

COVID-19 Guidance for Managers

Updated 8.11.21

EE Health Screenings

Starting August 1, we will no longer require daily health screenings of staff. However, there are still some instances where staff will need to stay home or quarantine. If a staff member calls in sick, please ask the following:

1. Do they have a temperature?
2. Do they have either of the following
 - a. Cough
 - b. Difficulty breathing
3. Do they have two or more of the following:
 - a. Chills
 - b. Fatigue
 - c. Muscle/ body aches
 - d. Headache
 - e. Sore throat
 - f. New loss of taste/ smell
 - g. congestion/runny nose
 - h. nausea/vomiting
 - i. Diarrhea
4. Are they aware of having come in close contact with anyone that tested positive for COVID in the past 14 days? (keeping in mind that even if fully vaccinated, people can still get COVID)

Once you have this information, ask the staff member to remain home (if feeling well enough they can do remote work if available for their position) and let them know you will check in later. Let Laurie/Kate/Kelly know the information you have gathered and they will determine what, if any, additional steps need to be taken. Based on current guidance from IDPH, we will be treating anyone showing any COVID type symptoms as though they were unvaccinated and have them go and get a test if they have been sick for 3 days. If someone is only sick for a day or two they don't need to get tested, but if they are still sick on day 3 or more then they need to get tested and have a negative test to come back into the building.

If this is someone with a known history of a specific type of illness (eg allergies, asthma, migraines, etc) has all of the typical symptoms of that illness you do not need to do this.

These are meant as guidelines, but we ask that you use your best judgment in determining when to deploy this with the understanding that we are working to keep staff and patrons safe and have erred on the side of extra precautions rather than no precautions with previous decision making. Let Kate/Laurie/Kelly know if you have any questions.

COVID Employee Scenarios

These are general guidelines, anytime we receive notice of a potential or actual case we will call the Illinois Department of Public Health (1-800-889-3931) to get their guidance. This guidance is based on the [Illinois Department of Public Health](#) and the [CDC Guidance](#).

A person is considered fully vaccinated two weeks after receiving the final (or only) dose of the vaccine.

If not specified, EE stands for both vaccinated and unvaccinated employees.

1. Employee (EE) Showing Symptoms of COVID-19 and seeking a medical diagnosis

If an unvaccinated or vaccinated EE is showing symptoms of COVID-19 and seeking a medical diagnosis, they may not work in the building, but may telework if they are feeling ok. Vaccinated and unvaccinated employees must self-quarantine per IDPH and Healthcare professional guidelines and may not return to work until symptom free and fever free for at least 24 hours .

Pay: If FT/RPT, may work remotely or use sick then vacation/personal/ FH. If PT, may work remotely or use Temporary Paid Sick Leave time.

2. EE Tested Positive

If an unvaccinated or vaccinated employee tests positive, they should self-quarantine for at least 10 days from either the first onset of symptoms or the first positive test and symptoms have improved and they've gone 24 hours fever-free without medication. Once feeling better, EE may telework if they have no leave available.

Pay: If FT/RPT, may work remotely or use sick then vacation/personal/ FH. If PT, may work remotely or use Temporary Paid Sick Leave time.

3. Someone in their Household Tested Positive

If an unvaccinated EE is in a household with someone who tests positive, they must self-quarantine for 14 days from the date of last exposure to the person and be on alert for symptoms of COVID-19. EE may telework during this time.

If a vaccinated EE is in a household with someone who tests positive, they can still come in to work unless a doctor or other healthcare provider advises otherwise.

Pay: If FT/RPT, may work remotely or use sick then vacation/personal/ FH. If PT, may work remotely or use Temporary Paid Sick Leave time.

4. Someone in their Household Waiting for Tests

If someone in an EE household is showing symptoms or waiting for a test, EE will still come in to work unless a doctor advises otherwise. They should self monitor and stay home if any symptoms appear (see #1).

Pay: EE is expected to work in the building as needed. If doctor advises differently, if FT/RPT, may work remotely or use sick then vacation/personal/ FH. If PT, may work remotely or use Temporary Paid Sick Leave time. EE is not eligible for data reimbursement.

5. Someone in your household exposed to someone with COVID-19

If someone in an EE household is exposed to someone with COVID-19, EE will still come into work unless a doctor advises otherwise. They should self-monitor and stay home if any symptoms appear.

Pay: EE is expected to work in the building as needed. If doctor advises differently, if FT/RPT, may work remotely or use sick then vacation/personal/ FH. If PT, may work remotely or use Temporary Paid Sick Leave time. EE is not eligible for data reimbursement.

6. Exposed to someone at Work with COVID-19

If an unvaccinated EE is exposed to someone at work who tested positive, they must self-quarantine for 14 days after last contact during the person's infectious period (2 days before they start showing symptoms) and be on alert for symptoms of COVID-19. EE may telework during this time. If no symptoms after 14 days, EE may return to work

in the building. If EE is exposed to someone at another place of employment, they should follow the guidance from that organization.

If a vaccinated EE is exposed to someone at work who tested positive, they may still come in to work and do not need to quarantine. If they start showing symptoms, they should follow the guidance in #1

Pay: If FT/RPT, may work remotely or use sick then vacation/personal/ FH. If PT, may work remotely or use Temporary Paid Sick Leave time.

7. Exposed to someone at Work waiting for tests for COVID-19

If an EE is exposed to someone waiting for tests, EE will still come in to work unless a doctor or IDPH advises otherwise. They should self-monitor and stay home if any symptoms appear.

Pay: EE is expected to work in the building as needed. If doctor advises differently, if FT/RPT, may work remotely or use sick then vacation/personal/ FH. If PT, may work remotely or use Temporary Paid Sick Leave time. EE is not eligible for data reimbursement.

8. EE travels out of state

All EE's (regardless of where they live) must follow the travel guidelines from the [Cook County Department of Public Health](#) which follows the CDC guidance. Unvaccinated individuals are advised to quarantine for 7 days after return from travel which we will be asking staff to do. Vaccinated individuals don't need to self-quarantine unless they start experiencing symptoms.

The [City of Chicago Travel Advisory](#) is now a recommendation rather than a requirement. Any of these guidelines may change if numbers increase.

Pay: If FT/RPT, may work remotely or use sick then vacation/personal/ FH. If PT, may work remotely or use Temporary Paid Sick Leave time. EE is not eligible for data reimbursement.

Remote Work

In terms of providing remote work to staff, now that the EPSL and EFMLA are no longer available, we will not be able to guarantee all staff 100% of their hours. We will try to provide remote work, but there may be more times when they need to supplement with other paid time off. If there is limited remote work within your department, you will need to prioritize remote work availability based on different factors:

- Did the EE make a decision that resulted in them needing to self quarantine? (eg. choosing to go on vacation out of state vs coming into close contact with someone that tested positive and needing to self quarantine)
- Does the person have other leave available to them? (sick, vacation, personal, FH)

Depending on the answers to these questions, you should prioritize remote work for staff that have no other leave available to them and that have to self quarantine due to exposure risks outside of their control. Ensure staff know that even if offered remote work, circumstances may change and you might have to adjust what you can offer if other staff need to work remotely as well. Don't promise them their full hours working remotely for the full time they need to quarantine, but instead let them know that you can offer them XYZ hours for a certain number of days/week.

Here are a couple of examples:

Scenario 1

Employee A (20 hours) chooses to go to Florida on vacation for a week. They need to self quarantine and are offered remote work once they return. Employee B (14 hours) works at another job and comes into contact with someone that tests positive. They need to self-quarantine for 14 days. You only have enough remote work for 30 hours a week.

A: Even though you already told Employee A that they could work remotely, you know that they have paid leave available and that if you do not give Employee B all of their hours they will have to take the time as unpaid. You give Employee B 14 hours of remote work and Employee A 16 hours. Employee A then makes up the remaining 4 hours with paid leave.

Scenario 2

Employee A (24 hours) tests positive for COVID, but has mild symptoms and can work remotely. Employee B (16 hours) tests positive for COVID, but has more severe symptoms and doesn't want to work remotely until they feel better. Employee B has asked to make up their hours they are off sick when they return which you agree to. You have enough remote work for 30 hours.

A: You give Employee A 24 hours of remote work for the first week. After a week, Employee B is feeling well enough to do some remote work. You can:

- Give Employee A and Employee B 15 hours of remote work each and then have Employee A take the remainder using their leave time and Employee B either take the remainder unpaid or offer them the opportunity to make up the hour when they return.
- Give Employee B 16 hours of remote work and Employee A 14 hours and have Employee A take paid leave for the remainder of their hours for the week.

Scenario 3

Employee A (13 hours) and Employee B (35 hours) each come into contact with people that tested positive for COVID and need to self quarantine for 14 days. Their work requires them to spend almost 100% of their time in the building.

A: You offer Employee A the option to attend any meetings remotely that are scheduled for the time they are self-quarantining and take the remainder of the time unpaid. You offer to allow them to make up some of their hours upon return, but know that you will not have enough work to give them all their hours upon their return to the building. You offer Employee B the option to attend any meetings remotely that are scheduled for the time they are self-quarantining and take the remainder of the time as sick or vacation/personal/FH.