



# COVID-19 Procedure Instructions for Non 24/7 Facilities

Fill the COVID-19 Incident Report Form as soon as reasonably possible after immediate action is taken if:

- Individual has symptoms.
- Individual has positive result from a COVID 19 test.
- Individual has been in close contact\* with someone who has tested positive and both individuals were not practicing social distancing or using PPE.

\*Close contact is coming within 6ft of individual for more than 15 minutes.

NO



If later confirmed positive, Agency COVID-19 liaison to submit UPDATED report by replying to the original email at: [CMS.COVID-19.IncidentReports@Illinois.gov](mailto:CMS.COVID-19.IncidentReports@Illinois.gov). It is important to use original email with updated report information for submission.

If the employee worked in office 48 hours before symptom onset or has been in the office following close contact\* with someone who has tested positive and both individuals were not practicing social distancing or using PPE.

YES

1. Ensure employee is sent home immediately or stays home.
2. Supervisor to fill-out and submit the COVID-19 Incident Report to Agency COVID-19 liaison. Provide detailed information on the following:
  - When an employee started to exhibit the symptoms,
  - Date employee last reported to the worksite,
  - Did employee receive a test, if so did test come back positive,
  - Where the employee worked while onsite, and
  - Who the employee came into contact and worked around
3. Agency liaison will submit the incident report to: [CMS.COVID-19.IncidentReports@Illinois.gov](mailto:CMS.COVID-19.IncidentReports@Illinois.gov)

Be as specific as you can on the employee's duration & proximity of contact with other employees, as well as areas the employee touched in the work location.

After filing the COVID-19 Incident Report:

You will receive guidance and additional recommendations by IDPH, CMS and the COVID-19 Exposure Response Statewide Team on deep cleaning, building closure (if necessary) and employee notifications.

The COVID-19 Exposure Response Team will instruct on notice to employees:

- If the employee was within 6 feet of coworkers for more than 15 minutes, you need to notify those co-workers with a close contact letter.
- If close contact risk is ruled out, you need to notify employees within the work area with low risk letters.
- If deep cleaning of area recommended, either Agency or CMS will authorize 3<sup>rd</sup> party Vendor to clean areas. If building closure is necessary for deep cleaning, Agency should follow CMS' Building Closure SOP steps.

- Your internal Agency Labor Relations contact should ensure CMS COVID inbox is being updated on the case positives and any actions taken.
- Your internal Agency Labor Relations contact should provide notifications to the respective Unions with a redacted copy of the Incident Report with information on confirmed positives, potential exposure and remedial cleaning actions in place.