



To: All Department Heads

From: Maurice Classen, Chief of Staff

Date: March 3, 2020

Re: International Travel: Coronavirus Geographical Risk Protocol

As you may know, the Chicago Department of Public Health (CDPH) is closely monitoring the Coronavirus Disease 2019 (COVID-19) outbreak. Current information suggests that person-to-person spread will continue to occur and more cases will be identified in the United States, including in the Chicago area. CDPH's goal is to reduce the impact of COVID-19 in Chicago by detecting new cases quickly, minimizing transmission and developing guidance to prepare communities to respond.

The immediate health risk to the general public from the virus causing COVID-19 remains low both in the U.S. and in Chicago at this time. In order to reduce the potential spread of COVID-19 in the workplace as a result of international travel, the City of Chicago has developed the following protocol, with information and guidance from both the Centers for Disease Control and Prevention (CDC) and CDPH.

INTERNATIONAL TRAVEL PROTOCOL

PRE-TRAVEL: Any City of Chicago employee who is traveling internationally on behalf of the City of Chicago is required to determine whether the destination is listed on the CDC's Geographic Risk Assessment for COVID-19 Transmission list ***both prior to booking the trip and the day prior to departure***. If the country is listed as a Travel Alert Level 1, 2 or 3, the ***travel must be cancelled***. The CDC Geographic Risk Assessment for COVID-19 can be found at www.cdc.gov/coronavirus/2019-ncov/travelers.

POST-TRAVEL: In the event that any City of Chicago employee has travelled for **either business or leisure purposes** and is returning from any country listed on CDC's Geographic Risk Assessment for COVID-19 Transmission they are required to notify their immediate supervisor before returning to work. The steps employees are required to take depend upon the alert level. Please see below.

Travel Alert 3: Widespread Sustained Transmission



Travelers returning from any country with a Travel Alert Level 3 should stay home and monitor their health for 14 days. As of today, March 3, these countries include China, Iran, South Korea and Italy. For this group:

- Do not go to school or work. Employees should work with their supervisor to determine whether working from home is feasible. If it is not feasible, the employee can use any combination of sick-pay, vacation or absent excused time.
- The individual should take their temperature with a thermometer two times a day and watch their health.
- If the individual develops a fever (100.4F/38C) or cough, they should seek medical care right away. Individuals should call ahead before going to a doctor's office or emergency room to report symptoms and travel history. They should also call CDPH at 312-746-7425 (SICK) during business hours. After hours call 311 and request to speak to the Medical Director on call. In the case of a medical emergency, call 911.

Travel Alert Level 2: Sustained Ongoing Transmission

Travelers returning from any country with a Travel Alert Level 2 should monitor their health, including taking their temperature two times a day, but do not need to limit their movement or activity unless they develop symptoms. If they develop symptoms potentially linked to COVID-19, they should stay home from work, contact their healthcare provider, and tell them about their symptoms and recent travel to an area with community spread of COVID-19. They should also contact CDPH, as above. As of today, March 3, Japan is listed as a Level 2 country.

Travel Alert Level 1: Limited Transmission

Travelers should practice usual precautions. As of today, March 3, Hong Kong is listed as Level 1.

The Mayor's Office and CDPH will continue to work with departments to keep staff informed of information as it evolves. For more information, please review—and encourage your staff members to visit—the CDPH Coronavirus website at www.cityofchicago.org/coronavirus.

Thank you for your cooperation in this matter.