

From: [Taub, Emily](#)
To: [All Users](#)
Subject: Cold, Flu, COVID-19 Workplace Prevention Guidance
Date: Friday, March 6, 2020 1:14:00 PM
Importance: High

City employees,

As you are aware, over the past few weeks there has been an increasing amount of information and guidance regarding COVID-19 (a.k.a. the coronavirus) from the media, federal governmental agencies and state governmental agencies. The City is working closely with these agencies and area government partners to share [information with City residents and business](#).

We also want to share information with all employees on how this developing situation along with some general reminders about hygiene and cleaning in the workplace. The number of confirmed COVID-19 cases in Illinois remains low, but I'm sure you know someone that has been affected by the cold or flu virus this year. Due to the continued severity of the cold and flu season, coupled with the need for diligence around the spread of COVID-19, the City would like to make you aware of the [Center for Disease Control's \(CDC\) current guidance](#) to preventing the spread of illness in the workplace:

If you are sick or appear to be sick

1. If you are ill, please notify your supervisor and stay home. Although the City appreciates your dedication, it's important that you stay home until your symptoms subside. This will help reduce exposure to your co-workers and the public.
 - a. COVID-19 is an acute respiratory illness (i.e. cough, shortness of breath, etc.). It is important that if you stay at home until are fever-free (100.4 degrees F or greater) and other symptom-free for at least 24 hours, without the use of fever-reducing or symptom altering medicines.
2. If you come to work and appear to be ill or you become ill during the day, the City asks you to work with your supervisor to go home. If you must temporarily stay for coverage purposes, the City asks that you limit your contact with others and practice the proper hygiene methods below until alternative arrangements can be made.

Proper hygiene

1. Clean your hands.
 - a. Wash your hands, with soap and water, for at least 20 seconds. Visit the CDC's [clean hand webpage](#) for more details.
 - b. Please use the alcohol-based hand sanitizer (alcohol content of 60% or higher) that is located in communal areas. If you cannot locate sanitizer or have a request for additional sanitizer and cleaning supplies, please work with your supervisor.
2. Use the CDC's guidance on [proper coughing and sneezing etiquette](#):
 - a. Cover your mouth and nose with a tissue when you cough or sneeze and put your used tissue in the waste basket.
 - b. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
 - c. Wash your hands after coughing or sneezing.
 - d. Tissues are available throughout the City. If you cannot locate one or need more, please work with your supervisor.

3. Avoid touching your eyes, nose and mouth.
4. The CDC does not recommend masks for healthy individuals (non-health related field) at this time.

Routine environmental cleaning

1. Routinely clean frequently touched surfaces in your workspace. No additional disinfection beyond routine cleaning is advised by the CDC at this time.
 - a. Common examples of frequently touched surfaces are your workstation, countertops, doorknobs, copiers, keyboards, shared telephones and remote controls.
 - b. If you would like additional cleaning supplies please work with your supervisor to request needed items.
2. Facilities staff are working closely with the City's cleaning contractor to ensure that workspaces are appropriately cleaned.

Please also be aware that there are an increasing number of coordinated scamming efforts offering products that will kill or defend against COVID-19. According to the CDC, there is no specific antiviral treatment recommended for COVID-19 and routine cleaning and proper hygiene as referenced above can help prevent the spread.

There may be additional precautions recommended based on your position. Your department director will coordinate the dissemination of this information if and when it is available.

The City is continuing to monitor the information provided by the appropriate state and federal agencies, and will share information as additional guidance becomes available. Additional information will also be shared soon regarding staffing and operational plans should the City workforce be significantly impacted by the cold, flu, or COVID-19.

If you have any questions or concerns, please do not hesitate to bring them to your supervisor or department director.

Stay healthy and safe!
Emily

Emily Taub
Human Resources Manager



1707 St Johns Avenue
Highland Park, Illinois 60035

847.926.1005 direct
847.721.5387 mobile
847.433.2940 fax

etaub@cityhpil.com
cityhpil.com

