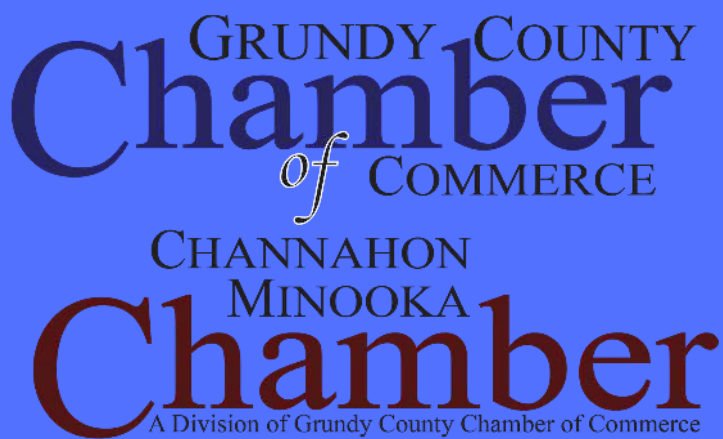


REOPEN GRUNDY COUNTY TASK FORCE

COVID-19 Office Reopening Guidelines

Reopen Grundy County Task Force Mission Statement:
To protect public health and maximize economic recovery.



A message from the Reopen Grundy County Task Force

The Reopen Grundy County Task Force was established through the Grundy County Board. It is made of local community, healthcare, and business leaders who are working to reopen our county in a safe, strategic manner. This guide provides guidelines put together based on the requirements and recommendations of the Restore Illinois Plan, the Center for Disease Control, the Illinois Department of Public Health, the Grundy County Health Department, and Morris Hospital & Healthcare Centers.

We are now in Phase 3 of Restore Illinois in Grundy County. For non-customer facing offices, such as accountant, attorney, engineering firms and other office settings -this means you can operate at 50% of your office's capacity. Employees are still encouraged to work from home as able. Social distancing requirements are still in place, as well as a limit on groups to 10 or less. Enclosed in this document are guidelines to reopening offices. For a list of reopening guidelines for other industries visit grundychamber.com.

Workspace Guidelines



- Employees who can work from home should do so
- If unable to work from home, stagger employee shifts when possible
- Screen employees daily with questionnaire (Standard one provided)
- Consider being flexible with sick time to subside any fear of calling in sick
- Employees should wear masks when within 6-feet of others
- Schedule and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms
- Limit occupancy of common areas/ break rooms to allow for social distancing of 6-ft or greater by removing/decommissioning furniture or staggering break times
- Employees should clean and sanitize workspace at the start and end of shifts (materials provided by employer)
- Make hand sanitizer, disinfecting wipes, or similar disinfectant readily available to employees
- Keep adequate cleaning and sanitizing supplies on hand
- Non-essential business travel should be limited

Workspace Guidelines continued



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- Meetings should be done virtually when possible
 - If you must meet in person-limit attendees to 10 or less
 - Provide reasonable accommodation for vulnerable employees, including to work from home, reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure
 - Employers should make temperature checks available for employees and encourage their use
 - Limit elevator capacity to allow for 6-ft. social distance
 - Post a sign that anyone with a fever or other COVID-19 symptoms should not enter
 - Allow for 6-ft. spacing between occupied, individual workstations OR if not practical, install an impermeable barrier between workstations
 - Avoid seating employees facing each other
 - Unless touchless, close off water fountains/cooler stations
 - Vending machines need to be sanitized after every use

Workplace Guidelines continued



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- Encourage employees to remove personal items from desk to allow for easier cleaning
 - Modify traffic flow to minimize contact (one-way traffic, designated entrance and exit)
 - Use of shared workspaces, desks, offices, etc. is discouraged
 - Reduce surface contact via no-touch doors and elevators, disposable desk/keyboard covers for shared workspaces
 - Minimize the use of shared work materials / equipment such as copiers, office supplies
 - Reduce the use of shared papers and encourage use of digital tools
 - Limit usage of telephone receivers to one per person
 - If headsets are required, employer should provide employees with headset for individual use
 - Limit contact between external suppliers/visitors and employees
 - Visitors and/or suppliers should wear face coverings

Employee Screening

It's important to check on your employees health daily to prevent the spread of COVID-19. The below questionnaire is a tool provided by the US Chamber to help you screen health conditions weekly and daily. For a downloadable version of this visit grundychamber.com.

STANDARDIZED EMPLOYEE SCREENING QUESTIONNAIRE

If you answer **“yes”** to any of the following questions, please contact HR about reasonable accommodations or alternative work options.

To be asked upon return to work:

- Do you have anyone in your home/ have you interacted with anyone that is at a higher risk for contraction? (nurses, essential workers, etc.)
- Do you have anyone in your home that could be more susceptible to contracting COVID-19?

To be asked weekly:

- Have you had contact with a person known to be infected, potentially infected, or exposed to someone infected with COVID-19 within the previous 14 days?
- Have you or someone you've been in contact with traveled domestically or internationally in the last 14 days?
- Have you or someone you've been in contact with attended a gathering where proper social distancing protocol was not followed in the past 14 days?*

To be asked daily:

- Have you had a fever, cough, shortness of breath, difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell that cannot be attributed to another health condition in the past 2-14 days?*

Please acknowledge the following upon arrival:

- I certify I will follow my employer's COVID-19 policy.
- I certify that all answers are true and correct to the best of my knowledge.

*Definitions represent CDC-designated guidance and symptoms of COVID-19 at the time of drafting. For the most current list of symptoms and guidance please consult the CDC's website.

This questionnaire is meant as a recommendation and should not represent a dispositive indication of an employee's exposure risk. While we tried to be comprehensive, we make no representations or warranties regarding the completeness of these materials in complying with your state and local laws.

Please consult the Center for Disease Control (CDC), U.S. Equal Employment Opportunity Commission (EEOC), and appropriate authority in your jurisdiction's applicable guidance. The U.S. Chamber of Commerce cannot ensure safety and disclaims all liability arising from use of these materials.

For further assistance, please contact:

Grundy County Health Department

815-941-3404

Grundy Chamber of Commerce &

Industry

815-942-0113

grundychamber.com

For more detailed guidelines visit

<https://www2.illinois.gov/dceo/Pages/RestoreILP3.aspx>

Grundy Reopen Task Force

The Grundy Reopen Task Force is made up of representatives from these departments and organizations:

Grundy County Administration

Grundy County Board

Grundy County Chamber of Commerce & Industry

Grundy County Health Department

Grundy County Sheriff's Department

Grundy Economic Development Council

Morris Hospital & Healthcare Centers

State Rep. David Welter

Disclaimer: The information in this document is designed to assist businesses in reopening during the COVID-19 pandemic. It does not contain all the information needed for all businesses to reopen. The CDC and IDPH should be consulted for further information. We encourage you to consult your legal counsel and insurance companies for liability and legal concerns implementing this guide or other reopening concerns. Each business should make its own decisions based on its review of the applicable laws and in consultation with its advisors. The Grundy County Task Force, Grundy County Chamber and the Grundy County Health Department are not responsible for a business's decisions arising out of, or related to, the adoption, or decision not to adopt, any of the practices or procedures contained in this guide.