



Returning to Work

The State of Illinois (State) transitioned many of its employees to remote work to ensure the effects of the COVID-19 virus are mitigated and minimized to the greatest extent possible. The State has prepared for a gradual “Return to the Workplace” and developed guidelines during and post COVID-19. All employees should follow these guidelines as well as any guidelines provided by the Illinois Department of Public Health (IDPH) and their employers to help prevent the spread of COVID-19 and to reduce the risk of infections.

We must all do our part to keep our workplaces healthy and safe.

PERSONAL RESPONSIBILITIES:

- ✓ DO ... Cover your mouth and nose with a tissue or your elbow when coughing or sneezing.
- ✓ DO ... Discard used tissues and items properly in proper receptacles.
- ✓ DO ... Avoid touching your face, especially your eyes, nose, and mouth.
- ✓ DO ... Monitor your health daily for signs and [symptoms](#) of COVID 19 which generally include (fever, cough, shortness of breath or diarrhea).
- ✓ DO ... Check your temperature, if it is measured above 100.4° Fahrenheit, contact your supervisor immediately and do not report to work.
- ✓ DO ... If you are feeling like you have COVID-19 symptoms at work, immediately contact your supervisor and leave work.
- ✓ DO ... When sick, if you feel worse or the symptoms are more severe, call your health care provider.
- ✓ DO ... Follow the instructions from the medical professionals, report information directly to your supervisor, as soon as possible, and only return to work after being cleared by a medical professional.
- ✓ DO ... Upon notification from employee (either a positive testing or with COVID-19 symptoms), the supervisor must file a COVID-19 Exposure Incident Report and submit to Agency COVID-19 liaison for submission.

SOCIAL DISTANCING:

- ✓ DO ... Maintain six feet of [social distancing](#) when possible including when in a breakroom, conference room or work area.
- ✓ DO ... Drive alone, if possible, when traveling for work. In vehicles, utilize fresh air circulation system; avoid using internal re-circulation.
- ✓ DO ... Avoid handshakes and physical contact.
- ✓ DO ... Limit stopping at public places prior to going to work and during lunch to ensure social distancing.

PERSONAL PROTECTIVE EQUIPMENT (PPE) - MASKS:

- ✓ DO ... Wear masks in the presence of others at the worksite (even if social distancing can be maintained) or when in a vehicle with another individual or when using drive through services. For additional guidelines, please refer to IDPH’s guidelines on face coverings.
- ✓ DO ... Clean hands with soap and water or alcohol-based hand sanitizer prior to putting on and after removing a mask.
- ✓ DO ... Clean reusable cloth [mask](#) after each use.
- ✓ DO ... Ensure the mask is properly fitted.
- ✓ DO ... Require all members of the public visiting your space to also wear a mask and maintain a stock of masks, if needed.
- ✓ MAY... Remove masks when driving alone in an enclosed vehicle/equipment/ or alone in a close personal office (keep door closed) until such time as you come in contact with another individual.
- ✓ MAY... Remove masks if it impedes vision or if a medical condition would create an unsafe condition in which to operate equipment or execute a task. Must consult supervisor.

PERSONAL PROTECTIVE EQUIPMENT - DISPOSABLE GLOVES:

- ✓ **DO ...** Disposable gloves may be necessary based on operations and job functions.
- ✓ **DO ...** Wear gloves when cleaning and/or disinfecting items, trash collection, and cleaning vehicles.
- ✓ **MAY...** Let mail/packages set for 24 hours or more and then gloves are not required to handle the mail.
- ✓ **DO ...** Remove disposable gloves properly to prevent the spread of contagious diseases/viruses.
 - ▶ Grasp the outside of one glove at the wrist. Do not touch your bare skin.
 - ▶ Peel the glove away from your body, pulling it inside out.
 - ▶ Hold the glove you just removed in your gloved hand.
 - ▶ Peel off second glove by putting your fingers inside the glove at top of your wrist.
 - ▶ Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.
 - ▶ Dispose of the gloves safely. Do not reuse the gloves.
 - ▶ Wash your hands immediately after removing gloves.
- ✓ **DO ...** Discard disposable gloves properly in proper trash receptacles and then seal the bag.

HANDWASHING:

- ✓ **DO ...** Wash hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer upon arrival at the worksite and prior to departing.
- ✓ **DO ...** Properly clean the handwashing station/area such as handles, fixtures, and door handle before and after each use.
- ✓ **DO ...** Discard disposable items properly in sealed bags.
- ✓ **DO ...** Monitor trash receptacles and if necessary, report to supervisor who will then notify the janitorial company and/or Facility Manager to make sure they are emptied daily.

COMMON WORK AREAS AND FREQUENTLY TOUCHED SURFACES:

- ✓ **DO ...** Follow all policies, guidelines, directions and signs in work areas regarding COVID-19.
- ✓ **DO ...** Provide routine cleaning on frequently touched surfaces (such as: doorknobs, keyboards, counters, first aid kits, interior of vehicles/equipment, door handles, printer, keypads and other surfaces).
- ✓ **DO ...** Disinfect reusable supplies/equipment/appliances with a disinfectant solution.
- ✓ **DO ...** Wash hands prior to and after using common work areas.
- ✓ **DO ...** Identify specific locations and practices for daily trash such as: paper, hand towels, food containers, and hand sanitizer.
- ✓ **DO ...** When available, utilize disposable hand towels and no-touch trash receptacles.

CLEANING MATERIALS AND CLEANING SUPPLIES:

- ✓ **DO ...** Use cleaning products that meet the EPA's approved products and guidelines (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>).
- ✓ **DO ...** Follow cleaning steps and processes outlined in CDC's cleaning and disinfecting guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>)
- ✓ **DO ...** Use proper disinfecting methods between staff if work/office tools are shared.
- ✓ **DO ...** Wash/clean all heavy-duty chemical gloves or other reusable PPE after use.
- ✓ **DO ...** Discard disposable items used for cleaning and disinfecting properly in sealed bags.
- ✓ **DO ...** Discard all disposable materials at the end of the day such as disposable towels and disposable PPE, including disposable gloves.
- ✓ **DO ...** Visit the CDC website at <https://www.cdc.gov/> or the Illinois COVID-19 website at <https://coronavirus.illinois.gov/> for additional information.