



# COOK COUNTY BUREAU OF HUMAN RESOURCES

## POLICY TITLE: PERSONAL PROTECTIVE EQUIPMENT POLICY

**Effective: February 28, 2022**

**Supersedes: July 6, 2021;  
June 15, 2020**

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### **I. Overview**

Personal Protective Equipment (“PPE”) is a tool that is useful in limiting exposure to any potential infectious disease and reducing the spread of the Coronavirus (“COVID-19”) and other potential infectious or hazardous elements. The continued use of Facial Coverings in Cook County (“County”) facilities is encouraged for employees who are not fully vaccinated and for employees who would feel more comfortable, based on particular circumstance, when attending large in-person meetings.

### **II. Purpose**

The purpose of this policy is to establish the guidelines and parameters for PPE usage in County facilities.

### **III. Intent**

This policy is intended to be interpreted consistent with and subject to applicable law. It supersedes all earlier policies and/or memoranda that may have been issued from time-to-time on subjects covered in this policy. This policy is not intended to supersede or limit the County from enforcing programs or provisions in any applicable collective bargaining agreement. Should any provision in this policy conflict with a specific provision(s) in the County’s Personnel Rules, the provisions in this policy shall take precedence.

### **IV. Jurisdiction**

The Bureau of Human Resources (“BHR”) is authorized to develop and issue rules for the effective management of Cook County employees, pursuant to section 44-45 of the Cook County Code of Ordinances.

### **V. Severability**

Should any section or provision of this policy be held invalid by operation of law, none of the remainder shall be affected.

### **VI. Areas Affected**

This policy applies to County employees in Offices under the President and/or covered by the Cook County Employment Plan.



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### **VII. Nondiscrimination**

Cook County prohibits the discriminatory application, implementation, or enforcement of any provision of this policy on the basis of race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, gender identity or housing status, or any other protected category established by law, statute, or ordinance.

### **VIII. Definitions**

**Facial Covering** - A mask that fits snugly and comfortably over the wearer's mouth and nose allowing for breathing without restriction.

**Personal Protective Equipment ("PPE")** – Equipment worn by County employees to minimize exposure to specific hazards, contaminants, and potentially infectious disease. PPE may include, but is not limited to, Facial Coverings, face shields, goggles, gloves, stylus, disinfectant wipes, and hand sanitizer.

### **IX. Policy and Procedures**

To the extent available and upon request, the County will provide employees with Facial Coverings. The County also will provide hand sanitizer and disinfecting wipes as well as other forms of PPE based on operational needs, availability, and in accordance with public health guidelines.

#### **A. Facial Coverings**

1. Employees who are medically able to tolerate a Facial Covering that covers their nose and mouth are encouraged to do so if they are unvaccinated or would feel more comfortable, based on the particular circumstance, when attending large in-person meetings.
2. Employees may be required to wear Facial Coverings as required by State or local public health order or judicial administrative order, in certain areas of County facilities.
3. Employees may wear County provided PPE or PPE supplied by the employee that meets or exceeds the standards adopted by the County based on OSHA, CDC, and public health guidance.
4. Employees will be informed on the proper use and maintenance of



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PPE consistent with CDC, public health, and other relevant guidance.

### **B. PPE Maintenance and Disposal**

1. Employees are to inspect, maintain, and sanitize PPEs, and notify the Department Head (or Designee) of the need to repair or replace damaged or defective PPE.
2. Employees are expected to properly remove, store, clean and dispose of PPE in accordance with CDC, County, and public health guidance.
3. When disposing of PPE, it must be placed in the properly labelled waste receptacles provided by the Department of Facilities Management.
4. The County will replace or repair defective or damaged PPE as necessary, limited only by operational and budgetary constraints.

### **C. Telecommuting Employees**

In accordance with the Telecommuting Policy, employees who telecommute must follow the procedures outlined in the Telecommuting Policy. However, telecommuting employees who come to County buildings or facilities must abide by the provisions of this Policy.

### **D. Personnel Rules and Reasonable Accommodations**

1. The County's Personnel Rules remain in effect. Similarly, the procedures outlined in the Reasonable Accommodation Policy for Employees and Applicants with Disabilities remain in effect.
2. Employees may contact the BHR Leave Manager with leave-related questions, at (312) 603-4761.
3. Employees may submit accommodation-related questions to [EEO@cookcountyil.gov](mailto:EEO@cookcountyil.gov).