



Creating hope. Changing lives. Challenging all limits

COVID-19



EMPLOYEE RESOURCE GUIDE

THE HEALTH AND SAFETY OF OUR EMPLOYEES AND THEIR FAMILIES IS OUR TOP PRIORITY. LITTLE CITY IS DOING EVERYTHING WITHIN ITS POWER AS AN EMPLOYER TO PROTECT AND SAFEGUARD THE WELLBEING OF OUR EMPLOYEES BY FOLLOWING THE CDC GUIDELINES AND MAKING CHANGES AS NEW PROCEDURES ARE IMPLEMENTED.

IF YOU OR SOMEONE IN YOUR HOUSEHOLD HAS BEEN DIAGNOSED WITH COVID-19 NOTIFY ENI BAVERSO. COMPENSATION & BENEFITS SPECIALIST AT EBAVERSO@LITTLECITY.ORG OR 847-221-7704.

Updated November 13, 2020



TABLE OF CONTENTS

What You Will Find in the Playbook	#2
Employee Health & Insurance Resources.....	#3
Mental Health Resources.....	#4
Little City Policies	#5
Human Resources Contact Information	#6
External Non-Insurance Assistance	#7
Travel in the United States	#8
Handling Employees Domestic & International Personal Travel	#9
Little City Daily Self-Monitoring Questionnaire	#12
Steps to help Prevent the Spread.....	#13
Face Covering Do's & Don'ts	#15
Protecting Each Other.....	#16
COVID-19 Testing Guidance	#17
COVID-19 Instructions for Tested Healthcare Workers	#18
COVID-19 Testing Centers.....	#19
FDA COVID-19 Testing Basics	#23
Know the Difference Between Cold, Flu, Or Covid-19	#26
Events and Gatherings: Readiness & Planning Tool.....	#27
What If You Have Been Exposed	#36
Who Should You Call?	#37
Antibody Test: What You Need to Know.....	#38
How to Use the Little City Employee Assistance Program?	#42
Employee Assistance Program	#43
COVID Fatigue.....	#44
Legislative Updates & Alerts	#47
Health & Productivity.....	#48
Employee Resources	#52
Frequently Asked Questions (FAQs).....	#54



WHAT YOU WILL FIND IN THIS GUIDE

Accurate and timely information is critical as we all navigate these uncharted waters.

This guide will serve as a tool for you to access critical and timely resources as it relates to Coronavirus (COVID-19) and the topics below:

- Self-Monitoring and Testing Center Information
- Steps to Prevent the Spread of COVID-19
- COVID Testing and Antibody Testing
- Information on Personal Traveling and Voting
- Little City Policies (i.e. Benefits, Leave of Absence, Telecommuting, etc.)
- Health & Insurance Resources
- Human Resources Contact Information

We have provided direct links throughout the Playbook to referenced documents and resources.

Stay Healthy and Informed,
Little City Human Resources

WHAT'S NEW!!!!

- [New Mental Health Resource \(pages 5 & 50\)](#)
- [FDA Testing Basics \(page 23\)](#)
- [Events & Gatherings: Readiness & Planning Tool \(page 27\)](#)
- [How to Handle COVID-19 Fatigue \(page 44\)](#)
- [IL High School Association regarding School Sports/Activities \(page 51\)](#)



EMPLOYEE HEALTH & INSURANCE RESOURCES

During this time, it is especially important to take care of our health. There are many resources available to you through the benefits offered by Little City.

HEALTH	Summary
<p>Virtual Doctor Visits</p> 	<p>With your UnitedHealthcare plan, virtual doctor's visits are available to you at no cost! You can request a virtual visit from a physician regardless of your medical needs, at any time.</p> <p>To get started:</p> <p>Visit UnitedHealthcare's website and select "Virtual Visits" under the Member Resources tab. Then select "get started."</p> <p>You will be directed to sign into your UHC member account or register if you have not done so already. Make sure to have your ID card handy.</p> <p>Once signed into your member account, you will be directed to fill out a brief registration form with your demographic information.</p> <p>Once you complete the registration form, you are all set to request a virtual doctor's visit whenever you need to.</p> 
<p>Symptom Checker</p> 	<p>Check your symptoms online using Buoy's online symptom checker to assess your risk for COVID-19 and see options for care and support.</p>
<p>Rally Health Rewards</p> 	<p>Rally provides different fun ways for you to stay well. You can complete challenges, join a community to stay connected and share your health journey, and earn discounts at some of your favorite stores. You can access Rally through your MyUHC account page under the Health Resources tab. Select "Get Started Now" to complete registration.</p>
<p>Member Services</p> 	<p>If you have additional questions about the services offered through UnitedHealthcare, call the phone number listed on the back of your ID card.</p>



MENTAL HEALTH RESOURCES

As the number of COVID-19 cases increase, so does the associated anxiety. Your benefits through Little City provide a variety of ways to take care of your mental health during this time.

MENTAL HEALTH	
Summary	
	<p>Our Employee Assistance Program is here to provide you and your family with 24/7 confidential support, and easy-to-access resources. To speak with a Lifeworks Counselor,</p> <p>Call: 1-888-319-7819</p> <p>Or Visit: metlifegc.lifeworks.com UserName: metlifeassist Password: support</p>
<p>1:1 Emotional Support</p> 	<p>Call the number on the back of your ID card to get connected with professionally trained mental health experts at no additional cost.</p>
<p>Sanvello App</p> 	<p>Sanvello is the #1 app for stress, anxiety, and depression with over 3 million users. Whether you are dealing with COVID-19 related stress or managing an ongoing condition such as anxiety or depression, Sanvello provides you with support and resources to feel more in control and happier over time.</p> <p>Sanvello is offering a free premium subscription to everyone during the COVID-19 crisis. An ongoing premium subscription is also provided through UnitedHealthcare. To get started with Sanvello, sign into your MyUHC account page and scroll to the "Resources" section on your dashboard.</p> <p>Download for iPhone Download for Android</p>
	<p>During the pandemic, the Optum Public Crisis Line is available to you 24/7. For emotional support call just call the toll-free help line at (866) 342-6892. This is free of charge and available to anyone, so you can share with family and friends. Caring professionals will connect people to resources.</p>



LITTLE CITY POLICIES

The policies below will assist you with any questions regarding our workplace procedures, benefits and expectations.

TITLE	
HR04-Vacation Benefits	FY 20\Human Resources\HR04 Vacation Benefits
HR04a-Personal Days	FY 20\Human Resources-HR\HR04a Personal Days
HR04b-Sick Days	FY 20\Human Resources-HR\HR04b Sick Days
HR04c-Chicago Staff Sick Leave	FY 20\Human Resources-HR\CHR04c Chicago Staff Sick Leave
HR05-Leave of Absence	FY 20\Human Resources-HR\HR05 Leave of Absence
HR06-Family Medical Leave of Absence	FY 20\Human Resources-HR\HR06 FMLA
HR18-Call-in Procedures	FY 20\Human Resources-HR\HR18 Call-In Procedures
HR27-Telecommuting	FY 20\Human Resources-HR\HR27 Telecommuting
HR51-Work Attendance during Cold and Flu Season	FY 20\Human Resources-HR\HR51 Work Attendance During Cold & Flu Season
HR54-Emergency Staffing Procedures	FY 20\Human Resources-HR\HR54 Emergency Staffing Procedures
HR55-Adherence to Work Schedule	FY 20\Human Resources-HR\HR55 Adherence to Work Schedule
HR67-Symptom Checking Protocol	FY 20\Human Resources-HR\HR67 Symptom Checking Protocol




HUMAN RESOURCES CONTACT INFO

We understand questions can arise each day and the Human Resources Team is here to assist you. The contact information below will put you in touch with the right person to meet your needs.

TITLE	
PayCom	Having trouble with logins, passwords, tax withholding, direct deposits, deductions, etc.? Call Eric Sprieser at (847)221-7144 or at ESprieser@littlecitcity.org
Employee Training	Questions about Infinitec system, online training modules, training requirements, available courses, etc.? Call Elaine Scott at (847)221-7183 or at EScott@littlecitcity.org OR Casey Carraher at (847)221-7188 or at ccarraher@littlecitcity.org
Benefits	Need help with employee benefits: medical/dental/vision insurance, 401(k) plans, FMLA, personal leaves of absence, etc.? Call Eni Baverso at (847)221-7704 or at ebaverso@littlecitcity.org
Recruiting	Questions about talent acquisitions, position transfers, application process, employee referrals, employee badges, etc.? Call Diego Rendon at (847)221-7009 or at DRendon@littlecitcity.org OR Michael Kutanwa at (847) 221-7882 or at mkutanwa@littlecitcity.org
Compliance	Need information about DCFS or IDPH compliance, drug-testing policies/procedures, Pace certification, etc.? Call Linda Laughlin at (847)221-7741 or at LLaughlin@littlecitcity.org
HR Management	Questions about employee relations, performance evaluations, disciplinary process/action, HR policy issues, job descriptions, internal investigations, etc. Call Adrienne Brimie at (847) 221-7120 or at ABrimie@littlecitcity.org OR Renee Watts at (847)221-7869 or at yrwatts@littlecitcity.org
Employee Development	Onboarding orientation, internship, continuing education questions? Call Denise Wallace at (847)221-7821 or Dwallace@littlecitcity.org

External Non-Insurance Assistance

People often do not get the mental health services they need because they do not know where to start. If you do not have a health professional who is able to assist you, use these resources to find help for yourself, your friends, your family, or your students.

911 Emergency	If a situation is potentially life-threatening, get immediate emergency assistance by calling 911, available 24 hours a day.
www.mentalhealth.gov	Due to the increased stress that some individuals might be experiencing as a result of this pandemic, this resource can be used to talk with someone to reduce your stress or anxiety levels.
Free 24/7 Confidential Helpline at 1-800-537-6066	If you just need to talk, they can help.
National Suicide Prevention Lifeline, 1-800-273-TALK (8255) or Live Online Chat	If you or someone you know is suicidal or in emotional distress, contact the National Suicide Prevention Lifeline . Trained crisis workers are available to talk 24 hours a day, 7 days a week . Your confidential and toll-free call goes to the nearest crisis center in the Lifeline national network. These centers provide crisis counseling and mental health referrals.
SAMHSA Treatment Referral Helpline, 1-877-SAMHSA7 (1-877-726-4727)	Get general information on mental health and locate treatment services in your area. Speak to a live person, Monday through Friday from 7 a.m. to 7 p.m.
	The National Alliance on Mental Health has a helpline offering free assistance and advice 24 hours a day, 7 days a week, by calling 1-800-950-6264.
Centers For Disease Control and Prevention	Find the latest information from the CDC regarding symptoms and taking care of individuals with coronavirus. https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html



COVID-19 Travel in the United States

Crowded travel settings, like airports, bus and train terminals, may increase your risk of exposure to COVID-19.



Things to consider before travel:

- If the coronavirus is spreading at your destination, but not where you live, you may be at higher risk of exposure if you travel there.
- Your risk of exposure to COVID-19 may increase in crowded settings, particularly closed-in settings with little air circulation.
- Travelers at high-risk (older adults and people of any age with serious chronic medical conditions) should avoid all cruise travel and non-essential air, bus or train travel.
- You may be asked to stay home for up to 14 days if you have close contact with someone who has COVID-19 during travel.
- If sick with COVID-19 upon your return, your household contacts may be at risk of infection.
- If you have mild symptoms or don't have a fever when traveling, you might not realize you are infectious and spread COVID-19 to others.



Depending on your unique circumstances, you may choose to delay or cancel your plans.

If you do decide to travel, be sure to **practice precautions** to prevent getting and spreading COVID-19 and other respiratory diseases during travel. For the most up-to-date COVID-19 travel information, visit CDC COVID-19 Travel page:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.



HANDLING EMPLOYEES’ DOMESTIC AND INTERNATIONAL PERSONAL TRAVEL

There is widespread, ongoing transmission of novel coronavirus worldwide. **The CDC recommends travelers avoid all nonessential international travel and defer all cruise (including riverboat) travel.**

As COVID-19 infection rates continue to rise in a number of areas globally and within the United States, including many popular vacation destinations, the guidelines below outline how Little City will address employees planning to travel or returning to work who have traveled for personal reasons, outside the United States and to what is commonly referred to as “hot spots” within the United States.

PERSONAL TRAVEL NOTIFICATION

Any Little City employee planning to engage in personal travel shall report their plans to travel (or if already traveling as of the date of this notice, their return plans from travel) to his/her direct supervisor.

Any Little City employee requesting personal or vacation time off will be asked to disclose their travel plans (or will be asked where they traveled once they return). In Paycom, employees can enter travel designations when requesting time off in the “Remarks” field.

Supervisors will inform employees traveling before they leave the risks of travel, which include but are not limited to the following:

- They may be required to stay away from work for 14 days on their return or be required to take the COVID-19 test and provide the test results prior to returning to work.

- They may potentially become stranded due to government travel restrictions.

- They may be subject to a governmental mandated quarantine when the employee returns from travel.

Supervisors should also inform employees that they will be required to take any paid time off they have available during the 14-day self-isolation period if it becomes necessary. To the extent that an employee does not have any paid time off available, the employee will need to take the 14-day self-isolation period on an unpaid basis if it becomes necessary.

EMPLOYEES RETURNING FROM INTERNATIONAL TRAVEL OR CRUISE SHIPS

Any employee returning to work from an international destination with a [Level 4 or Level 3 Travel Health Notice](#) or returning from a cruise ship or riverboat, will be asked to stay home for 14 days from the time he/she returned from the travel, monitor their health, avoid group gatherings, and practice social distancing.

EMPLOYEES TRAVELING TO AND RETURNING FROM UNITED STATES “HOT SPOTS”

Employers should tell traveling employees before they leave that they may be required to stay away from work for 14 days on their return.

Little City employees requesting personal or vacation time off will be asked to disclose their travel plans (or employees will be asked once they return from traveling). As supervisors, the

key is to make sure the information you are requesting is in accordance with business necessity and that you are asking for the information in a consistent manner.

Little City employees returning from a designated “Hot Spot” will have two options in order to return to work.

Option One

An employee returning to work who has traveled to and is returning from a state or “Hot Spot” with high rates of COVID-19, will be asked to stay home for 14 days from the time he/she returned from travel, monitor their health, avoid group gatherings, and practice social distancing.

If possible, the employee may work remotely. However, if the employee cannot work remotely, then he/she will need to use benefit time (personal or vacation time) to cover his/her hours. If the employee is exempt and does not work at any point during an entire one week pay period (e.g., not one week measured across two consecutive work weeks) and does not have benefit time (personal or vacation time), the exempt employee will not be paid and will need to use benefit time (personal or vacation time) to cover the time off.

Option Two

An employee returning to work who has traveled to and is returning from a state or “Hot Spot” with high rates of COVID-19 can take the COVID-19 test prior to returning to the workplace. The test cannot be taken too soon after the trip. Therefore, the test must be administered at least five days after returning home to reduce the risk of a false negative test result. The employee must provide Little City with the results of a negative test before being able to return to work.

Under either Option One or Two above, an employee may not return to work if they are experiencing any symptoms of COVID-19.

EMPLOYEE SCREENING

Prior to returning to work, employees returning from an international destination with a Level 4 or Level 3 Travel Health Notice, a cruise ship (or riverboat), or has traveled to areas designated as a “Hot Spot” within the United States, will be asked the following questions to determine if they have any COVID-19 symptoms.

1. Within the last 14 days, have you traveled to an international destination with a Level 4 or Level 3 Travel Health Notice, a cruise ship (or riverboat), or has traveled to areas designated as a “Hot Spot” within the United States country?
And
2. Have you had contact with any person who has been diagnosed with COVID-19; **And**
3. Do you have any symptoms of a respiratory infection (e.g., cough, fever of 100.4 or higher, chills, shortness of breath, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, fatigue, muscle or body aches, headache, or new loss of taste or smell)?

If the employee responds **“Yes” to all 3 questions**, the employee should immediately go home and not return to work until: (i) 14 days have passed without the employee displaying symptoms;

(ii) they have been medically cleared in writing by their doctor; and (iii) Human Resources approves their return to work.

If the employee responds “Yes” to question 1, the employee should be sent home for 14 days following his/her return trip from a country that has been issued a Level 4 or Level 3 travel designation. They can return to work after the 14 day quarantine period if they do not display symptoms during the quarantine period.

If the employee responds “Yes” to question 2, the employee should be sent home for 14 days following his/her contact with any person who has been diagnosed with COVID-19. They can return to work after the 14 day quarantine period if they do not display symptoms during the quarantine period.

If the employee responds “Yes” to question 3, the employee should be sent home and instructed to stay away from the workplace until they no longer display acute respiratory illness (e.g., fever, cough, shortness of breath) for at least 24 hours without the use of medicine.

WHEN TO NOTIFY HUMAN RESOURCES

Employees should immediately contact Human Resources if they are experiencing any symptoms of COVID-19 (e.g., fever of 100.4 or higher, trouble breathing and/or persistent cough). For purposes of tracking and assessing level of potential exposure, employees should contact Human Resources if they have come into contact with someone who has been tested positive for COVID-19. Similarly, employees should contact Human Resources if they have guest(s) (i.e., family member, best friend, etc.) that is staying with the employee that has traveled from an international destination with a Level 4 or Level 3 Travel Health Notice, a cruise ship (or riverboat), or has traveled to areas designated as a “Hot Spot” within the United States.

COVID-19 Daily Self-Monitoring Questionnaire



In an effort to protect our Little City residents, participants, and fellow employees from illness, all employees are being asked to self-monitor his/her health prior to coming to and doing work hours.

If you reply **YES** to any of the questions below, **STAY HOME**, self-isolate, and follow the instructions from your healthcare provider or the Health Department. Follow current policy of notifying your supervisor that you are not coming to work.

If you start feeling sick while at work, notify your supervisor so arrangements can be made to send you home

Do you have a fever (temperature 100.4F or higher) without having taken any fever reducing medications?

- ☐ Yes
- ☐ No

Loss of Smell or Taste?

- ☐ Yes
- ☐ No

Muscle Aches?

- ☐ Yes
- ☐ No

Sore Throat?

- ☐ Yes
- ☐ No

Cough?

- ☐ Yes
- ☐ No

Shortness of Breath?

- ☐ Yes
- ☐ No

Chills?

- ☐ Yes
- ☐ No

Headache?

- ☐ Yes
- ☐ No

Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?

- ☐ Yes
- ☐ No

Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

- ☐ Yes
- ☐ No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

- ☐ Yes
- ☐ No

Steps to help prevent the spread of COVID-19 if you are sick

FOLLOW THE STEPS BELOW: If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care

- **Stay home:** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- **Avoid public transportation:** Avoid using public transportation, ride-sharing, or taxis.



Separate yourself from other people in your home, this is known as home isolation

- **Stay away from others:** As much as possible, stay away from others. You should stay in a specific “sick room” if possible, and away from other people in your home. Use a separate bathroom, if available.
 - See COVID-19 and Animals if you have questions about pets. <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>



Call ahead before visiting your doctor

- **Call ahead:** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- If you have a medical appointment that cannot be postponed, call your doctor’s office, and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.



If you are sick wear a facemask in the following situations, if available.



- **If you are sick:** You should wear a facemask, if available, when you are around other people (including before you enter a healthcare provider’s office).
- **If you are caring for others:** If the person who is sick is not able to wear a facemask (for example, because it causes trouble breathing), then as their caregiver, you should wear a facemask when in the same room with them. Visitors, other than caregivers, are not recommended.

Note: During a public health emergency, facemasks may be reserved for healthcare workers. You may need to improvise a facemask using a scarf or bandana.

Cover your coughs and sneezes

- **Cover:** Cover your mouth and nose with a tissue when you cough or sneeze.
- **Dispose:** Throw used tissues in a lined trash can.
- **Wash hands:** Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often

- **Wash hands:** Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Hand sanitizer:** If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water:** Soap and water are the best option, especially if hands are visibly dirty.
- **Avoid touching:** Avoid touching your eyes, nose, and mouth with unwashed hands.



Avoid sharing personal household items

- **Do not share:** Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash thoroughly after use:** After using these items, wash them thoroughly with soap and water or put in the dishwasher.



Clean all “high-touch” surfaces everyday

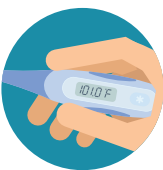
Clean high-touch surfaces in your isolation area (“sick room” and bathroom) every day; let a caregiver clean and disinfect high-touch surfaces in other areas of the home.



- **Clean and disinfect:** Routinely clean high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
 - If a caregiver or other person needs to clean and disinfect a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.
- High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.
- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Household cleaners and disinfectants:** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found [here](#).

Monitor your symptoms

- Common symptoms of COVID-19 include fever and cough. Trouble breathing is a more serious symptom that means you should get medical attention.
- **If you are having trouble breathing, seek medical attention, but call first.**
 - Call your doctor or emergency room before going in and tell them your symptoms. They will tell you what to do.
- **Wear a facemask:** If available, put on a facemask before you enter the building. If you can’t put on a facemask, cover your coughs and sneezes. Try to stay at least 6 feet away from other people. This will help protect the people in the office or waiting room.
- **Follow care instructions from your healthcare provider and local health department:** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately**.

Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

Call 911 if you have a medical emergency: If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
 - **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers) AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
 - at least 7 days have passed since your symptoms first appeared
 - **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use medicine that reduces fevers) AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
 - you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.



In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

More information is available <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>.

Additional information for healthcare providers: [Interim Healthcare Infection Prevention and Control Recommendations for Persons Under Investigation for 2019 Novel Coronavirus](#).



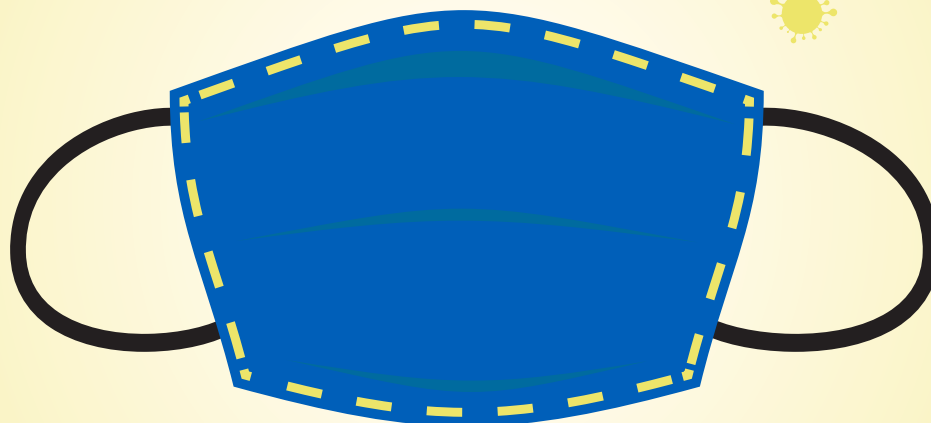
COVID-19 Face Covering Do's & Don'ts

DO:

- ✓ Make sure you can breathe through it
- ✓ Wear it whenever going out in public
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using

DON'T:

- ✗ Use on children under age 2
- ✗ Use surgical masks or other personal protective equipment (PPE) intended for health care workers



How to Wear a Cloth Face Covering

Cloth face coverings should:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape



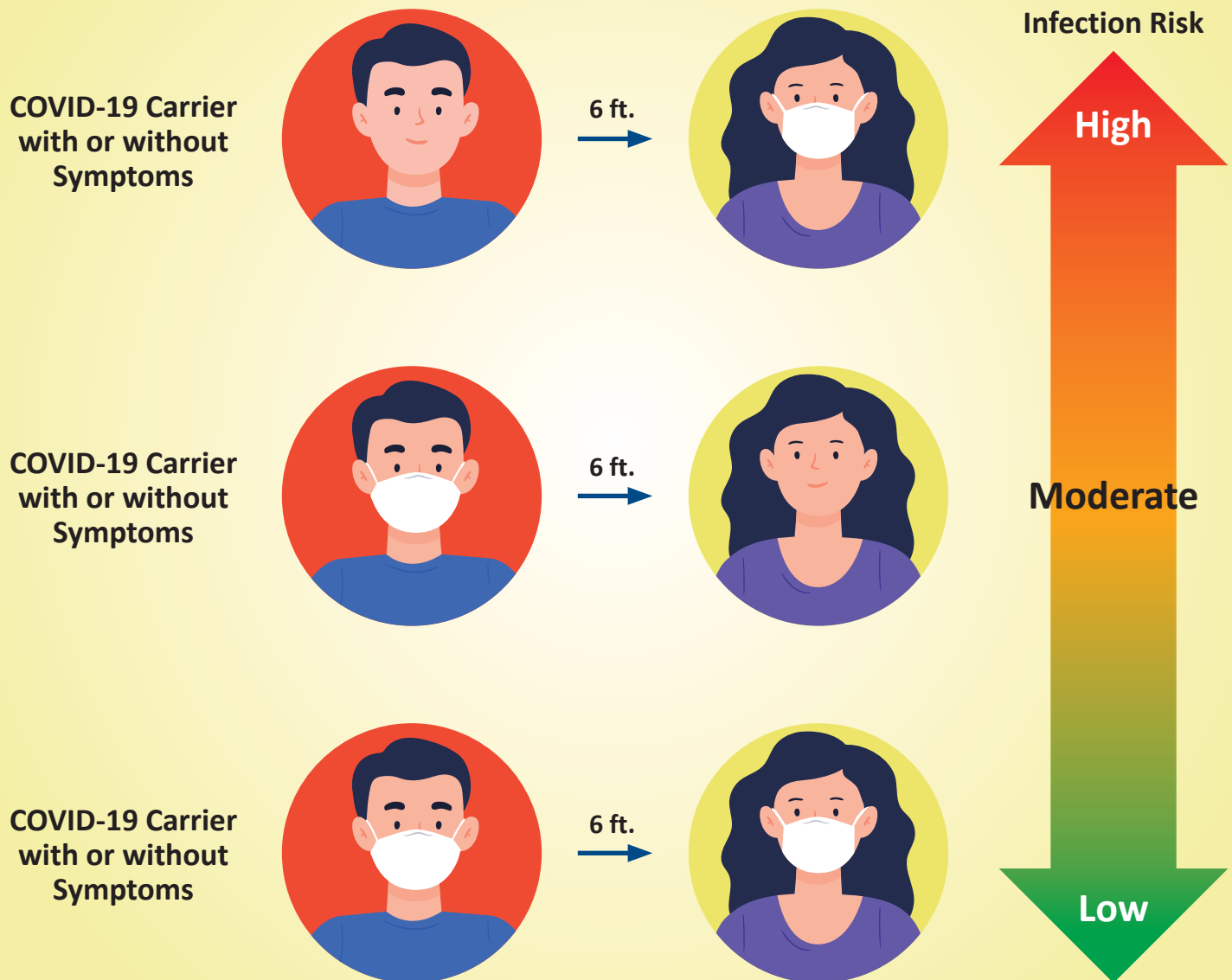


COVID-19 Protecting Each Other

My Mask Protects You, Your Mask Protects Me.

COVID-19 can spread between people in close proximity – speaking, coughing, or sneezing – even if they are not exhibiting symptoms.

A simple cloth face covering can help slow transmission of the virus.



Cloth face coverings/masks do not replace social distancing, practicing frequent hand cleaning, and staying home when sick.



COVID-19 Testing Guidance

Anyone with COVID-19-like illness or symptoms can get a test, even without a doctor's order.

As testing capacity expands, testing is now available for people who:

- Have COVID-19 symptoms (cough, shortness of breath and fever) **AND**
- Have a risk factor, such as
 - Contact with someone confirmed to have COVID-19
 - A compromised immune system or a serious chronic medical condition

Testing is also available for those with or without symptoms who:

- Work in a health care facility
- Work in correctional facilities, such as jails or prisons
- Serve as first responders, such as paramedics, emergency medical technicians, law enforcement officers or firefighters
- Support critical infrastructure, such as workers in grocery stores, pharmacies, restaurants, gas stations, public utilities, factories, childcare and sanitation

A list of testing sites can be found online at coronavirus.illinois.gov/s/testing-sites or dph.illinois.gov/covid19/covid-19-testing-sites.

Coronavirus
COVID-19

INSTRUCTIONS

For Tested Healthcare Workers & First Responders

What should you do about work while you wait for test results?

- Please inform your supervisor at work that you have been tested for COVID-19 and note the date of testing.
- If you are experiencing symptoms: Notify your supervisor and stay home.
- If you are not experiencing symptoms: Request guidance from your supervisor on any potential work and patient care restrictions until you know your test results.
- Avoid using public transportation, ride-sharing, or taxis when commuting.

What should you do to protect yourself while you wait for test results?

- Wash your hands often with soap and water for at least 20 seconds. Clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean all “high-touch” surfaces every day. High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.
- Cover coughs and sneezes.
- If available, wear a facemask if you are sick.

Monitor any symptoms:

- Note the day any new symptoms begin.
- Check your own temperature two times a day.
- Keep a daily record of fever, cough, and additional respiratory symptoms.
- Seek further evaluation from a healthcare provider via telemedicine or an in-person if your symptoms get worse. **Call ahead before visiting your doctor** and tell them you have been tested for COVID-19.
- Even if you don’t experience symptoms, you might make others sick.

Seek medical attention immediately if you develop any of the following emergency warning signs for COVID-19 or other medical emergencies:

- Extremely difficult breathing
- Bluish lips or face
- Constant pain or pressure in the chest
- Severe constant dizziness or lightheadedness
- Acting confused
- Difficult to wake up
- Slurred speech (new or worsening)
- New seizure or seizures that won’t stop

*This list is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

For medical emergencies, call 911 & notify the dispatch personnel that you may have COVID-19.

For more information, visit: coronavirus.illinois.gov



IL COVID-19 TESTING CENTERS

This is not a comprehensive list of testing sites. Locations are continuously being added as information is provided. Some locations have asked not to be named. To find a COVID-19 testing near you go to <https://dph.illinois.gov/testing>

CVS- Palatine

200 West Northwest Highway

Palatine, IL 60067

- Hours: 9:00am-6:00pm, 10:00am-6:00pm Sundays
- Days of Operation: Mon-Sun
- Requirements: CDC Testing Guidelines
- COVID Hotline: No Hotline
- Languages Offered: English/Spanish

CVS- Rolling Meadows

2045 Plum Grove Road

Rolling Meadows, IL 60008

- Hours: 9:00am-6:00pm, 10:00am-6:00pm Sundays
- Days of Operation: Mon-Sun
- Requirements: CDC Testing Guidelines
- COVID Hotline: No Hotline
- Languages Offered: English/Spanish

IDPH Arlington Heights Drive-Through

2200 West Euclid Avenue

Arlington Heights, IL 60005

- Hours: 8:00am-4:00pm
- Days of Operation: Daily
- Requirements: No appointment required. Capacity is limited. Hours of operation subject to change on a daily basis, based on available equipment and throughput.
- COVID Hotline: 1-800-889-3931

Epic Urgent and Family Care

770 East Dundee Road

Palatine, IL 60074

- Hours: 9:00am-5:00pm, 9:00am-2:00pm
- Days of Operation: Monday-Friday, Saturday
- Requirements: Call to schedule appointment. Will provide electronic forms to complete followed by quick telemedicine visit with provider. Then you will be asked to come to clinic parking lot where medical staff will come out and perform swab test. Antibody tests will be provided inside the clinic.
- COVID Hotline: 708-733-7750
- Languages Offered: English and Spanish

[Newmed Immediate Care](#)

1669 Algonquin Rd

Rolling Meadows, IL 60008

- Hours:9:00am-7:00pm
- Days of Operation: Daily
- Requirements: Anyone with exposure to COVID-19 with or without symptoms is eligible for a test.
- COVID Hotline:8472584500
- Languages Offered: English and Spanish

[CVS-Buffalo Grove](#)

20 East Dundee Road

Buffalo Grove, IL 60089

- Hours:9:00am-6:00pm, 10:00am-6:00pm Sundays
- Days of Operation: Mon-Sun
- Requirements: CDC Testing Guidelines
- COVID Hotline: No Hotline
- Languages Offered: English/Spanish

[Greater Elgin Family Care Center- Creekside Health Center](#)

300 McHenry Road

Wheeling, IL 60090

- Hours:8:00am - 12:00 pm
- Days of Operation: Monday-Thursday
- Requirements: Appointments required.
- COVID Hotline:847-608-1344
- Languages Offered: Spanish, Hindu, Urdu, Gujarati, Polish, Ukrainian, Russian on site. Additionally have phone translating system offering over 50+ languages.

[CVS-Schaumburg, Golf Road](#)

1801 West Golf Road

Schaumburg, IL 60194

- Hours:9:00am-6:00pm, 10:00am-6:00pm Sundays
- Days of Operation: Mon-Sun
- Requirements: CDC Testing Guidelines
- COVID Hotline: No Hotline
- Languages Offered: English/Spanish

[Walgreens COVID-19 Drive-Thru Testing](#)

17 W Golf Rd

Des Plaines, IL 60016

- Hours:9:00am-5:00pm
- Days of Operation: Daily
- Requirements: Screening questionnaire and appointment must be completed online
- COVID Hotline:
- Languages Offered: English and Spanish

[CVS- Northbrook](#)

3780 Willow Road

Northbrook, IL 60062

- Hours:9:00am-6:00pm, 10:00am-6:00pm Sundays
- Days of Operation: Mon-Sun
- Requirements: CDC Testing Guidelines
- COVID Hotline: No Hotline
- Languages Offered: English/Spanish

[CVS- Schaumburg, Irving Park Road](#)

1855 West Irving Park Road

Schaumburg, IL 60193

- Hours:9:00am-6:00pm, 10:00am-6:00pm Sundays
- Days of Operation: Mon-Sun
- Requirements: CDC Testing Guidelines
- COVID Hotline: No Hotline
- Languages Offered: English/Spanish

[Physicians Immediate Care - Hanover Park](#)

7425 Barrington Road

Hanover Park, IL 60133

- Hours:8:00AM - 4:30PM
- Days of Operation: Monday - Friday
- Requirements: Curbside exam to determine if testing is appropriate; capacity may be limited
- COVID Hotline:312-767-0400
- Languages Offered: English and Spanish

[Greater Elgin Family Care Center- Streamwood Community Health Center](#)

135 E. Irving Park Road

Streamwood, IL 60107

- Hours:8:00am - 12:00 pm
- Days of Operation: Monday-Friday
- Requirements: Appointments required.
- COVID Hotline:847-608-1344
- Languages Offered: Spanish, Hindu, Urdu, Gujarati, Polish, Ukrainian, Russian on site. Additionally, have phone translating system offering over 50+ languages.

[Affordable Labs Inc](#)

850 N Milwaukee, Suite 208

Vernon Hills, IL 60061

- Hours:7:00am-5:00pm
- Days of Operation: Monday-Friday
- Requirements: Test run with consistent history and /or symptoms
- COVID Hotline:(847) 367-8636
- Languages Offered: English and Spanish

CVS- Park Ridge

2648 Dempster Street

Park Ridge, IL 60068

- Hours:9:00am-6:00pm, 10:00am-6:00pm Sundays
- Days of Operation: Mon-Sun
- Requirements: CDC Testing Guidelines
- COVID Hotline: No Hotline
- Languages Offered: English/Spanish

Greater Elgin Family Care Center- Lake Health Center

1515 E. Lake Street, Suite 202

Hanover Park, IL 60133

- Hours:8:30am - 12:00 pm
- Days of Operation: Monday, Wednesday, Friday
- Requirements: Appointments required.
- COVID Hotline:847-608-1344
- Languages Offered: Spanish, Hindu, Urdu, Gujarati, Polish, Ukrainian, Russian on site. Additionally, have phone translating system offering over 50+ languages.

CVS- Bloomingdale

121 East Lake Street

Bloomingdale, IL 60108

- Hours:9:00am-6:00pm, 10:00am-6:00pm Sundays
- Days of Operation: Mon-Sun
- Requirements: CDC Testing Guidelines
- COVID Hotline: No Hotline
- Languages Offered: English/Spanish

CVS- Bensenville

700 West Irving Park Road

Bensenville, IL 60106

- Hours:9:00am-6:00pm, 10:00am-6:00pm Sundays
- Days of Operation: Mon-Sun
- Requirements: CDC Testing Guidelines
- COVID Hotline: No Hotline
- Languages Offered: English/Spanish

Coronavirus Disease 2019 Testing Basics

You've probably heard a lot about coronavirus disease 2019 (COVID-19) testing recently. If you think you have COVID-19 and need a test, contact your health care provider, [local pharmacy](#), or [local health department](#) immediately. The FDA has been working around the clock to increase the availability of critical medical products, including tests for SARS-CoV-2, the virus that causes COVID-19, to fight the COVID-19 pandemic. Learn more about the different types of tests and the steps involved.

There are two different types of tests – **diagnostic tests** and **antibody tests**.



A **diagnostic test** can show if you have an active coronavirus infection and should take steps to quarantine or isolate yourself from others. Currently there are two types of diagnostic tests – **molecular tests**, such as RT-PCR tests, that detect the virus's genetic material, and **antigen tests** that detect specific proteins from the virus.



An **antibody test** looks for antibodies that are made by your immune system in response to a threat, such as a specific virus. Antibodies can help fight infections. Antibodies can take several days or weeks to develop after you have an infection and may stay in your blood for several weeks or more after recovery. Because of this, antibody tests should not be used to diagnose COVID-19. At this time researchers do not know if the presence of antibodies means that you are immune to COVID-19 in the future.

	MOLECULAR TEST	ANTIGEN TEST	ANTIBODY TEST
Also known as...	Diagnostic test, viral test, molecular test, nucleic acid amplification test (NAAT), RT-PCR test, LAMP test	Diagnostic test	Serological test, serology blood test, serology test
How the sample is taken...	Nasopharyngeal (the part of the throat behind the nose), nasal or throat swab (most tests) Saliva (a few tests)	Nasal or nasopharyngeal swab (most tests)	Finger stick or blood draw
How long it takes to get results...	Same day (some locations) or up to a week (longer in some locations with many tests)	Some may be very fast (15 – 30 minutes), depending on the test	Same day (many locations) or 1-3 days
Is another test needed...	This test is typically highly accurate and usually does not need to be repeated.	Positive results are usually highly accurate, but false positives can happen, especially in areas where very few people have the virus. Negative results may need to be confirmed with a molecular test.	Sometimes a second antibody test is needed for accurate results.
What it shows...	Diagnoses active coronavirus infection	Diagnoses active coronavirus infection	Shows if you've been infected by coronavirus in the past
What it can't do...	Show if you ever had COVID-19 or were infected with the virus that causes COVID-19 in the past	Antigen tests are more likely to miss an active COVID-19 infection compared to molecular tests. Your health care provider may order a molecular test if your antigen test shows a negative result but you have symptoms of COVID-19.	Diagnose COVID-19 at the time of the test or show that you do not have COVID-19.

Diagnostic Tests with Alternative Options

Diagnostic tests are now available with alternative methods and benefits.



- **Rapid, point-of-care** diagnostic tests use a mucus sample from the nose or throat but can be analyzed at the doctor's office or clinic where the sample is collected and results may be available in minutes. These may be molecular or antigen tests.



- **Combination tests** can test for the flu and the coronavirus at the same time. Some can test for many different types of respiratory viruses, including the one that causes COVID-19.







- **At-home collection** tests, available only by prescription from a doctor, allow the patient to collect the sample at home and send it directly to the lab for analysis. Some at-home collection tests have a health care provider oversee the sample collection by video with the patient.






- **Saliva tests** allow a patient to spit into a tube rather than get their nose or throat swabbed. Saliva tests may be more comfortable for some people and may be safer for health care workers who can be farther away during the sample collection.

Molecular Diagnostic Tests

Many companies and labs have developed tests to diagnose COVID-19 based on detection of the virus's genetic material in a sample from the patient's nose or throat. These steps may change as new technology becomes available, but currently the typical steps in molecular testing are:

-  1. A doctor, pharmacist, or other health professional orders a COVID-19 test. All currently authorized COVID-19 tests, including those used with a home collection kit, require a prescription or order from a health professional.
-  2. You or a health care professional use a specialized, swab to collect mucus from your nose or throat.
-  3. You or a health care professional put the swab in a sterile container and seal it for transport to a lab.
-  4. During the shipping process, most molecular test swabs must be kept within a certain temperature range so that the test will be accurate. The sample must arrive at the lab within 72 hours.

-  5. A lab technician mixes liquids with the swab to extract the genetic material of any virus that may be on the swab.
-  6. The lab technician uses special reagents, called primers and probes, and a high-tech machine to conduct several controlled heating and cooling cycles to convert the virus's RNA into DNA, and then make millions of copies of the DNA. Some tests use only one warming cycle to make copies of the DNA.
-  7. When specific probes bind to DNA, a special type of light is produced that can be seen by the machine and the test shows a "positive" result for infection with SARS-CoV-2, the virus that causes COVID-19.

Increasing Access to Testing

The FDA continues to work with test developers to make more coronavirus tests available to more people. One way to test more people is by combining genetic material from several people's swabs into one test. If the test is "negative," or doesn't show coronavirus, then none of the people whose swabs were included in that batch are likely to have an active coronavirus infection. If the test is "positive," showing the presence of the virus that causes COVID-19, each swab is retested to find the ones that are positive. This saves time and test materials, allowing lab technicians to test more samples. This process is called pooling, or pooled sample testing, and is most helpful in areas where most samples are expected to be negative.

No test is 100% accurate all of the time. Some things that may affect the test's accuracy include:

- You may have the virus, but the swab might not collect it from your nose or throat.
- The swab or mucus sample may be accidentally contaminated by the virus during collection or analysis.
- The nasal or throat swab may not be kept at the correct temperature before it can be analyzed.
- The chemicals used to extract the virus genetic material and make copies of the virus DNA may not work correctly.



Antigen tests usually provide results diagnosing an active coronavirus infection faster than molecular tests, but antigen tests have a higher chance of missing an active infection. If an antigen test shows a negative result indicating that you do not have an active coronavirus infection, your health care provider may order a molecular test to confirm the result.



Antibody (Serology) tests may provide quick results, but should not be used to diagnose an active infection. Antibody tests only detect antibodies the immune system develops in response to the virus, not the virus. It can take days to several weeks to develop enough antibodies to be detected by a test.

We do not know how long antibodies stay in the body following infection with the virus that causes COVID-19. We do not know if antibodies give you protective immunity against the virus, so results from a serology test should not be used to find out if you have immunity from the virus. The FDA cautions patients against using the results from any serology test as an indication that they can stop taking steps to protect themselves and others, such as stopping social distancing or discontinuing wearing masks.

COVID-19 Testing in Your Community

The best way to get a COVID-19 test is to contact your health care provider. You may also visit your [state](#) or [local](#) health department's website to look for the latest local information on testing.

Some communities are also testing asymptomatic people (people who do not have COVID-19 symptoms). Often these people are health workers or other essential workers with a lot of public contact.

Report Adverse Events

The FDA encourages health care professionals and patients to report adverse events or side effects related to the use of COVID-19 tests or other medical products to the FDA's MedWatch Safety Information and Adverse Event Reporting Program:

- Complete and submit the [report online](#) through the FDA's MedWatch website.
- [Download the form](#) or call 1-800-332-1088 to request a form, then complete and return to the address on the form or submit by fax to 1-800-FDA-0178.



COVID-19

Know the Difference

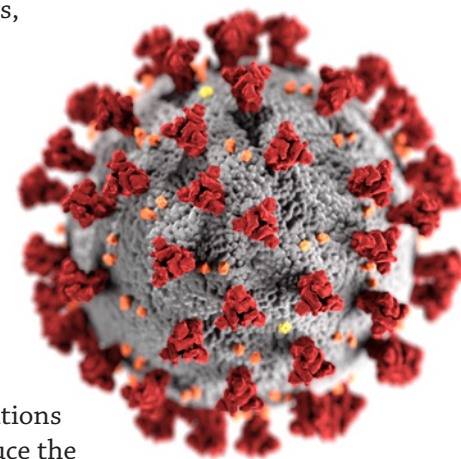
Is it a COLD **or** FLU **or** COVID-19?

Signs and Symptoms	COLD	FLU	COVID-19
Symptom onset	Gradual	2 days	2-14 days
Body Aches	Slight	Common	Common
Cough	Common	Common	Common
Diarrhea	Rare	Sometimes	Sometimes
Fatigue/Weakness	Sometimes	Common	Common
Fever/Chills/Shaking	Rare	Common	Common
Loss of Taste or Smell	Never	Never	Sometimes
Shortness of breath or Difficulty Breathing	Rare	Common	Common
Stuffy nose	Common	Common	Rare
Sneezing	Common	Sometimes	Rare
Sore throat	Common	Common	Common
Headache	Rare	Common	Common

Events and Gatherings: Readiness and Planning Tool

CDC Readiness and Planning Tool to Prevent the Spread of COVID-19 at Events and Gatherings

As some communities in the United States begin to plan and hold events and gatherings, CDC offers the following readiness and planning tool to share ways event planners and administrators can help protect staff, volunteers, and attendees and slow the spread of COVID-19. This tool aligns with the [Considerations for Events and Gatherings](#) and includes the following:



- General Readiness Assessment
- Preparing for If Someone Gets Sick
- Daily/Weekly Readiness Assessment
- End-of-Day Actions and Resources

Event planners and administrators may review and complete the general readiness assessment while working with state and local officials as part of making initial preparations before the event to promote healthy behaviors, environments, and operations that reduce the spread of COVID-19. The daily/weekly readiness assessment may be used to monitor and maintain recommended practices. Planning tools are also included to help event planners and administrators prepare for if someone gets sick, plan after-event actions, and address the specific needs and circumstances of the local community. Implementation should be guided by what is feasible, practical, acceptable, and tailored to the needs and context of each community.

Guiding Principles to Keep in Mind

A gathering refers to a planned or spontaneous event, indoors or outdoors, with a small number of people participating, or a large number of people in attendance. Examples of gatherings, small or large, include a community event, concert, festival, conference, parade, wedding, or sporting event.

- The more people an individual interacts with at a gathering and the longer that interaction lasts, the higher the individual's potential risk of becoming infected with COVID-19 and then spreading COVID-19 to others.
- The [higher the level of community transmission](#) in the area where the gathering is held, the higher the risk of COVID-19 spreading at the gathering.
- The size (attendance) of an event or gathering should be determined based on state, local, territorial, or tribal safety laws and regulations.

The risk of COVID-19 spreading at events and gatherings increases as follows:

- **Lowest risk:** Virtual-only activities, events, and gatherings.
- **More risk:** Smaller outdoor gatherings in which individuals from different households remain spaced at least 6 feet apart, wear cloth face coverings, do not share objects, and come from the same local area (e.g., a community, town, city, or county).
- **Higher risk:** Medium-sized in-person gatherings that are organized/laid out to allow individuals to remain spaced at least 6 feet apart, some wear cloth face coverings and come from outside the local area (e.g., a community, town, city, or county).
- **Highest risk:** Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart, do not wear cloth face coverings and travel from outside the local area.



Events and Gatherings: General Readiness Assessment

Use the following tool when making initial preparation before the event to promote healthy behaviors, environments, and operations that reduce the spread of COVID-19.

Policies and Procedures	Facilities and Supplies	Education and Training
<p>Point Person(s): _____</p> <p>Review relevant local/state regulatory agency policies and orders, such as those related to events, gatherings, and travel.</p> <p>Consult local health officials about recommended COVID-19 testing policies for events and gatherings.</p> <p>Consult with the venue operators about their COVID-19 policies prior to the event.</p> <p>Develop a plan to conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and attendees.</p> <p>Develop a plan to allow for social distancing before, during, and after the event (e.g., limiting attendance and modifying layouts before the event, providing physical barriers during the event and staggering exit times after the event).</p> <p>Consider limiting event attendance to staff and attendees who live in the local area (e.g., community, city, town, or county) to reduce risk of spreading the virus from areas with higher levels of COVID-19. If attendance is open to staff and guests from other communities, inform attendees in advance so they can make an informed decision whether they will participate.</p> <p>Develop online attendance options in addition to in-person attendance to help reduce the number of attendees at the event.</p> <p>Develop a flexible refund policy.</p> <p>Designate a staff person responsible for responding to all COVID-19 related situations and concerns. Make sure other staff and attendees know how to contact this person.</p>	<p>Point Person(s): _____</p> <p>Obtain supplies including:</p> <ul style="list-style-type: none">soapwater for hand hygienehand sanitizer (at least 60% alcohol)paper towelstissuescleaning suppliesEPA approved disinfection suppliescloth face coveringsno-touch/foot pedal trash cansno-touch soap/hand sanitizer dispensersglovesdisposable food service itemsother: _____ <p>Develop a schedule for increased routine cleaning and disinfection.</p> <p>Close shared spaces (e.g., a lounge); otherwise develop a plan for staggered use of these spaces and cleaning and disinfecting.</p> <p>Develop a plan for the safe and correct use and storage of cleaners and disinfectants, including storing products away from children.</p>	<p>Point Person(s): _____</p> <p>Create a plan for educating staff and attendees to ensure they know that they should not come to the event if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or someone suspected or confirmed to have COVID-19. Make sure they know that if they get sick at the event, they should notify event administrators (e.g., the designated COVID-19 point of contact) right away.</p> <p>Develop protocols to educate staff on flexible work and leave policies that encourage sick staff members to stay at home without fear of job loss or other consequences.</p> <p>Create a plan for educating staff and attendees about who should wear cloth face coverings, and communicate the importance of wearing them to both staff and attendees. Cloth face coverings should not be placed on.</p> <ul style="list-style-type: none">• children younger than 2 years old• anyone who has trouble breathing or is unconscious• anyone who is incapacitated or otherwise unable to remove the cover without help <p>Create information on proper use, removal, and washing of cloth face coverings and distribute to staff members.</p> <p>Create and implement training to be delivered to staff on all COVID-19 safety protocols:</p> <ul style="list-style-type: none">• Conduct training virtually or maintain social distancing during training <p>Other: _____</p>

Events and Gatherings: General Readiness Assessment

(continued from previous page)

Policies and Procedures	Facilities and Supplies
<p>Develop policies that encourage sick staff members to stay at home without fear of job loss or other consequences. Protect their privacy, particularly for those with underlying medical conditions and at higher risk for severe illness).</p> <p>Develop options for staff at higher risk for severe illness (e.g., telework or virtual learning opportunities).</p> <p>Develop flexible sick leave policies and practices.</p> <p>Develop options for flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts).</p> <p>Develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.</p> <p>Develop a transportation and parking plan to limit contact between attendees (e.g., staggered arrival and ride share drop-off times or locations).</p> <p>Develop a plan for if someone gets sick or shows symptoms of COVID-19 while at the event or venue. (See <i>Preparing for If Someone Gets Sick</i>).</p> <p>Develop a plan to safely serve food, beverages, and merchandise, if applicable. Refer to CDC's COVID-19 considerations for restaurants and bars for guidance.</p> <p>Other: _____</p>	<p>Make sure ventilation systems operate properly. If using fans, make sure they do not blow from one person onto another, and increase circulation of outdoor air as much as possible (e.g., opening windows and doors).</p> <p>Make sure water systems and features are safe to use after a prolonged facility shutdown.</p> <p>Develop a plan to use touchless payment options .</p> <p>Develop a plan to use multiple entrances and exits to discourage crowding in waiting areas.</p> <p>Develop a plan to change seating layout or availability of seating, or block off rows or sections so that attendees can stay at least 6 feet apart.</p> <p>Create and install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart.</p> <p>Create physical guides, such as tape on floors and signs on walls, to promote social distancing.</p> <p>Develop a plan to eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks in congregation areas such as entrances, exits, and restrooms if a 6-foot distance between attendees is hard to ensure.</p> <p>Develop a plan to reconfigure parking lots, limit congregation points and ensure proper separation (e.g., closing every other space).</p> <p>Purchase adequate supplies to minimize sharing of materials, or limit use to one per family or group of individuals at a time, and clean and disinfect between use.</p> <p>Ensure organizations that share the venue facilities such as food vendors are aware of and follow all safety protocols.</p> <p>Other: _____</p>

Events and Gatherings: General Readiness Assessment

Use the following tool when making initial preparations before the event to promote healthy behaviors, environments, and operations that reduce the spread of COVID-19.

Communication and Messaging

Point Person(s): _____

Develop a plan to create and disseminate clear messages (e.g., [videos](#)) about behaviors that prevent spread of COVID-19 to staff and attendees before the event:

websites

email

[social media accounts](#)

other _____

Create and post signs in highly visible locations that promote everyday protective measures such as wearing cloth face coverings and that describe how to stop the spread of germs in:

entrances

dining areas

restrooms

other _____

Develop a plan to communicate with partner organizations such as vendors to ensure that they are aware of all of your COVID-19 safety protocols.

Develop [signs and communication](#) (e.g., [videos](#)) in alternative formats (e.g., large print posters, braille, American Sign Language) for people who have limited vision, or are blind, or people who are deaf or hard of hearing.

Consider posting signs for the national distress hotline: 1-800-985-5990, text TalkWithUs to 66746; The National Domestic Violence Hotline: 1-800-799-7233, TTY 1-800-787-3224; and The National Suicide Prevention Lifeline: 1-800-273-TALK (8255).

Develop regular announcements on reducing the spread of COVID-19 to be broadcast on public address systems.

Create a plan for communicating with staff and attendees about whom to contact if they have questions and concerns related to COVID-19.

Other: _____

Action Planning—Notes and Next Steps

Point Person(s): _____

Use this space to note any required resources and next steps, or potential barriers and opportunities:

Events and Gatherings: Preparing for if Someone Gets Sick

Use the following tool when making initial preparations before the event for if someone gets sick with COVID-19.

Before Someone Gets Sick	When Someone Gets Sick	After Someone Gets Sick
<p>Point Person(s): _____</p> <p>Create a plan to educate staff and attendees to ensure they know that they should not come to the event If they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or someone with suspected or confirmed COVID-19. Make sure they know that if they get sick at the event, they should notify event planners (e.g., the designated COVID-19 point of contact) right away.</p> <p>Develop systems to:</p> <ul style="list-style-type: none">Allow staff and attendees to self-report to administrators if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days.Notify individuals of closures and restrictions put in place to limit COVID-19 exposure. <p>Develop staff policies for returning to the venue after COVID-19 illness. CDC's criteria to discontinue home isolation and quarantine can inform these policies.</p> <p>Identify and create an isolation room or area to separate anyone who has COVID-19 symptoms or who has tested positive but does not have symptoms.</p> <p>Develop procedures for safely transporting anyone who is sick to their home or to a healthcare facility.</p> <p>Develop a plan to support staff and attendees experiencing trauma or challenges related to COVID-19.</p> <p>Other: _____</p>	<p>Point Person(s): _____</p> <p>Immediately separate individual(s) with COVID-19 symptoms from others.</p> <p>Safely transport sick individuals home or to a healthcare facility, depending on how severe their symptoms are.</p> <p>If calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.</p> <p>Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).</p> <p>Advise sick individuals that they should not return to the venue until they have met CDC's criteria to discontinue home isolation.</p> <p>Other: _____</p>	<p>Point Person(s): _____</p> <p>In accordance with state and local laws and regulations, notify local health officials, staff, and families of a person with COVID-19 while maintaining the individual's confidentiality in accordance with the Americans with Disabilities Act (ADA).</p> <p>Notify individuals of closures and restrictions put in place due to COVID-19 exposure.</p> <p>Advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.</p> <p>Close off the area and wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Make sure of safe and correct use and storage of cleaning and disinfection products, including storing them securely away from children.</p> <p>Other: _____</p>

Notes and Next Steps:

Events and Gatherings: Daily/Weekly Readiness Assessment

Use the following tool the day of and during the event to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

Policies and Procedures	Facilities and Supplies	Education and Training
<p>Point Person(s): _____</p> <p>Maintain regular contact with local health authorities to ensure adherence to their most up-to-date guidance.</p> <p>Ensure an on-duty staff person is assigned to be responsible for responding to COVID-19 concerns.</p> <p>Monitor absenteeism of staff.</p> <p>Ensure the roster of trained back-up staff is updated in case a staff member is sick.</p> <p>Conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and attendees, if feasible.</p> <p>Ensure staff are using flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) when needed.</p> <p>Ensure staff and attendees have received communication about all safety protocols and COVID-19 related policies.</p> <p>Ensure that attendees have received communication about refund policies if they get sick and cannot attend the event.</p> <p>Ensure that all protocols developed, to limit contact between staff and attendees and ensure that attendees can maintain 6 feet of distance, are implemented.</p> <p>Ensure limited opportunities for both staff and attendees to share objects.</p> <p>Ensure the broadcasting of regular announcements on reducing the spread of COVID-19 on public address systems throughout the event.</p>	<p>Point Person(s): _____</p> <p>Monitor and restock supplies including:</p> <p>soap</p> <p>water for hand hygiene</p> <p>hand sanitizer (at least 60% alcohol)</p> <p>paper towels</p> <p>tissues</p> <p>cleaning supplies</p> <p>EPA-approved disinfection supplies</p> <p>cloth face coverings</p> <p>no-touch/foot pedal trash cans</p> <p>no-touch soap/hand sanitizer dispensers</p> <p>disposable food service items</p> <p>gloves</p> <p>other: _____</p> <p>Monitor adherence to the schedule for increased, routine cleaning and disinfection of:</p> <p>frequently touched surfaces</p> <p>communal spaces</p> <p>shared objects</p> <p>other: _____</p> <p>Monitor availability and use of gloves when removing garbage bags or handling and disposing of trash.</p>	<p>Point Person(s): _____</p> <p>Ensure that staff and attendees have received communication that they should not come to the event if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or someone with suspected or confirmed COVID-19. Make sure they know that if they get sick at an event, they should notify event administrators (e.g., the designated COVID-19 point of contact).</p> <p>Ensure that staff have reviewed the policies on flexible work and leave that encourage sick staff members to stay at home without fear of job loss or other consequences.</p> <p>Reinforce and monitor handwashing with soap and water for at least 20 seconds or using hand sanitizer containing at least 60% alcohol if soap and water are not readily available.</p> <p>Encourage staff to cover their mouth and nose with a tissue when coughing and sneezing and then wash hands with soap and water for at least 20 seconds.</p> <p>Ensure that communication about the proper use of cloth face coverings is easily seen or heard by staff and attendees. Cloth face coverings should not be placed on.</p> <ul style="list-style-type: none"> • children younger than 2 years old • anyone who has trouble breathing or is unconscious . • anyone who is incapacitated or otherwise unable to remove the cover without help

Events and Gatherings: Daily/Weekly Readiness Assessment
(continued from previous page)

Policies and Procedures	Facilities and Supplies	Education and Training
<p>Review the most recent local/state regulatory agency policies for updates.</p> <p>Other: _____</p>	<p>Monitor safe and correct use and storage of cleaners and disinfectants, including storing products securely away from children.</p> <p>Ensure adequate ventilation when cleaners and disinfectants are used to prevent staff and attendees from inhaling toxic fumes.</p> <p>Monitor ventilation systems to determine if they are operating properly.</p> <p>Ensure that touchless payment options are operational.</p> <p>Ensure all physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart are installed correctly.</p> <p>Ensure that all physical guides, such as tape on floors and signs on walls, to promote social distancing are easily seen.</p> <p>Ensure that all changes to the venue such as seating layout, entrances and exits are well marked and easy to understand.</p> <p>Ensure the staggered use and cleaning and disinfecting between uses of shared spaces.</p> <p>Ensure the circulation of outdoor air as much as possible throughout the event (e.g., opening windows and doors).</p> <p>Ensure that adequate supplies are available to minimize sharing of high-touch materials and monitor cleaning and disinfecting between use.</p> <p>Other: _____</p>	<p>Ensure that information on proper use, removal, and washing of cloth face coverings is available.</p> <p>Ensure that all staff present have been trained on relevant COVID-19 safety protocols.</p> <p>Other: _____</p>

Events and Gatherings: Daily/Weekly Readiness Assessment

Use the following tool the day of and during the event to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

Communication and Messaging

Point Person(s): _____

Ensure that [signs](#) are placed in highly visible locations that [promote everyday protective measures](#) such as wearing cloth face coverings and that describe how to [stop the spread](#) of germs at:

entrances

dining areas

restrooms

other _____

Continue to provide or update clear messages (e.g., [videos](#)) about behaviors that prevent spread of COVID-19 when communicating with staff and families on:

websites

email

[social media accounts](#)

other _____

Ensure that partner organizations such as vendors have received communication about all COVID-19 safety protocols.

Ensure [signs and communication](#) (e.g., [videos](#)) in alternative formats (e.g., large print posters, braille, American Sign Language) for people who have limited vision or are blind or people who are deaf or hard of hearing are readily available.

Make sure all staff and attendees have been informed which staff person is responsible for responding to COVID-19 concerns and how to contact them.

Encourage staff to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed throughout the event.

Promote healthy eating, exercising, getting sleep, and finding time to unwind among staff to help them cope with stress.

Encourage staff to talk with people they trust about their concerns and how they are feeling.

Other: _____

Action Planning—Notes and Next Steps

Point Person(s): _____

Use this space to note any required resources and next steps, or potential barriers and opportunities:

Events and Gatherings: End-of-Day Actions and Other Resources

Use the following resources to conduct end-of-day actions and address any additional considerations specific to your program or community context.

End-of-Day Actions	Other Considerations	Other Resources
<p>Point Person(s): _____</p> <p>Meet with the emergency operations coordinator and/or planning team(s) to discuss and note lessons learned.</p> <p>Determine ways to improve planning and implementation processes if the event will happen again.</p> <p>Inform staff and attendees of any changes made.</p> <p>Update your plans regularly according to the state and local situation and orders.</p> <p>Other: _____</p>	<p>Point Person(s): _____</p> <p>Use this space to note any other considerations unique to your program or community context.</p>	<p>Point Person(s): _____</p> <ul style="list-style-type: none">• Latest COVID-19 Information• Cleaning and Disinfection• Guidance for Businesses and Employers• Guidance for Schools and Childcare Centers• Guidance for Park Administrators• Shared and Congregate Housing• COVID-19 Prevention• Handwashing Information• Face Coverings• Social Distancing• COVID-19 Frequently Asked Questions• People at Higher Risk• People with Disabilities• Coping with Stress• HIPAA and COVID-19• CDC communication resources• Community Mitigation

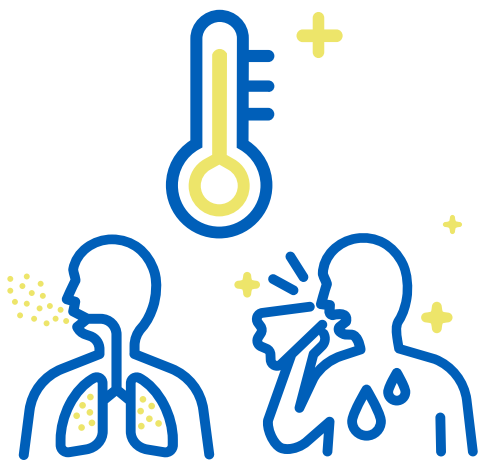


COVID-19

What if I've Been Exposed

What do I do if I think I was exposed to COVID-19?

Some people are at higher risk of getting very sick from COVID-19. Here's what to do if you think you may have been exposed to coronavirus.



Watch for symptoms

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed COVID-19 cases. These symptoms may appear 2–14 days after exposure.

- Fever (100.4°F/38°C or higher)
- Cough
- Shortness of breath

If you develop these emergency warning signs for COVID-19, get medical attention immediately.

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face



Call before you go

Call your health care provider if you think you have been exposed to COVID-19 and develop a fever and symptoms, such as cough or difficulty breathing.

Tell them about your symptoms and your exposure. They will decide whether you need to be tested.

Consult your health care provider for any other symptoms that are severe or concerning.



COVID-19 Who Should I Call ?

I want to know more about COVID-19, who should I call?

For **general** questions about COVID-19, call the IDPH **COVID-19 Hotline** at **1 800 889 3931** or email DPH.SICK@illinois.gov. Note the Hotline does not make decisions about who should be tested for COVID-19.



I am not feeling well and have respiratory symptoms, what should I do?

- If you are ill, stay at home and away from others. **You can leave home after three things have happened:** A *minimum* of 7 days have passed since your symptoms first appeared, you have had no fever without the use of medicine that reduces fever for at least 72 hours, and other symptoms (e.g., cough, shortness of breath) have improved.

You should consult with your doctor if you have:

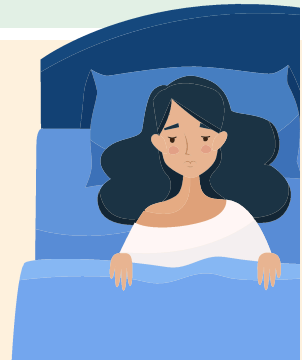
- Fever, cough, trouble breathing, or other flu like symptoms that are not better or are worsening after 24-48 hours.
- Mild symptoms and are pregnant, have a weakened immune system, have chronic health conditions or are an older adult (60+).

Don't call the health department about getting testing

- Your health care provider will determine if you should be tested and, if necessary, contact the health department.
- Health departments do not collect specimens for COVID-19

I think I need immediate medical attention, who should I call?

- If you need immediate medical attention, and you think you may have COVID-19, call ahead to your health care provider before going in for care. This will allow them to take the right steps to protect themselves and other patients
- If you think you are having a medical emergency, call 911; if you have been exposed to COVID-19, notify dispatch personnel so emergency medical services personnel are prepared.



ANTIBODY TESTS

WHAT YOU NEED TO KNOW

The virus that causes COVID-19 is new, and what we know about it changes rapidly.

COVID-19 antibody testing, also known as serology testing, is a blood test that's done to find out if you've had a past infection with SARS-CoV-2, the virus that causes coronavirus disease 2019 (COVID-19). Antibody tests check your blood by looking for antibodies, which may tell you if you had a past infection with the virus that causes COVID-19. Antibodies are proteins that help fight off infections and can provide protection against getting that disease again (immunity). Antibodies are disease specific. For example, measles antibodies will protect you from getting measles if you are exposed to it again, but they won't protect you from getting mumps if you are exposed to mumps.

Except in instances in which viral testing is delayed, antibody tests should not be used to diagnose a current COVID-19 infection. **An antibody test may not show if you have a current COVID-19 infection because it can take 1–3 weeks after infection for your body to make antibodies.** To see if you are currently infected, you need a **viral test**. Viral tests identify the virus in samples from your respiratory system, such as a swab from the inside of your nose.

What do the results of an Antibody Test mean?

If test results are positive

- A positive test result shows the individual may have antibodies from an infection with the virus that causes COVID-19. However, there is a chance a positive result means that the individual has antibodies from an infection with a virus from the same family of viruses (called coronaviruses), such as the one that causes the common cold.
- Having antibodies to the virus that causes COVID-19 may provide protection from getting infected with the virus again. **If it does, we do not know how**

much protection the antibodies may provide or how long this protection may last.

- An individual should talk with his/her healthcare provider about their test result and the type of test taken to understand what the result means. The healthcare provider may suggest the individual take a second type of antibody test to see if the first test was accurate.
- The individual should continue to **protect themselves and others** since the person could get infected with the virus again.
 - If the individual works in a job where he/she wear personal protective equipment (PPE), they should continue wearing PPE.
- An individual may test positive for antibodies even if he/she never had symptoms of COVID-19. This can happen if the individual had an infection without symptoms, which is called an asymptomatic infection.
- Individuals who receive positive results on an antibody test but don't have symptoms of COVID-19 or have not been around someone who may have COVID-19 are not likely to have a current infection. They can continue with normal activities, including work, but still take steps to protect themselves and others.
- Individuals who receive positive results on an antibody test and who are currently or recently sick or have been around someone with COVID-19 should follow CDC recommendations on caring for themselves and protecting others, and when they can be around other people again.

If test results are negative

- The individual may not have ever had COVID-19. The individual should talk with his/her healthcare provider about his/her test result and the type of test taken to understand what the result means.
- The individual could still have a current infection.
 - The test may be negative because it typically takes 1–3 weeks after infection for the body to make antibodies. It's possible the individual could still get sick if he/she has been exposed to the virus recently.
This means the individual could still spread the virus.

- Some people may take even longer to develop antibodies, and some people who are infected may not ever develop antibodies.

If an individual get symptoms after the antibody test, the CDC recommends he/she might need another test called a **viral test**.

Regardless of whether an individual test positive or negative, the results do not confirm whether or not he/she are able to spread the virus that causes COVID-19. Until more information is known, everyone should continue to take steps to protect themselves and others.

If someone tests positive for COVID-19 antibodies, will they be immune to the disease for life?

Again, more research is needed to determine if an antibody response protects against future infections either by preventing infection, or whether it means that if an individual does get another infection it might be milder. The reality is that this virus may be more like influenza than the measles in terms of the way in which immunity is conferred. An individual gets lifelong immunity after a case of the measles or getting a measles vaccine, but influenza is on the other end of the spectrum. The virus that causes the seasonal flu keeps changing every year. So even if a person caught the flu last year or got the vaccine, they still need a new shot the following year. Currently, it is unknown yet where COVID-19 may be in that spectrum of short-term or long-term immunity.

Recommendations for persons who test positive for Anti-SARS-CoV-2 antibodies

- Although the presence of anti-SARS-CoV-2 antibodies when detected using a testing algorithm with high positive predictive value for the context of use likely indicates at least some degree of immunity, until the durability and duration of immunity is established, it cannot be assumed that individuals with truly positive antibody test results are protected from future infection.

- Asymptomatic persons who test positive by serologic testing and who are without recent history of a COVID-19 compatible illness have a low likelihood of active infection and should follow **general recommendations to prevent infection** with SARS-CoV-2 and otherwise continue with normal activities, including work.
- Persons who have had a COVID-19-compatible or confirmed illness should follow previous guidance regarding resumption of normal activities, including work.

While these tests are commonly used to tell if someone is immune to diseases such as measles or chickenpox, they're not yet widely available for COVID-19. But it's not clear what the results would mean.

Is an antibody test worth taking?

If a person is looking for assurance that it's safe to mingle with the public? If so, the answer is no. An antibody test, even a highly reliable one, is not worth taking in order to inform your personal health decisions. There is not enough information to make definitive decisions about how long people are protected after an infection.



How to Use the Little City Employee Assistance Program (EAP)

An employee assistance program (EAP) is a service provided to you as a benefit by your employer. Professionally trained consultants are available to help with a multitude of issues that may be affecting your personal or work life. The EAP is FREE, CONFIDENTIAL and available 24 hours a day, 7 days a week, 365 days a year. Below is information on how the EAP can help and how it works.

The EAP helps with personal and work issues

The EAP provides resources and support regarding many issues including:



HEALTH AND SAFETY CONCERNS

- Stress
- Depression
- Anxiety
- Substance Abuse
- Concern about another person's substance abuse
- Gambling or Other Addictions
- Domestic Abuse
- Grief and Loss
- Crisis and Trauma

FINANCIAL AND LEGAL TOPICS

- Budgeting, financial worries, and reducing debt
- Legal Matters

RELATIONSHIP AND FAMILY MATTERS

- Adoption Issues
- Relationship Issues
- Separation and Divorce
- Childcare and Parenting Issues
- Elder Care/Caregiving Issues
- Education Issues

REMEMBER, NO PROBLEM IS TOO BIG OR TOO SMALL. THE EAP ENCOURAGES YOU AND THOSE CLOSE TO YOU TO SEEK HELP EARLY, BEFORE A MINOR PROBLEM BECOMES MORE SERIOUS. THE EAP IS DESIGNED TO ADDRESS SHORT-TERM ISSUES AND TO IDENTIFY RESOURCES AND REFERRALS FOR EMERGENCY AND LONG-TERM ISSUES.

When in doubt, contact the EAP for help and support.

888.319.7819



Employee Assistance Program

THE EAP IS CONFIDENTIAL

EAP services are confidential. The EAP doesn't let your employer or anyone else know that you called unless you've given your consent and written permission—not your manager or supervisor not even your partner or spouse. The only exception to this rule of confidentiality is if the EAP consultant learns that someone is at risk of self-harm or of harming others. In this case, the consultant may be required to report the situation to the appropriate authorities.

THE EAP IS EASY TO USE

Simply call the toll free telephone number 888-319-7819.

When you call the EAP, be prepared to give your name, address, and the name of your employer (Little City). Your name and any other identifying informant will be kept confidential. Your employer's name is important because it allows the EAP consultant to identify the specific type of service your employer is providing along with other important benefit-related information. Return calls can be arranged at your discretion.

The EAP consultant will discuss your needs and concerns with you, listen, and assess the situation. Depending on your situation, the EAP consultant may:

- Work with you and help you make a plan to resolve your issues or concerns
- Refer you to a support group
- Guide you to helpful resources in your community
- Refer you to a specialist or local counselor for ongoing counseling
- Help you navigate the EAP website for information online content

THE EAP IS FREE

The EAP service is provided by Little City at no cost to you. However, if you accept a referral to services outside the EAP, you may be responsible for any associated costs. The EAP consultant will work with you to find the most appropriate and cost-effective help to address your needs.

If you are going through a difficult time, remember that help is only a phone call away.

COVID-19 FATIGUE

What Workers and Employers Can Do to Manage Workplace Fatigue during COVID-19?

The coronavirus disease (COVID-19) pandemic has touched all aspects of society including how we work. [Emergency responders](#), [health care workers](#), and others providing essential services to the community have been especially stretched thin, working longer hours than usual, working more shifts or even over-night, and leaving less time to sleep and recharge.

Under regular circumstances, adults need 7–9 hours of sleep per night, along with opportunities for rest while awake, optimal health, and well-being. Long work hours and shift work, combined with stressful or physically demanding work, can lead to poor sleep and extreme fatigue. Fatigue increases the risk for injury and deteriorating health (infections, illnesses, and mental health disorders).

While there is no one solution to fit everyone’s needs, here are some general strategies that workers and employers can use to manage workplace fatigue and work safely.

What can workers do when they feel too fatigued to work safely?

Recognize these are stressful and unusual circumstances and you may need more sleep or time to recover.

Tips to improve sleep:

- You’ll sleep better if your room is comfortable, dark, cool, and quiet.
- If it takes you longer than 15 minutes to fall asleep, set aside some time before bedtime to do things to help you relax. Try meditating, relaxation breathing, and progressive muscle relaxation.
- Before you begin working a long stretch of shifts, try “banking your sleep” – sleeping several extra hours longer than you normally do.
- After you’ve worked a long stretch of shifts, remember it may take several days of extended sleep (for example, 10 hours in bed) before you begin to feel recovered. Give yourself time to recover.
- Avoid sunlight or bright lights 90 minutes before you go to sleep, when possible. Exposure to light just before bedtime can cause you to feel more awake.
 - If you work a night shift and drive home during sunlight hours, try wearing sunglasses to reduce your exposure to sunlight during your drive home.
 - Consider using blackout shades at home when sleeping.
- Take naps when you have the opportunity.

- A 90-minute nap before working a night shift can help prevent you from feeling tired at work.
- Eat healthy foods and stay physically active because it can improve your sleep.
- Before you go to sleep, avoid foods and drinks that can make falling asleep more difficult:
 - Avoid alcohol, heavy meals, and nicotine for at least 2–3 hours before bedtime.
 - Don't drink caffeine within 5 hours of bedtime.

Know what to do if you feel too tired to work safely.

- Use a buddy system while you're at work. Check in with each other to ensure everyone is coping with work hours and demands.
- Watch yourself and your coworkers for signs of fatigue — like yawning, difficulty keeping your eyes open, and difficulty concentrating. When you see something, say something to your coworkers so you can prevent workplace injuries and errors.
- Find out if your employer has a formal program to help you manage fatigue on the job. Read information about the program and ask questions so you fully understand your employer's policies and procedures for helping employees manage fatigue.
- Report any fatigue-related events or close-calls to a manager to help prevent injuries and errors.
- Do not work if your fatigue threatens the safety of yourself or others. Report to a manager when you feel too tired to work safely.

What steps should employers take to reduce workplace fatigue for workers?

- Recognize that these are stressful and unusual circumstances and risk for fatigue may be increased.
- Create a culture of safety with clear coordination and communication between management and workers. This can include establishing a Fatigue Risk Management Plan or strategies for fatigue mitigation on the job. Share and ensure that employees understand the processes.
- Spot the signs and symptoms of fatigue (e.g., yawning, difficulty keeping eyes open, inability to concentrate) in yourself and your employees and take steps to mitigate fatigue-related injury or error.
 - The [Epworth Sleepiness Scale](#) is a short survey that can be posted in a common area for workers to quickly rate their fatigue.
 - Create a procedure that does not punish workers for reporting when they, or their coworkers, are too fatigued to work safely. Build it into team comradery as an example of how management and staff can support each other.
 - Develop processes to relieve a worker from their duties if they are too fatigued to work safely.
 - If available, and agreeable with workers, consider assigning workers who are just starting their shifts onto safety-critical tasks.

- If possible, rotate workers or groups of workers through tasks that are repetitive and/or strenuous. Tools or workstations that are unavoidably shared need to be properly cleaned and disinfected between usage.
 - If possible, schedule physically and mentally demanding workloads and monotonous work in shorter shifts and/or during day shifts.
- Provide information for workers on the consequences of sleep deprivation and resources to assist workers manage fatigue.
- Allow staff enough time to organize their off-duty obligations and get sufficient rest and recovery.
 - Schedule at least 11 hours off in-between shifts (each 24-hour period), and one full day of rest per seven days for adequate sleep and recovery.
 - Avoid penalizing those who may have restricted availability to work extra shifts/longer hours (e.g., caring for dependents).
- If rotating shift work is needed, use forward rotations (day to evening to night) and provide staff with sufficient notice when scheduling, particularly if there is a shift change.
- Avoid scheduling staff for more than 12 hours, if possible.
- Formalize and encourage regularly scheduled breaks in clean and safe areas where social distancing can be maintained. Recognize the need for additional time for increased [hand hygiene](#) and putting on and taking off required personal protective equipment (PPE).
- Provide alternative transportation to and from work and mandatory paid rest time prior to driving commutes after work, when possible.
 - Consider arranging for nearby offsite housing for those working extended shifts and at high risk for COVID-19, such as health care workers. Nearby housing will reduce travel times, allowing for more rest and recovery.



LEGISLATIVE UPDATES & ALERTS

The news is constantly changing regarding COVID-19 and our teams are rapidly creating content and guidance to keep up. Below you will find a list of legislative updates and alerts that will be updated continuously. Click on the title to view the document or be redirected to a helpful resource.

FEDERAL & STATE INFORMATION	SUMMARY
GovTrack www.govtrack.us/covid-19	Read Congress's response to COVID-19. Legislative Actions and Policy Updates.
Library of Congress https://www.loc.gov/law/help/covid-19-responses/us.php?locr=bloglaw	Read Federal and State Executive Responses to COVID-19
Department of Labor www.dol.gov/agencies/whd/pandemic	COVID-19 and the American Workplace. DOL announced revisions to regulation that implement the he paid sick leave and expanded family and medical leave provisions of the Families First Coronavirus Response Act (FFCRA).
State of Illinois https://coronavirus.illinois.gov/s/	This website will provide the latest news releases related to coronavirus, video archives of press conferences and tips from leading experts to keep you and your family safe.

OTHER RESOURCES	SUMMARY
USAGov https://www.usa.gov/coronavirus	This website lists the top U.S. Government Websites for COVID-19 Information
CDC Website - Interim Guidance for Businesses and Employers	The Center for Disease Control and Prevention (CDC) has created a website providing interim guidance for businesses and employers as it related to Coronavirus.
EEOC - What You Should Know About the ADA, the Rehab Act and the Coronavirus	The U.S. Equal Employment Opportunity Commission created a list of important information regarding the ADA, the Rehabilitation Act, and COVID-19.
HHS – COVID and HIPAA Bulletin	In this document, the Department of Health & Human Services addresses limited waiver of HIPAA sanctions and penalties during a nationwide health emergency.
OSHA Guidance on Preparing Workplaces for COVID-19	The Occupational Safety and Health Administration's guidance on preparing workplaces for COVID-19.
Federal Communications Commission https://www.fcc.gov/covid-scams	The FCC discloses COVID-19 scam text-message campaigns and robocalls that prey on virus-related fears.



HEALTH & PRODUCTIVITY

The current COVID-19 situation affects all individuals differently. It is important to provide support and resources to employees in order to protect their overall health and well-being. Below are some options ranging from no cost to paid solutions.

CHILDCARE & PARENTING	
Bamboo Books Alexa Skill Cost: Free Bamboo Books Amazon App Cost: Free to enable	Bamboo Books offers narrated stories and exercises to help children improve listening comprehension. For children using Amazon Alexa based devices, Bamboo Books offers text and images to permit reading along with Alexa.
Ben's Guide to the U.S. Government Cost: Free	Ben's Guide is an online, interactive, and educational portal for children ages 4-14+ designed to inform students, parents, and educators about the Federal Government
Child Mind Institute Cost: Free	The Child Mind Institute offers digital responses to the coronavirus including: daily Facebook video chats and consultations with clinicians, remote evaluations & telemedicine, and daily email tips for parenting during the crisis
EVERFi Educational Platform Cost: Free	EVERFi brings learning to life at home for K-12 students. The educational platform features self-paced, digital lessons for remote learning, built-in learning checks & games, and real-time feedback. If your school is not registered, parents can e-mail EVERFI at remotelearning@everfi.com to get access.
Helpr App Cost: Varies	Helpr provides in-home personal care with a vetted professional for adults and children little as 3 hours or up to 3 months in advance. Helpr matches your company culture and budget with a customized benefit package. They offer a range of services including screened Helpr Care, Core Care, Upload Your Own Provider, and FSA Management
National Park Virtual Tours Cost: Free	Ready to explore the U.S. National Parks? Start exploring now by virtually touring some of the main attractions around the park
UrbanSitter At Cost: Waiving implementation for March	UrbanSitter partners with employers to provide trusted in-home caregivers as a benefit for employees aimed to reduce absenteeism, improve productivity, and attract & retain talent. UrbanSitter is a turnkey solution that can be implemented in 2 business days. UrbanSitter Corporate Benefit Program Summary - 2020 UrbanSitter Corporate Benefit Program one pager – 2020
Virtual San Diego Zoo Cost: Free	The San Diego Zoo offers live cams and videos of the zoo's animals, information & stories about all the animals at the park, arts & crafts, games, and ways to save wildlife.

MENTAL HEALTH	
Care for your Coronavirus Anxiety Cost: Free	Shine and Mental Health America's partnered mental health toolkit comprises research-backed tools including articles, meditations, access to mental health experts, anxiety screenings, and more.
Coping with a Disaster or Traumatic Event Cost: Free	Follow tips from the CDC to help employees and their families recover or find support during the COVID-19 pandemic.
Livongo Cost: Free for members & member's friends and family for 90 days starting March 18	Registered Livongo Members will receive communication providing access to new COVID-19 and Mental Wellness content from Livongo for Behavioral Health powered by myStrength.
Mental Health and COVID-19 Information & Resources Cost: Free	Mental Health America (MHA) reports as the number of COVID-19 cases increase, so does the associated anxiety. To aid individuals and communities during this time, MHA has compiled a range of resources and information from mental health to financial support.
Mental Wellness Under Quarantine Course Cost: Free	Wellworks For You has partnered with Healbright to offer a free mental health course designed to address the stress caused by the COVID-19 pandemic. This free online course is designed to help reduce stress and develop resilience from home.
Omada For Behavioral Health Cost: Free for 6 months	Omada is offering its Behavioral Health program free of charge for employers' entire population of covered lives, and their adult dependents.
SAMHSA Cost: Free	Substance Abuse and Mental Health Services Administration flyer on coping with stress during infectious disease outbreaks.
Shine App Cost: Free limited access, Subscription option is \$11.99/month or \$53.99/year	The Shine app offers support for daily stress and anxiety. Learn a new selfcare strategies, receive community support, and explore audio library of meditations, bedtime stories, and ambient music to help shift mindset and mood.
Take a Deep Breath by Calm Cost: Free	Calm created a page of free mindfulness tools for adults and children. Enjoy this curation of continually updated meditations, sleep stories, music, and more, all hand-picked to support your mental and emotional wellness through this time. Includes 40% premium membership to Calm's app for 12 months

MENTAL HEALTH

[Talkspace](#)

Cost: Varies

Talkspace provides messaging-based therapy conducted through an app. Talkspace is providing complimentary services to support mental health care during this time by:

- **Community Support Groups on Social Media:** Talkspace has organized therapist-led support groups on [Facebook](#) and [Instagram](#) where anyone can access a safe space to share worries and concerns and not feel alone. These groups will expand over the coming days to focus on topics such as work, home and parenting.
- **Universal Assistance for Everyone:** Friends, extended family or peers (really anyone) without a Talkspace benefit can have a no-cost consultation with a therapist, via text messaging, from Talkspace's mobile app. Anyone who would like to register for continued support can do so at a reduced rate for one month (Use "TAKECARE150" for a \$150 discount).
- **[Digital Therapy Access for First Responders:](#)** Complimentary services to those who may be the most in need, front line first responders.
- **[Content and Resources:](#)** Talkspace therapists and editorial staff are collaborating daily to produce helpful, easy-to-understand resources to help readers manage the coronavirus pandemic.

Talkspace is also offering 3-Month vouchers for employers at 10+ quantity levels. This option has no formal arrangement between employers and Talkspace. Pricing is \$675 for 3 months of access.

[Optum Public Crisis Line](#)

866/342-6892

Cost: Free

During the pandemic, the Optum Public Crisis Line is available to you 24/7. For emotional support call just call the toll-free help line at (866) 342-6892. This is free of charge and available to anyone, so you can share with family and friends. Caring professionals will connect people to resources.

NUTRITION

[Food Storage Guidelines](#)

Help employees make the most out of their grocery shopping, view recommendations for how long food and produce remains at peak freshness with this guide.

PHYSICAL HEALTH	
Daily Burn Cost: Free 60 day trial	The Daily Burn app offers at home, expert-led audio and video workouts. Workouts include yoga, cardio, HIIT, dance, dumbbell strength training, Pilates, meditation, postnatal workouts & more, and are designed to fit into your schedule.
Down Dog Workout Apps Cost: Free until April 1st FREE until July 1st for all students, teachers, and healthcare professionals	Down Dog offers 5 different at home workout apps including Yoga, Yoga for Beginners, HIIT, Barre, and 7 Minute Workout.
FitnessBlender Cost: Free but has buy-up options: \$79.99/yr or \$8.99-\$11.99/mo	FitnessBlender is an online workout portal that offers free, full-length workout videos, meal plans, and helpful health, nutrition, & fitness information.
Gold's Gym Cost: Free	Gold's Gym is offering a series of resources that allow access to hundreds of free at home workouts during the COVID-19 crisis.
LesMills On-Demand for Children Cost: Free	In partnership with Gold's Gym, this temporary site allows free access to 100+ workouts during the COVID-19 disruptions. The BORN TO MOVE children's workouts will get everyone 4 to 16 years moving.
Peloton Cost: Free 90 day trial	As daily routines continue to change, Peloton is offering access to their full library of classes from the comfort of home free for 90 days on the Peloton app. Take a mix of yoga, meditation, strength, cycling, running, and more.
IL High School Associations https://www.ihsa.org/Resources/COVID-19	The IHSA has created this page to house documents and resources related to the COVID-19 pandemic as it relates to IHSA sports/activities for the 2020-21 school year.



EMPLOYEE RESOURCES

Employees have many questions during this time, not only as it relates to their employee benefits, but also to how to manage their lives both professionally and personally. These resources are intended to answer some of these unknowns and alleviate just a little of their stresses.

RESOURCE	SUMMARY
CDC Seasonal Flu vs. Pandemic Flu	How is Pandemic Flu different from the Seasonal Flu? The CDC addresses common questions.
Coronavirus Do's and Don'ts (Alternate version)	Don't be scared, be prepared with EdLogics' sharable infographic depicting what employees need to know about staying safe during COVID-19.
Cornerstone OnDemand	In response to the Coronavirus pandemic, Cornerstone has launched a free online public learning platform where employees can access essential training.
Dental Health & COVID-19	This flyer provides steps to prevent the spread of the illness at home by modifying your dental routine.
President's Coronavirus Guidance: 15 Days to Slow the Spread	The Whitehouse outlines the President's Coronavirus guidelines for America
Stop the spread of germs (English , Spanish , Chinese)	The CDC provides simple precautions that you can take to prevent the spread of respiratory diseases like COVID-19.
Symptoms of coronavirus (English , Spanish)	The CDC provides a list of the most prevalent symptoms of coronavirus disease 2019.
What you need to know (English , Spanish , Chinese)	The CDC answers common questions about coronavirus disease 2019 (COVID-19).
What to do if you are sick (English , Spanish , Chinese)	The CDC provides steps to help prevent the spread of COVID-19 if you are sick.
Workplace, School and Home Guidance	The CDC provides guidelines on what every American and community can do now to decrease the spread of coronavirus by keeping the workplace, the school, the home, and commercial establishments safe.

PHYSICAL HEALTH	
Daily Burn Cost: Free 60 day trial	The Daily Burn app offers at home, expert-led audio and video workouts. Workouts include yoga, cardio, HIIT, dance, dumbbell strength training, Pilates, meditation, postnatal workouts & more, and are designed to fit into your schedule.
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FAQ's COVID-19

Question: I am an employee: what should I do if I have been diagnosed with COVID-19?

Answer: You should immediately notify your manager, director, or department head of your circumstances and be prepared to provide the date you first began to have symptoms of COVID-19, and when you last were physically at work. In addition, you will need to contact Human Resources-Eni Baverso, at 847/771-7704 or ebaverso@littlecity.org.

Question: What are my responsibilities as a manager if my employee notifies me, they have tested positive for COVID-19?

Answer: Please ask if they have contacted their physician, the date they first began to show symptoms, the last day they were in workplace and contact Human Resources-Eni Baverso, at 847/221-7704 or ebaverso@littlecity.org.

Question: I have been in contact with a friend who has tested positive for COVID-19, do I need to remain at home?

Answer: You do not need to remain at home and can continue working provided you do not have a fever of 100.3 or greater, a new or worsening cough, shortness of breath, or a sore throat. If you answered yes to any of these symptoms you should not come to work. Please see Little City's Employee Self-Monitoring Questionnaire.

Question: I am an employee who was diagnosed with COVID-19, when am I able to return to work?

Answer: You will need to stay at home under the care of your primary care physician for the length of time they have determined. No employee should return to work until at least 72 hours have passed since the last symptoms have cleared AND you have been assessed by your provider and cleared to return to work.

Question: I have been ordered by my doctor to quarantine after a family member was diagnosed COVID-19 positive. Do I need a doctor's note to return to work after quarantine?

Answer: Little City is not requiring a doctor's note to return to work after quarantine for employees who remain asymptomatic.

Question: I was COVID-19 positive, what do I need to provide to return to work?

Answer: Little City may require you to provide a return to work note from your physician. Employees diagnosed COVID-19 positive will be required to provide proof of the positive COVID-19 results to indicate: The test was positive, the date of the positive results and the doctor who confirmed the positive test results.

Question: I am COVID-19 positive, why is Human Resources requesting I provide the names of coworkers or residents/clients, that I have had close contact within the workplace?

Answer: Little City is actively engaged in contact tracing in order to provide individuals who may have been exposed with transparent information for their own health and safety. **At no time, will Human Resources reveal your name when contacting potentially exposed individuals.** You may voluntarily share your information with whomever you choose.

Question: I am uncomfortable coming to work due to COVID-19, what should I do?

Answer: Little City understands this is a trying time for all. We will remain open to provide essential care to those we serve. If you do not feel comfortable coming to work, please contact Human Resources-Eni Baverso, at 847/221-7704 or ebaverso@littlecity.org to discuss possible options.

Question: I have young children who cannot be left home unsupervised and my daycare provider has closed. I will need to be absent from work to care for my children during the Stay at Home Order. Will my job be in jeopardy?

Answer: In such circumstances you will be required to contact Human Resources-Eni Baverso, at 847/221-7704 or ebaverso@littlecitcity.org to discuss your leave options. When on an approved leave of absence, any days you miss will not count against your attendance.

Question: I feel fine but have a new cough that will not go away. My supervisor advised me that I need to go home. Can I refuse and stay at work?

Answer: No, if you are exhibiting new signs of illness, you will need to go home and may be required to provide a doctor's certification to return to work.

Question: What happens if an employee knowingly misrepresents their COVID-19 test results?

Answer: Any such infraction will be handled through the Human Resources department and disciplinary action, up to and including termination may occur.

Question: What is the difference between isolation and quarantine?

Answer: Isolation, relative to Little City and our safety plan means when a COVID-19 positive resident returns to a Little City home, that person will be cared for on a one-to-one basis away from other residents and staff. Quarantine means that a group of residents and staff will only be allowed together for 14-days following a confirmed case of COVID-19.

Question: Are there other resources I can access to assist me and my family?

Answer: The Human Resources Department encourages you to review our COVID-19 Playbook. This tool will provide you with one-stop information such as testing sites, using your insurance benefits, mental health resources, Human Resources contact information and even free activities for you and your family!

Question: How can we stop the spread of false rumors or gossip about COVID-19?

Answer: Various rumors have been circulating since the beginning of the COVID-19 pandemic. Rumors have ranged from common misconceptions and misinformation about how COVID-19 is transmitted to rumors about Little City employees or residents being positive that were not true.

What is my obligation to stop malicious rumors about Little City employees or residents?

1. Know that Little City does not condone rumors and gossip, and employees are expected to refrain from this type of harmful communication out of respect for colleagues, our residents, and for the sake of productivity and morale.
2. The less fuel you give it, the less it will spread, let it stop with you. Do not contribute or join in. Do not be a bystander. Walk away or go somewhere else.
3. Often gossip is filled with half-truths, inaccurate information or misrepresentations. Question the gossip information by getting the facts.
4. Have the courage to inform your immediate supervisor if the rumor or gossip is growing and gaining followers.
5. Rumor management starts with a serious conversation between the specific perpetrators and the supervisor. Employees need to understand the consequences or ramifications if the gossiping behavior does not cease.
6. One of the best ways to deal with gossip is by being a positive role model.
7. Share positive gossip or stories, such as someone's engagement or birth of a child.

Do your part to stop the spread of rumors about COVID-19 by doing three easy things:

1. Find trusted sources of information.
2. Share information from trusted sources.
3. Discourage others from sharing information from unverified sources.

To find trusted sources, look for information from official public health and safety authorities. You can find many official sources at [coronavirus.gov](https://www.coronavirus.gov).