific protocols when traveling in vehicles. If the driver is alone throughout the trip, a mask is needed only when interacting with others, such as at a tollbooth or other drive through window. If more than one person is in the vehicle, all occupants should wear masks. An employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or if it would create an unsafe condition in which to operate equipment or execute a task.

It is recommended that employees limit stops when traveling between their home and their worksite.

Upon arrival at the worksite and prior to departing, employees should wash their hands as recommended by the CDC.

Traveling on Mass Transit

Transit riders should wear masks unless there is a medical reason that prevents them from wearing a mask or other type of face covering. Employees should stay home from work and should not use buses or rail transit if they suspect they are sick or if they have COVID-19 type [symptoms](#) such as fever, cough or shortness of breath.

Cleaning Work Vehicles

High touch touched areas should be cleaned after each use and the start and end of each shift. Examples of frequently touched surfaces:

- Door handles and surface
- Trunk latch
- Mirrors
- Window glass
- Steering wheel
- Ignition key or fob
- Shifter
- Gauges and switches on dash and in cab
- HVAC louvers on dash
- Exposed dash surfaces
- Radio controls
- Seat adjustment knobs
- Cup holders
- Steering column-mounted stalk controls (turn signals, cruise controls, windshield wiper)
- Seat covers (vinyl, fabric, or leather)
- Seat belt buckles
- Gas door or cap

Health Resources

Supporting an employee's physical, emotional and mental health is a top priority. Employees have been provided with information regarding benefits related to COVID_19 testing and treatment. Employees can access additional information at the MyBenefits portal.

Additionally, we are asking members to take advantage of MyBenefits.illinois.gov or the MyBenefits Service Center (toll-free) 844-251-1777 from 8:00 AM – 6:00 PM CT, Monday through Friday to address benefit and enrollment questions. For concerns that cannot be addressed by MyBenefits, such as access to healthcare, members should contact CMS toll free at 800-442-1300, select the appropriate option and leave a message. A representative will return calls within 24 hours, Monday through Friday.

In addition, CMS and our partners have taken the following steps to keep health plan members protected during this time:

- **Telemedicine.** CMS challenged our health insurance carriers to ensure maximum COVID-19 and telemedicine benefits at minimal patient cost.
- **Emotional health and support.** Many of our employees may be feeling anxious or scared as we adapt to our “new normal.” To support the mental well-being of our employees during this stressful time, both the Employee Assistance Program (EAP) administered by Magellan HealthCare and Personal Support Program (PSP) administered by AFSCME are available and have expanded their operations to include Telehealth services in addition to their regular telephonic coaching. All services are free and confidential.
 - **PSP for AFSCME31 members:** (800) 647-8776
 - Monday – Friday 8:30 a.m. to 4:30 p.m.
 - If members call at other times, they may leave a confidential message
 - See <https://www.afscme.org/covid-19> for AFSCME resources specific to COVID-19
 - **EAP through Magellan for non-AFSCME31 members:** (866) 659-3848
 - 24 hours a day, 7 days a week
 - Additional resources are available at <https://magellanascent.com>
- **Benefits administration.** CMS and Morneau Shepell, our online benefits administration vendor, have strengthened processes to ensure Morneau Shepell is facilitating resolution to enrollment or coverage-related issues that may arise. Additionally, we have taken the following steps to improve our ongoing processes to reduce the risk of access to care issues:
 - Developed a microsite at MyBenefits.illinois.gov to provide relevant and useful COVID-19 resources for our members. Members do not need to login to view this information.
 - Strengthened the existing escalation process to allow Morneau Shepell representatives to assist members with claim issues and connect them directly with their health carrier.

