



OFFICE OF THE GOVERNOR

207 STATE HOUSE
SPRINGFIELD, ILLINOIS 62706

JB PRITZKER
GOVERNOR

COVID-19 Response for State Workplaces

The Governor's Office, DPH and CMS have developed the following protocol for agencies, boards, and commissions under the jurisdiction of the Governor to follow in the event they learn that a positive COVID-19 case was on their premises. The objective of this protocol is to ensure that agencies receive quick, thorough and consistent guidance and can take swift action.

Agencies should designate a COVID-19 Point Person for supervisors to contact if they believe an employee or individual who is positive for COVID-19 was on their premises. Agencies may also create supportive groups to ensure timely responses to COVID-19 exposures, but each agency should have a designated COVID-19 Point Person.

CMS and DPH have established a COVID-19 Exposure Response Statewide Team that can be reached at CMS.COVID-19.IncidentReports@illinois.gov.

The COVID-19 Exposure Response Statewide Team will include members from at least (a) DPH, (b) CMS Labor Relations, and (c) CMS Facility Management. The COVID-19 Exposure Response Statewide Team will work in conjunction with the agency-designated Point Person and any other appropriate agency personnel to respond to specific incidents.

Supervisors who believe a person with COVID-19 symptoms or a positive COVID-19 case was on their premises should:

- 1) Contact the agency's COVID-19 Point Person;
- 2) Gather information about the potential exposure, including from the exposed individual by phone where possible. Relevant information includes: office or facility location(s), other employees/vendors in the location(s), whether the building is leased, managed or owned by CMS, and information on who cleans/can immediately clean the location; and
- 3) With the assistance of the agency's Point Person, fill out a COVID-19 Exposure Incident Report (fillable PDF) and email it to CMS.COVID-19.IncidentReports@illinois.gov.
 - a. Agencies should copy their Labor Relations Manager on the email.
 - b. Upon receipt of the COVID-19 Exposure Incident Report, Labor Relations Managers should notify any affected unions of the potential exposure and ensure them that they will be notified as quickly as possible of subsequent responsive measures. CMS Labor Relations will provide further direction to Labor Relations Managers regarding appropriate language to use.



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The COVID-19 Exposure Response Statewide Team will contact the reporting agency within two hours with direction for coordinating and implementing specific procedures and activities in response to a potential exposure, and will advise regarding the following:

- 1) A point of contact for the COVID-19 Exposure Response Statewide Team;
- 2) Whether office or facility closure is necessary;
- 3) Notification to external entities;
- 4) Cleaning;
- 5) Employee notification regarding potential exposure;
- 6) Employee notification regarding work status;
- 7) Office or facility reopening criteria and procedure; and
- 8) After Action Reports.

After the agency receives direction from the COVID-19 Exposure Response Statewide Team, the agency is responsible for implementing that direction, as well as raising any follow-up questions or concerns with the COVID-19 Exposure Response Statewide Team.