

CHECKLIST FOR BUSINESSES

HOW TO KEEP YOUR CUSTOMERS
& EMPLOYEES SAFE IN PHASE 4

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

PART OF PHASE 4 OF RESTORE ILLINOIS PLAN

The Revitalization Phase of the Restore Illinois public health approach to reopening the Illinois economy includes gatherings of up to 50 people, additional businesses reopening and increased capacities. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

What steps can I take to keep workers and others safe at the workplace.

Use this checklist to help you prepare to reopen and adhere to day-to-day best practices.



GENERAL HEALTH

- Face coverings for employees to wear when in the presence of others
- Adequate supply of soap, disinfectant, hand sanitizer, and paper towels
- Practice and reinforce hand washing and/or sanitizer regularly among employees (and customers, if applicable)

PHYSICAL WORKSPACE

- Display signage with social distancing and other guidelines at points of entry, queue points, etc.
- Place hand sanitizer at entrances, elevators, common areas, etc., if required
- Reconfigure workspaces and activities to allow for social distancing between employees/customers
- Designate a supervised area for any participant who exhibits COVID-19 symptoms
- Close ancillary accommodations, if applicable (e.g. water fountains, clubhouses, waiting rooms)

HR & TRAVEL POLICIES

- Develop policies that encourage sick employees to stay at home
- Implement interim leave policies to accommodate sick employees

- Encourage employees to get tested for COVID-19 or related illnesses without penalty for taking time off
- Designate a safety team and team leaders to share up-to-date and relevant information with employees, meet with designated workers frequently, and convey employee concerns to management
- Develop policies and procedures to provide reasonable accommodations for COVID-19 vulnerable employees

HEALTH MONITORING

- Develop a daily health and wellness plan that includes temperature verification and symptom screening
- Update policies and directives for employees that don't feel well or begin to exhibit COVID-19 symptoms
- Develop protocols for if an employee has been in close contact with someone that has tested positive for COVID-19

DISINFECTING/CLEANING PROCEDURES

- Develop plan for weekly cleaning and disinfecting of premises in compliance with CDC protocols
- Develop plan for sanitizing common areas (e.g., restrooms, cafeterias) and surfaces in high-traffic areas (e.g., entry/exit doorknobs, stair railings, copiers, microwaves) at least every 2 hours
- Develop plan for cleaning areas, equipment, workstations, etc.
- Place sanitizing supplies, hand sanitizer and/or hand-washing stations in necessary areas

STAFFING & ATTENDANCE

- Plan developed for managing maximum occupancy and group size requirements
- Plan developed for limiting occupancy of common areas/break rooms to allow for social distancing
- Designate an employee to monitor social distancing, if required
- Provide communication to employees around minimizing the number of in-person meetings, reducing material sharing, etc.
- Consider staggering shift start/end, lunch, and break times to minimize congregation of employees during changeovers and breaks

EXTERNAL INTERACTIONS

- Put procedure in place for asking if external suppliers or visitors are exhibiting COVID-19 symptoms
- Develop process for logging all external vendors who enter premises, if required

CUSTOMER BEHAVIORS

- Develop procedure for asking if customer is currently exhibiting COVID-19 symptoms before allowing entrance, if necessary
- Develop plan for phone or online reservations, if required
- Provide communication to customers/visitors with social distancing and other guidelines

If you have questions or need additional support:

Please call our hotline at 1-800-252-2923 or e-mail us at ceo.support@illinois.gov

CHECKLIST FOR EMPLOYEE TRAINING

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Best practices for conducting workplace wellness screenings for employees.

All workers must complete a health and safety training related to COVID-19 when initially returning to work.



TRAINING CONTENT

- Sources of exposure to the COVID-19 virus
- Hazards associated with exposure to the virus
- Best practices to reduce exposure to the virus, including but not limited to general hygiene, social distancing and use of face coverings and other PPE (e.g., how to put on, how to clean and maintain)
- Appropriate workplace protocols to prevent/ reduce likelihood of exposure to the virus, including but not limited to:
 - Disinfection of common workspaces, materials, equipment, etc.
 - Use of face coverings by customers and other visitors
 - Safe work practices
- Symptoms of COVID-19 and what to do if sick
- Definition of high-risk populations
- Isolation of individuals with suspected or confirmed COVID-19
- Reporting of possible cases
- Illinois Phase IV workplace-specific guidelines and encouraged best practices

ADDITIONAL RESOURCES

Sample resources to leverage in developing workplace-specific training:

- OSHA [guidelines for training and control/ prevention](#) of COVID-19
- OSHA [training on PPE](#)
- CDC [overview of high-risk individuals/](#) personal risk factors and OSHA overview of [hazard recognition for workers](#)
- List of [EPA-registered disinfectants](#) for use against COVID-19
- Example OSHA [training resources](#)

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CHECKLIST FOR WELLNESS SCREENINGS

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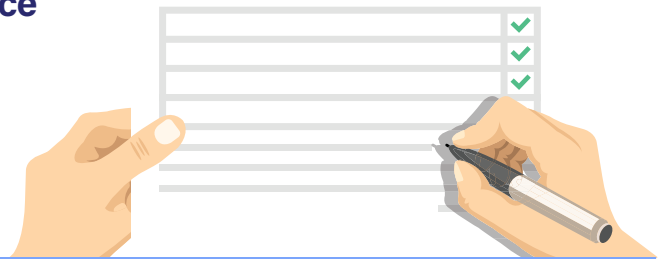
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Best practices for conducting workplace wellness screenings for employees.

Consider the following best practices when conducting any screening of employees as required per workplace guidelines.



WELLNESS SCREENING BEST PRACTICES

- Conduct in-person health screenings safely and respectfully
- Use social distancing, impermeable barriers, or PPE to protect the screener
- Organize and complete health screenings in a way that helps maintain social distancing guidelines (e.g., multiple screening on-site locations, at different entries of buildings)
- If conducting temperature screenings, considering using an infrared/thermal camera or a touchless thermometer
- Follow guidance from the [Equal Employment Opportunity Commission](#) regarding confidentiality of medical records from health checks
- Ensure screenings are conducted as private as possible to prevent stigma and discrimination in the workplace
 - Avoid making determinations of risk based on non-health-related factors (e.g., race, country of origin)
 - Be sure to maintain confidentiality of each employee's medical status and history

WELLNESS SCREENING QUESTIONS

Employers may ask employees to respond "Yes" or "No" to each question below OR show a list of symptoms to employees and ask them to answer whether or not they are experiencing any of them.

- Have you felt feverish?
- Do you have a cough?
- Do you have a sore throat?

- Have you been experiencing difficulty breathing or a shortness of breath?
- Do you have head or muscle aches?
- Have you noticed a new loss of taste or loss of smell?
- Have you been experiencing chills?
- Have you been experiencing any other symptoms¹?
- Is anyone in your household displaying any symptoms of COVID-19?
- To the best of your knowledge, have you or anyone in your household come into close contact² with anyone who has tested positive for COVID-19?

¹ Other symptoms: consider also runny nose, diarrhea, nausea, and vomiting, or abdominal pain. For reported headaches: consider if new or unusual onset, not related to caffeine, dietary reasons (hunger), or history of migraines, cluster, or tension headaches, or headaches typical for the individual

² Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer (10 minutes or longer for ambulatory care services) unless wearing N95 mask during period of contact.

POST-SCREENING PRACTICES

If an employee indicates having or experiencing any of the COVID-19 related symptoms above:

- Immediately separate employee from other employees, customers, visitors, and guests and send employee home (as per CDC guidelines)
- Ensure employee remains isolated at home for a minimum of 10 days after symptom onset OR until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
- Encourage employee to contact their health care provider; if multiple employees report having any COVID-19 related symptoms or test positive for COVID-19, notify your local health department within one day of being informed of the prevalence of COVID-19 symptoms or positive test results
- Increase cleaning and disinfecting procedures in your facility according to CDC guidelines
- Have a procedure in place for the safe transport of sick employees if an employee were to become sick or experience any symptoms while at work
- Encourage sick employees or employees with any symptoms to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations and follow CDC-recommended steps

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