

Employee HANDBOOK

**AN EMPLOYEE FOCUSED
GUIDE FOR COOK COUNTY
OFFICE RE-ENTRY**



June 2020



INTRODUCTION

The last few months have brought challenges for the world, our organization and our employees. We are so thankful for all your hard work during this unprecedented time. Your resilience is unrivaled.

As our leaders continue developing a plan for the complete return to the office, know that the health and safety of you and your team members remains our top priority. Cook County has been busy preparing the office for your return including an increase in fresh air intake and more frequent filter changes. All water distribution systems have also been flushed. Ongoing maintenance will continue as needed.

As we begin our journey back into the office, it is imperative that we each adhere to the new protocols and procedures laid out in this welcome guide. The success of this re-entry relies on all of us doing our part to ensure each other's safety.

During this phased return to the office, it will take time for these new behaviors, norms and procedures to sink in. Adjustments to this policy will be made over time and communicated to you by the appropriate teams.

Pursuant to Executive Orders, individuals are to use Personal Protective Equipment (PPE) such as non-surgical grade masks in conjunction with other protective measures while in public settings or when 6 foot distancing cannot be achieved. Please check your individual office policy for PPE guidelines.

For specific questions or concerns on how to prepare your space for reentry please email Reentry Questions at:

reentry.questions@cookcountyil.gov



All Cook County Employees are expected to adhere to all re-entry planning and 6 Foot Office protocols outlined below, upon returning to the workplace. Abiding by these guidelines are pivotal in fostering a safe and conducive work environment for all involved.

PRIOR TO RETURNING TO THE OFFICE

- » Communicate all work from home needs to manager. You and your manager can work out an alternative work schedule that may include staggered hours.
- » Communicate to manager all technology requirements needed for you to work remotely on a long-term flexible basis.
- » Please continue working from home until your manager advises your date of return.
- » Please see your managers or supervisors for your updated work schedules as you prepare to return to work.

BUILDING ENTRY

- » When waiting for an elevator, maintain 6 foot distance and follow physical distancing queue management protocol as denoted by affixed signage in elevator lobby. Please be respectful of others that provide guidance for elevator capacity and the queuing process.
- » When riding an elevator, follow guidance on maximum occupancy in elevators. Maximum capacity signage and markings in the elevators will be posted. Please consult property management with questions.
- » Use the Cook County-provided stylus or similar object to operate the time clock and avoid touching the device with fingers. Use the stylus to press the "in" or "out" prompt being careful not to damage equipment.
- » Each employee will receive "physical distancing support items" which may include small bottles of hand sanitizer and an employee-issued stylus or similar object which will be used to operate designated equipment. The soft-tipped stylus is safe to use on computer screens and will not damage the equipment.



MOVING AROUND THE WORKSPACE

- » Policy signage will be posted in corridors to instruct proper usage. Please follow the signage posted throughout the office. The arrows serve as guidance for the path you should take to make your way throughout the building. When walking throughout the building, do your part to maintain a six foot distance from other colleagues.
- » In high traffic areas, refer to floor markers to space yourself appropriately when forming a queue. This includes printer, coffee and pantry areas.
- » If no signage is posted in large communal areas, i.e. auditoriums, cafeterias, etc., you are responsible for self-monitoring physical distancing practices.
- » Practice alternative methods to push buttons including use of elbows, sleeves, or objects other than fingers when required. Stylus or similar object may also be used where practical.
- » Exit and Entry doors are not to be left open under any circumstances. Internal doors can be left open or removed on a case-by-case basis, with the approval of your manager. Your manager will consult with the Department of Facilities Management (DFM) and/or property manager for removal.
- » Executive orders dictate wearing a mask in your personal workspace when 6 foot physical distancing is not feasible.

WORKSTATIONS AND INDIVIDUAL OFFICE PROTOCOLS

- » Your manager will be responsible for assigning a designated workstation to sit in the interim which may differ from your previously assigned workspace. This new seating arrangement was designed with the health and safety of employees in mind. Please check with your manager to confirm your assigned workstation location on your first day back to the office.

**MAINTAIN 6 FOOT DISTANCING
THROUGHOUT THE OFFICE,
PARTICULARLY IN HIGH-TRAFFIC
AREAS. MARKINGS AND SIGNS
WILL GUIDE YOU THROUGH THE
PROCESS.**



WORKSTATIONS AND INDIVIDUAL OFFICE PROTOCOLS

Continued

- » Seats and desks not designated for use will be marked with appropriate signage. Please do not use desks that are not assigned to you and do not use furniture or equipment from other desks.
- » A clean workstation policy is in effect. Please store all personal items in designated storage areas before you leave each day.
- » Please refer to your office policy on maintaining a clean workspace.

COLLABORATING

- » Avoid in-person meetings in favor of virtual Microsoft Teams meetings for larger gatherings.
- » Follow the 6 foot (2 meter) rule and occupancy guidelines when in conference rooms, and while entering or exiting conference rooms.
- » Executive orders dictate wearing a mask in meeting areas when 6 foot physical distancing is not feasible.
- » When using a communal whiteboard, please bring your own pens and erasers. Disposable wipes will be provided adjacent to every board.
- » Shared use of small rooms (designed for <4 people) is prohibited. These rooms are for single occupant use only.

KEEPING AN OFFICE CLEAN IS A TWO-WAY STREET

Employee diligence and enhanced facilities maintenance will maintain a safe environment.



OPERATIONS

- » Only one employee will be authorized to go in and out of supply rooms. Please contact your manager for information on who your designated supply room employee is.
- » Bathroom occupancy will be designated on signage outside of each. Please observe occupancy limits and check occupancy upon entry.
- » If you need IT support, please continue calling the help desk or enter a ticket using the web portal.
- » Please try to refrain from ordering outside food to the building as much as possible. Food delivery safety is the responsibility of the employee. Employees should meet delivery people outside of the building and sanitize packaging and other exterior materials.
- » Refrigerators, microwaves and ION machines will be available for use, but touched surfaces should be wiped before and after each use. It is the responsibility of the tenant/re-entry captain to ensure equipment is regularly cleaned.
- » Employees should not use water fountains. DFM/Property Management is in the process of converting to touchless bottle fillers. Use an object such as an employee-issued stylus or similar object or napkin to press buttons for ION type water dispensers.
- » Bringing your own food and beverage items from home is strongly encouraged.
- » Only eat in designated in-office eating areas which will be communicated by your manager.
- » Use electronic media and utilize electronic signatures where possible. Please refrain from printing as much as possible and be cautious to maintain physical distancing when doing so.
- » Coronaviruses are thought to be spread most often by respiratory droplets. Although the virus can survive for a short period on some surfaces, it is unlikely to be spread from domestic or international mail, products or packaging. However, as a precaution, after collecting mail from a post office or home mailbox, wash your hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol.



HEALTH AND WELLNESS

- » Where present, use provided disinfectant wipes for shared touchpoints including but not limited to doorknobs, shared tables/counters, refrigerator/microwave handles and printer buttons. By reducing the frequency of physical contact with items in the workplace that are also touched by others, individuals can reduce their exposure to communicable diseases.
- » Please only use disinfectant wipes for electronic devices as water or sprays can damage the equipment.
- » Disinfect touchpoints after every use in common or meeting spaces.
- » Department heads will order departmental cleaning supplies for employees to clean personal work areas, as necessary.
- » Properly dispose of or sanitize PPE in accordance with WHO or local regulatory requirements. Dispensers will be provided and properly labeled for face covering and disposable glove waste.
- » Department heads have referred to OSHA guidelines for exposure risk levels to determine appropriate level of PPE required.

VISITOR POLICY

- » If you have visitors to the building, inform them of proper protocols for entering, traveling through the building and working on site including PPE.
- » Please refrain from inviting non-essential visitors, including clients and guests but excluding contractors, vendors and suppliers, in our office locations until further notice.

FEELING SICK

- » If you contract an illness while on site, or are not feeling well, contact and inform your manager and follow the policy set for your specific office.



EMPLOYEE RESOURCES

- » Please refer to your re-entry captains for relevant FAQ information regarding re-entry policies.

SANITATION PROCESS - COVID RELATED INCIDENTS

- » DFM/Property Management is contracted with an Environmental company specializing in decontamination and disinfecting areas of COVID-19 related cases.
- » In the event of a COVID positive incident, the corresponding Office must contact DFM/Property Management to inform of incident or sanitation need, providing area, and date individual was last in the space/building.
- » DFM/Property Management will then close the area off to any further access until the space is sanitized. Signage will be posted.
- » Sanitation will commence within 24 hours of notification, unless otherwise noted. Signage will be posted after sanitation is complete and space will be re-opened.
- » In instances where affected individual has not been in the facility for 7 days or more, internal janitorial staff will sanitize the related space(s) of concern. Per CDC guidelines, standard cleaning may commence if individual has not been in the space for more than 7 days. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- » Reference the link to EPA approved disinfectants for more information: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>





*Alone we can do so little. Together we
can do so much.*

-Helen Keller



**CUSHMAN &
WAKEFIELD**