

COVID-19 Procedure Instructions for Non-24/7 Facilities

- Determine symptom onset date.
- Was the employee at the work site during the 48 hours before onset of symptoms?

If NO

Stop. No immediate action needed.

If YES

If the employee worked 48 hours before symptom onset, then:

- 1) Ensure employee is sent home.
- 2) **File the COVID-19 Incident Report.**
As soon as reasonably possible after immediate action is taken, submit the incident report to:
CMS.COVID-19.IncidentReports@Illinois.gov
and provide detailed information on the following:

- Onset of symptoms,
- date employee last reported to the worksite,
- where the employee worked while on site, and
- who the employee was around.

Be as specific as you can on the employee's duration & proximity of contact with other employees, as well as areas the employee touched in the work location.

If that employee is later confirmed positive, submit a report to CMS.COVID-19.IncidentReports@illinois.gov.

After Filing the COVID-19 Incident Report:

You will receive guidance and additional recommendations by IDPH and the COVID-19 Exposure Response Statewide Team.

The COVID-19 Exposure Response Team will instruct on notice to employees:

- If the employee was within 6 feet of coworkers for more than 10 minutes, you need to notify those coworkers with a close contact letter.
- If close contact risk is ruled out, you need to notify employees within the work area with low risk letters.

- Your internal Agency Labor Relations contact should ensure CMS COVID inbox is being updated on the case positives and any actions taken.
- Your internal Agency Labor Relations contact should provide notification to the respective Unions with a redacted copy of the Incident Report with information on confirmed positives, potential exposure, and remedial cleaning actions in place.