

REPORTING COVID-19 CONCERNS (March 19, 2020)

It is critical that we continue our efforts to prevent COVID-19 exposures in the workplace. The sooner the Sheriff's Office learns of potential exposure issues, the sooner appropriate and informed decisions can be made.

Below is guidance for responding to scenarios that involve an employee experiencing potential COVID-19 symptoms or "close contact" encounters. These are the most likely scenarios but may not cover all situations. In each of these scenarios, and in other situations possibly not yet encountered, the basic rule is that, to protect the health and safety of yourself, the general public, and your colleagues, you should:

- 1. Immediately notify the Incident Command Center at 773-674-0169 if you have COVID 19 exposure concerns, particularly if you have symptoms (fever, shortness of breath, or cough) or have had "close contact" with someone diagnosed with or suspected of having COVID-19. The Command Center will only ask you your name, JDE, work location, and phone number, and then the Command Center will connect you with Human Resources.**
- 2. Please be helpful with the Incident Command Center and Human Resources staff when asked basic questions relating to your notification.**
- 3. If asked to remain away from the workplace, please stay in communication with Human Resources concerning the situation and comply with all return to work processes**

Similarly, as a general directive, supervisors who learn of staff members with COVID-19 symptoms or concerns should immediately notify the Incident Command Center at 773-674-0169. Follow up emails to CCSO.HR@cookcountyil.gov are encouraged as well. The Command Center will notify Human Resources, who will begin working with the employee.

Important Guidance from the Centers for Disease Control and Prevention (CDC):

A. Symptoms consistent with COVID-19 include fever, cough, and shortness of breath

B. Close contact is defined as:

a. Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health waiting area with a COVID-19 case

---OR---

b. Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

Scenario I: Experiencing COVID-19 symptoms at work

If you begin to experience COVID-19 symptoms while at work—such as fever, shortness of breath, or coughing --please notify your supervisor immediately. You should discuss with your supervisor how to minimize the risks to others and leave the workplace immediately and safely, including limiting interaction with other employees and keeping a distance of six feet when possible. You should then immediately seek medical attention. Your supervisor will notify the Incident Command Center at 773-674-0169, and HR will contact you to check-in and see what can be done to help. Prior to returning to work, you will need to contact Human Resources at 773-674-3451 or ccso.hr@cookcountyil.gov to arrange for your return to work, regardless of the amount of time you have been off. HR will determine if a doctor's note will be required to return to work. You will also need to fill out the COVID-19 Screening Questionnaire the day of or the day prior to your return and submit it electronically to ccso.hr@cookcountyil.gov.

Scenario II: Experiencing COVID-19 symptoms off-duty

If you begin to experience COVID-19 symptoms while at home or otherwise off-duty, you should consult with a physician as soon as possible. You should also contact the Incident Command Center at 773-674-0169, at which point you will be placed in contact with Human Resources. (You will still be required to use IVR to report absences). HR will check-in with you, perform a simple screening over the phone, and go over general information regarding COVID-19. Prior to returning back to work, you will need to contact Human Resources at 773-674-3451 or ccso.hr@cookcountyil.gov to arrange for your return to work, regardless of the amount of time you have been off. HR will determine whether a doctor's note may be required to return to work. You will also need to fill out the COVID-19 Screening Questionnaire the day of or the day prior to your return and submit it electronically to ccso.hr@cookcountyil.gov.

Scenario III: Learning of a "Close Contact" while off-duty

If, while off-duty, you learn that you had a "close contact" with someone with COVID-19, please contact the Incident Command Center at 773-674-0169 and your physician. The Incident Command Center staff will put you in touch with Human Resources, who will check-in with you, perform a simple screening over the phone, and go over general information regarding COVID-19. If it is determined that you should stay away from work, you should not report to work until approved to do so by HR. Prior to returning to work, you will need to work with Human Resources at 773-674-3451 or ccso.hr@cookcountyil.gov to arrange for your return to work, regardless of the amount of time you have been off. HR will determine whether a doctor's note will be required to return to work. You will also need to fill out the COVID-19 Screening Questionnaire the day of or the day prior to your return and submit it electronically to ccso.hr@cookcountyil.gov.

Scenario IV: Learning of a "Close Contact" while on-duty

If, while on-duty, you learn that you had a "close contact" with someone with COVID-19, please notify your supervisor immediately. After notifying your supervisor of a "close contact" encounter, you must contact the Incident Command Center at 773-674-0169 to make them aware. The Incident Command Center staff will put you in touch with Human Resources, who will check-in with you, perform a simple screening over the phone, and go over general information regarding COVID-19. If it is determined that you should stay away from work, you should not report to work until approved to do so by HR and you should consult a medical provider as soon as possible. Prior to returning to work, you will need to work with Human Resources at 773-674-3451 or ccso.hr@cookcountyil.gov to arrange for your return to work, regardless of the amount of time you have been off. HR will determine whether a doctor's note will be required to return to work. You will also need to fill out the COVID-19 Screening Questionnaire the day of or the day prior to your return and submit it electronically to ccso.hr@cookcountyil.gov.

If you have any questions or concerns related to these scenarios or other COVID-19 issues, please contact Human Resources at 773-674-3451 or email CCSO.HR@cookcountyil.gov.

Please note these procedures are subject to change, so please continue to pay attention to communications and updates from Human Resources.

Thank you for your incredible commitment and dedication, and please stay safe and healthy.