



# **COVID-19 Guidance for Businesses and Critical Infrastructure**

**Updated December 30, 2021**

# Introduction

The Chicago Department of Public Health (CDPH) is dedicated to supporting Chicago's workplaces throughout the COVID-19 pandemic. Our role is to inform the City's businesses about public health mitigation strategies in order to prevent and reduce transmission of COVID-19 while maintaining business operations. Communication and cooperation with public health officials is very important. The more public health officials understand about your operation, the more they will be able to help provide specific guidance and options that will be least disruptive.

This guide offers resources for non-healthcare workplace settings, including what to do in the event of COVID-19 cases in the workplace and how to mitigate spread. COVID-19 can spread within workplaces and, depending on the type of business, to customers. It is critical that businesses provide employees with clear COVID-19 guidance to protect their health, prevent transmission to others, and minimize disruptions to daily operations within the workplace. This is especially important in settings where COVID-19 vaccination rates of workers and/or customers are low or unknown.

This document is designed to provide guidance on reporting cases of COVID-19, contact tracing, testing, and when workers can return to work after being exposed and/or testing positive for COVID-19, as well as additional safety protocols, vaccination, education, and communication. Please note that some workplaces may have specific industry guidance beyond what is addressed in this document, such as food processing, manufacturing, healthcare, or educational institutions. Please refer to any available industry specific guidance in addition to this document.

For additional information, please contact the CDPH COVID-19 Workplace Team at [workplaceCOVID@cityofchicago.org](mailto:workplaceCOVID@cityofchicago.org).

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# Reporting Cases of COVID-19

If employers become aware of 2 or more COVID-19 cases within 14 days, they should report those cases to the Chicago Department of Public Health using our [Online Case Report Form](#). This may indicate a cluster of cases or outbreak that requires additional follow up by CDPH.

**Businesses that are licensed by the Department of Business Affairs and Consumer Protection (BACP) are required to report if:**

- 5 or more cases are reported within 14 days and/or
- The business has closed due to COVID-19 cases

For questions about reporting COVID-19 cases, please refer to [Public Health Order 2020-2](#) and the Illinois Communicable Disease Code, [specifically Section 690.200](#) and Emergency Amendment [Section 690.50](#).

It is important to make every effort to protect the private health information of workers, even in smaller work environments. CDPH will work with you to help submit case information confidentially. **Please do not report protected health information to CDPH through email, unless your business is able to use encrypted email.**

## What to Expect from CDPH When Reporting:

### *Workplace Assessment*

After reporting to CDPH, the COVID-19 Workplace Team may follow up to do a workplace assessment that reviews your organizations' COVID-19 policies and best practices. We will also review the positive cases you have reported. **There are no punitive repercussions to this conversation (you will not be fined or have your business license revoked).** The questions we ask are routine and intended to gather as much information as possible about cases in your workplace and provide appropriate guidance on workplace safety. The workplace assessment highlights:

- Background information about your business and workforce
- Social distancing in the workplace
- Promoting personal hygiene
- Identifying and excluding ill workers
- Education, Training, and Communication
- Cleaning/Sanitation/Disinfection
- Personal Protective Equipment (PPE) and Cloth Face Coverings
- Evaluation and Maintenance of Ventilation System

### *Line List (Workers Who Have Tested Positive for COVID-19)*

After completing our [Online Case Report Form](#), the listed point of contact will receive an automated email response from the COVID-19 Workplace Team with standard guidance and a fillable spreadsheet. If you did not already upload a line list to the report form, it is requested that you complete the spreadsheet and upload it [here](#) as soon as possible.

Much like the workplace assessment, there are no punitive repercussions to reporting cases. Case information is only requested and reviewed to inform CDPH of any potential clusters or outbreaks within workplaces, provide more specific guidance for your business, and better understand how COVID-19 is affecting our community. Sharing this information with CDPH is not a violation of the [HIPAA Privacy Rule](#).

Below are some examples of what CDPH requests from businesses:

- Demographic information for positive COVID-19 cases including name, date of birth, sex, race/ethnicity, home address, phone number, vaccination status (if known)
- The role/location of positive COVID-19 cases, including job title, shift, department
- Symptom/laboratory information, including onset date, test date, date the facility was notified of illness, and the last day worked

### *Laws Governing Reporting*

#### **Duties of Non-Healthcare/Congregate Setting Workplaces**

All businesses, regardless of licensure status or establishment type, are strongly encouraged to report to CDPH if 2 or more employees test positive for COVID-19 within 14 days.

#### [Public Health Order No. 2020-2 Section 4:](#)

Any business or establishment licensed or required to be licensed under Title 4 of the Municipal Code of Chicago/BACP shall immediately report the following to CDPH using the [COVID-19 Case Report Form](#): (1) any suspension in operations due to COVID-19 cases among employees or patrons; and/or (2) any instance in which the business learns that five or more employees or patrons have tested positive for COVID-19 occurring within 14 calendar days of each other.

If CDPH learns about COVID-19 cases in your workplace through routine case investigation, contact tracing or complaints, the [Illinois Communicable Disease Code](#) mandates that you cooperate with a public health investigation:

Pursuant to Section 690.30(a), **the Department and local health authorities may investigate the occurrence of cases, suspect cases or carriers of COVID-19 in a public or private place for the purposes of verifying the existence of the disease, locating and evaluating contacts of cases, identifying those at risk of disease, and determining necessary control measures.**

Such investigations may include entering a place of employment for purposes of conducting investigations of those conditions within the place of employment that are relevant, pertinent, and necessary to the investigation.

**When two or more suspected cases of COVID-19 occur in any business, organization, institution, facility, school, or daycare, the business owner or person in charge of the establishment shall cooperate with public health authorities in the investigation of cases, suspect cases, outbreaks, and suspect outbreaks.**

A public health investigation typically entails filling out a workplace assessment (as described above) that addresses workplace practices to prevent COVID-19 spread and details on the employees' exposures.

## Chicago's Vaccine Requirement

To help prevent and reduce the spread of COVID-19, the City of Chicago has issued [Public Health Order No. 2021-2 \(amended 12/21/21\): Proof of Vaccination in Public Places](#), which requires certain establishments to verify that patrons are fully vaccinated against COVID-19. **This order will remain in effect from Monday, January 3, 2022 until further notice and is in addition to Chicago's current [mask mandate](#) for all indoor public settings, regardless of vaccination status. [See here for more information on the mask mandate.](#)**

**Proof of vaccination must be provided for all individuals 5 years of age or older when entering the following indoor establishments:**

- Establishments where food or beverages are served, including but not limited to restaurants, bars, fast food establishments, coffee shops, tasting rooms, cafeterias, food courts, dining areas of grocery stores, breweries, wineries, distilleries, banquet halls, and hotel ballrooms
- Gyms and fitness venues, including but not limited to gyms, recreation facilities, fitness centers, yoga, pilates, cycling, barre, and dance studios, hotel gyms, boxing gyms, fitness boot camps, and other facilities used for conducting indoor gym fitness classes
- Entertainment and recreation venues in areas where food or beverages are served, including but not limited to movie theaters, music and concert venues, live performance venues, adult entertainment venues, commercial event and party venues, sports arenas, performing arts theaters, bowling alleys, arcades, card rooms, family entertainment centers, play areas, pool and billiard halls, and other recreational game centers

### *Valid Proof and Identification*

Proof may be established by:

- A valid photo ID (for those age 16+) **and**
- CDC COVID-19 Vaccination Record Card **or**
- Digital or physical photo of such a card or record, reflecting the person's name, vaccine brand, and dates administered **or**
- Official immunization record from the jurisdiction, state, or country where the vaccine was administered

### *Written Protocol for Implementation and Enforcement*

Each covered entity shall develop and keep a written record describing the protocol for implementing and enforcing the requirements of this Order. Such written record must be available for inspection upon request of any City official authorized to enforce this Order. See [here](#) for a protocol template and additional guidance.

### *Public Signage*

All covered entities shall prominently post signage, in a form prescribed by the Commissioner of Business Affairs and Consumer Protection, at each publicly accessible entrance to the covered location and at least one location inside the covered location that is conspicuously visible, informing patrons of the full vaccination requirement. [Signage](#) and [social media graphics](#) are included here.

### *Settings Exempt from the Vaccine Requirement*

The following settings are exempt from the vaccine requirement: houses of worship, K-12 schools, locations in O'Hare International Airport or Midway International Airport, locations in residential or office buildings where the use of which is limited to residents, owners, or tenants of that building, and food service establishments providing only charitable food services, such as soup kitchens.

### *Individuals Exempt from the Vaccine Requirement*

The following individuals are exempt from the vaccine requirement:

- Individuals entering a covered location for less than 10 minutes for the purpose of ordering and carrying out food, making a delivery, or using the bathroom
- A nonresident performing artist who does not regularly perform or render services in a covered location, or a nonresident individual accompanying such a performing artist, while the performing artist or individual is in a covered location for the purposes of such artist's performance
- A nonresident professional athlete, or a nonresident individual accompanying such professional athlete, who enters a covered location as part of their regular employment for purposes of the professional athlete/sports team competition
- Individuals who have previously received a medical or religious exemption, provided such patrons provide the covered entity proof of the medical or religious exemption and a COVID-19 test administered by a medical professional within the last 72 hours prior to entering a covered location
- An individual 18 years of age or younger who enters a covered location to participate in an activity organized by a school or after-school program offered by any pre-kindergarten through grade twelve public or non-public school
- An individual who enters for the purposes of voting in a municipal, state, or federal election; or, pursuant to law, assisting or accompanying a voter or observing such election

### *Vaccination/Testing Requirement for Employees*

Similar to patrons, **employees of such covered entities must either show proof of vaccination to employers or comply with a COVID-19 testing requirement.** Covered entities are not expected or required to maintain copies of proof of COVID-19 vaccination or COVID-19 test results, but they are required to document verification and compliance with this Public Health Order. Documentation should be in writing and must be available for inspection upon request. See [here](#) for a suggested template to document employees' test results and vaccination status.

Proof of vaccination, as described above for patrons, may be established by a CDC COVID-19 Vaccination Record Card, official immunization record, or a digital or physical photo of such a card or photo with the individual's name, vaccine brand and date administered.

Employees who are not fully vaccinated against COVID-19 must comply with COVID-19 testing, for which employers are responsible for ensuring compliance. These employees must receive a COVID-19 test every 6 days. The test must be:

- A viral test for SARS-CoV-2 (not an antibody test)
- Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA) by the U.S. Food and Drug Administration (FDA) to detect current infection with the SARS-CoV-2 virus
  - A full list of tests with an EUA from the FDA is available - both [molecular tests](#) (e.g., PCR) and [antigen tests](#) approved by the FDA are acceptable.
- Administered in accordance with the authorized instructions
- NOT both self-administered and self-read, unless observed by the employer or an authorized telehealth proctor.
  - A rapid antigen test performed by the employee at home without being observed by a telehealth provider is NOT acceptable.
  - A rapid antigen test performed by the employee while observed by their employer (e.g., a COVID-19 Safety Coordinator) IS acceptable.
- Documented in an auditable way

## **Contact Tracing in the Workplace**

If a worker tests positive in the workplace, other co-workers that may have come in to contact with the infected individual should be informed of potential exposure, while maintaining the employee's confidentiality.

### *Basic Guidelines for Employer Contract Tracing*

Workplace contact tracing is a more specific component of the case investigation and contact tracing that local public health officials are conducting to contain the spread of COVID-19. Please see below for basic guidelines on contact tracing within workplaces.



- **Risk of Exposure (6-15-48).** CDC has determined that COVID-19 exposure risk begins when someone is within **6 feet** of an infected person for **15 minutes** or more over the course of a day. Someone with COVID-19 may be infectious within **the 48 hours before symptom onset or positive COVID-19 test (if asymptomatic)**. This is why quarantine of exposed people is so important to preventing spread.
- **Identify and Notify.** If one or more workers is diagnosed with COVID-19, a business should act quickly to identify and notify any co-workers or patrons who might have been exposed during the infectious period. Additionally, general notifications to the entire staff should be issued to inform them of potential exposure.
- **Precautionary Steps.** Businesses should advise any worker who may have been exposed to COVID-19. Close contacts may need to quarantine depending on their vaccination status. [See here for appropriate quarantine guidance](#). However, if a business is considered essential, *as a last resort and in limited circumstances*, CDC guidelines say exposed workers can continue to work onsite as long as they have no symptoms while taking the following actions prior to and during their work shift:
  - **Pre-Screen:** Employers should consider measuring the employee’s temperature and assess symptoms prior to them starting work. If possible, temperature checks should be conducted before the individual physically enters the facility.
  - **Wear a mask:** Employers can issue face masks or can approve employees’ supplied cloth face coverings in the event of shortages.
  - **Social distancing:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
  - **Clean and disinfect workspaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment (keyboards, phones, touch screens) routinely.
  - **Regular monitoring:** As long as the employee doesn’t have a fever or other symptoms, they should self-monitor under the supervision of their employer’s occupational health program.
- **Actions Following Symptom Development or a Positive Test.** Workers who develop symptoms, regardless of vaccination status, should be evaluated for infection and promptly isolate themselves for at least **5 days** since their symptoms first appear (or for asymptomatic individuals, from their test date). If symptoms have resolved after 5 days, they may end isolation and return to work. Workers who have a fever or continue to feel sick after 5 days must continue to isolate at home until they have been fever-free for 24 hours without the use of fever-reducing medication.
- **Reporting to CDPH.** Under [Public Health Order No. 2020-2](#), workplaces are strongly encouraged report 2 or more cases of COVID-19 within 14 days of each other.

**To protect an individual’s privacy, workers should only be informed that they may have been exposed to a case. They should not be told the identity of the individual(s) who they may have been exposed to.**

## *Recommended Best Practices for Contact Tracing*

To ensure effective contract tracing, CDPH recommends considering the following:

- Maintaining attendance records, including workers' scheduled shifts
- For indoor office environments, maintaining a current floor plan or seating chart
- For job sites, documenting all workers, vendors, subcontractors, and visitors who enter the site, and collecting contact information
- Keeping track of workers assigned to specific work areas or groups of workers who work together on a specific task or are otherwise working in close contact (within 6 feet) for a prolonged period (more than 15 minutes)

## COVID-19 Testing

Provide testing information to workers including who should get tested, when they should get tested, and where they can get tested.

In some cases, CDPH may have the ability to help your business with testing resources. Please email [workplaceCOVID@cityofchicago.org](mailto:workplaceCOVID@cityofchicago.org) for more information.

For testing location information, please refer workers to the following links:

- [Testing locations in the city of Chicago](#)
- [Testing Locations in the state of Illinois](#)



## Return to Work Guidance

Following CDC guidance, CDPH has updated quarantine and isolation protocols for the city of Chicago effective December 29, 2021. Quarantine guidance is now dependent upon vaccination status. Please see below for background information on who is considered “fully vaccinated” and CDC’s booster eligibility criteria.

### *What does “fully vaccinated” mean?*

Individuals are considered fully vaccinated against COVID-19 two (2) weeks after receiving the second dose in a 2-dose mRNA vaccine series (Pfizer or Moderna) or two (2) weeks after receiving a single dose of the Janssen COVID-19 vaccine (Johnson & Johnson).

### *When are individuals eligible for a booster dose?*

- Individuals who received Pfizer or Moderna vaccines are eligible for a booster dose at least 6 months after receiving their second dose.

- Individuals who received a single dose of the Janssen vaccine are eligible for a booster dose at least 2 months after receiving the vaccine. At this time, an mRNA COVID-19 vaccine (Pfizer or Moderna) is recommended over the Janssen COVID-19 vaccine for booster vaccination.

### Workers Who Have Been Exposed to COVID-19

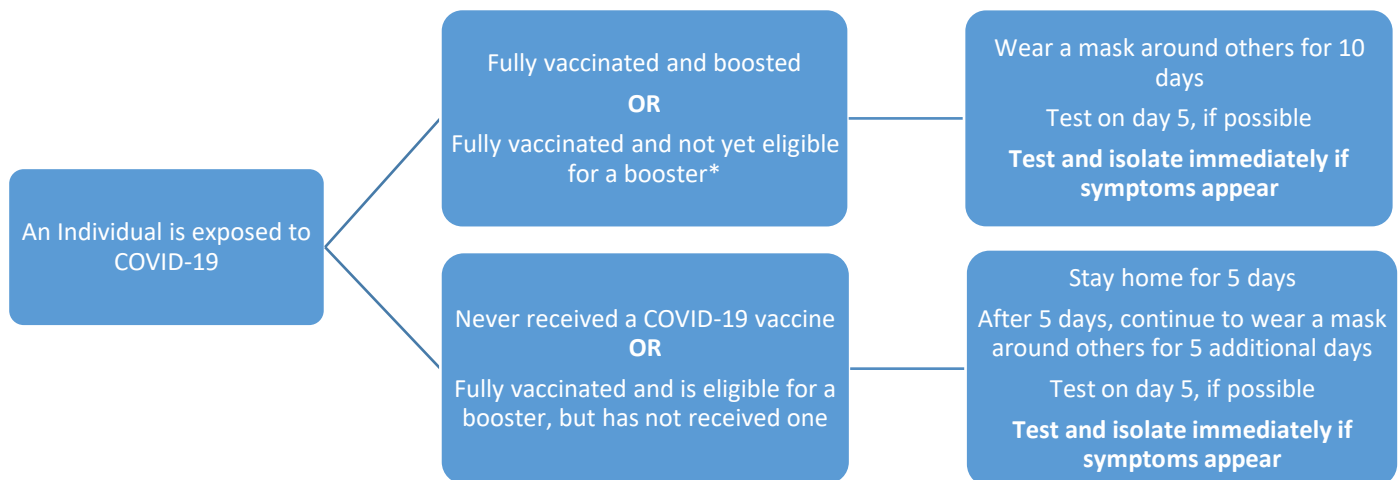
Workers who have been exposed to a positive COVID-19 case should follow quarantine procedures based on their current COVID-19 vaccination status.

**Individuals who have received a booster OR have completed the primary series of Pfizer or Moderna within the last 6 months, or received the Johnson & Johnson vaccine within the last 2 months must:**

- Wear a mask around others for 10 days
- Test on day 5 if possible
- If they develop symptoms, get tested immediately and stay home

**Individuals who have never been vaccinated against COVID-19 OR have completed the primary series of Pfizer, Moderna, or Johnson & Johnson vaccines and are eligible for a booster but have not received one:**

- Stay home and isolate for 5 days, then continue to wear a mask around others for 5 additional days
- Test on day 5 if possible
- If they develop symptoms, get tested immediately and stay home



\*Individuals are eligible for a booster 6 months after completing the primary series of Pfizer or Moderna, or 2 months after getting a J&J dose.

### *Workers Who Test Positive for COVID-19*

Regardless of vaccination status, workers who test positive for COVID-19 (PCR or antigen) must:

- Stay home and isolate for at least 5 days
- If symptoms have resolved after 5 days, workers can end isolation, but must continue to wear a mask around others for 5 additional days and avoid contact with high-risk people
- If symptoms have not resolved after 5 days, continue to stay home until they have been fever-free for 24 hours without the use of fever-reducing medication.

**A test-based return to work policy is not recommended, as workers can continue to test positive for COVID-19 for an extended period, despite no longer being infectious.**

Businesses should encourage workers to communicate and cooperate with contact tracers when called. If they receive a call from 312-74-COVID (312-742-6843), they should provide the contact tracer with as much information as possible. Their names will not be shared with any other agencies, such as law enforcement or immigration, or with any of their contacts. This is an important strategy for minimizing the spread of the virus.

### *Anti-Retaliation Ordinance*

[The Anti-Retaliation Ordinance](#) prohibits employers from retaliating against employees for obeying an order issued by the Mayor, Governor, Chicago Department of Public Health, or healthcare provider having to do with COVID-19 (such as necessary quarantine or isolation measures). Employers are also prohibited from taking any adverse action against an employee for caring for someone who has been issued certain orders having to do with COVID-19.

### *Paid Sick Leave*

The [Paid Sick Leave ordinance](#) mandates that all Chicago businesses provide paid sick leave to employees. Any employee who works at least 80 hours for an employer in Chicago within any 120-day period is covered by the ordinance and is eligible for paid sick leave. Employees begin to accrue paid sick leave on the first calendar day after they begin their employment. For every 40 hours worked, employees accrue one hour of paid sick leave.

### *Chicago's Vaccine Anti-Retaliation Ordinance*

Chicago's [Vaccine Anti-Retaliation Ordinance](#) is an extension of the Paid Sick Leave ordinance and prohibits employers from retaliating against workers for taking time off to get the COVID-19 vaccine. Employers must allow workers to use paid sick leave or paid time off to get the vaccine and employers requiring vaccine must compensate workers for time taken to get the vaccine during work hours.

# Creating Workplace Policies

CDPH recommends that all workplaces create a COVID-19 safety plan. If you have not already done so, below is some basic guidance on creating a COVID-19 safety plan in the workplace.

Topics include:

- Information Access for Workers
- Social Distancing
- Personal Hygiene Guidelines for Workers
- Cleaning and Sanitation Standards
- Personal Protective Equipment
- Environmental Air Quality and Ventilation

## *Information Access for Workers*

Employers should provide educational tools and trainings to help prevent spread of COVID-19.

- Meetings and trainings regarding COVID-19 should be conducted in the workers' preferred language(s).
- COVID-19 training should be conducted to educate workers on COVID-19 best practices including symptoms of COVID-19, workplace exposure risks, reminding workers not to touch their mouth, nose, and eyes, and proper hand hygiene.

Signs should be placed throughout the facility reminding workers to stay home when sick, use cough and sneeze etiquette, use hand hygiene, and to promote socially distancing. When possible, signs should be translated for workplaces with non-English speakers.

## *Social Distancing*

Employers should configure the work environment to ensure workers are able to maintain social distance of 6 feet or more. This should include workstations, breakrooms, clock-in/out stations, restrooms, locker rooms (if applicable), conference rooms (if applicable), and common areas. Additional strategies to ensure social distancing in the workplace could include:

- Use visual cues, such as floor markings and signs, to promote distancing of 6 ft or more among individuals.
- Identify alternative break areas for workers if needed.
- Stagger shift start/end time and breaks.

## *Personal Hygiene for Workers*

Employers should reinforce best practices for worker hygiene to prevent the spread of COVID-19. Practicing good hand hygiene, which includes the use of alcohol-based hand rub (hand sanitizer) or handwashing, is a simple yet effective way to prevent the spread of pathogens and infections.

- Provide multiple hand washing and sanitizer stations in multiple locations that are easily accessible to workers.

- Reinforce proper hand hygiene and cough and sneeze etiquette for workers in trainings and through signs.
- Increase the number of opportunities for workers to practice personal hygiene.

### *Cleaning and Sanitization Standards*

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of a COVID-19 safety plan. The virus that causes COVID-19 can be killed if you use the right products. [EPA has compiled a list of disinfectant products that can be used against COVID-19](#), including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.



Cleaning and sanitization procedures should be implemented to ensure a safe workplace and prevent the further spread of COVID-19. Business owners should follow requirements in **mandatory OSHA standards** [29 CFR 1910.1200](#) and [1910.132](#), [133](#), and [138](#) for hazard communication and PPE appropriate for exposure to cleaning chemicals. In addition, CDC updated their [cleaning and disinfecting guidance](#) (specifically when someone is ill or has been diagnosed with COVID-19) on April 5, 2021.

- **If less than 24 hours have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- **If more than 24 hours have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on [certain conditions](#) or everyday practices required by your facility.
- **If more than 3 days have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is necessary.

### *Personal Protective Equipment*

All workers must have access to and wear appropriate personal protective equipment (PPE) as recommended by CDC.

- Employers must provide workers with face coverings or surgical masks unless their work task requires a respirator or other PPE.
- Workers should wear a face covering that covers the nose and mouth to contain the wearer's respiratory droplets and help protect others and potentially themselves.
- Face coverings should be provided at no cost and replaced as needed or at the start of each shift. Coverings should be made of at least two layers of a tightly woven breathable fabric, such as cotton, and should not have exhalation valves or vents.
- Workers can be allowed to wear their own PPE as long as it meets the [standards outlined by CDC](#).

### *Updated Guidance on Face Coverings*

Effective August 20, 2021, CDPH reinstated a [mask mandate](#) for **all indoor public settings regardless of vaccination status**. This mandate applies to indoor settings such as bars, restaurants, gyms, and common areas of condos and multi-residential buildings. Please note the following details:

- Employees in settings that are not open to the public may remove their face coverings if they remain static and at least a 6-foot distance apart from all other individuals.
- Patrons may remove face coverings when actively eating and drinking at bars and restaurants.
- Face coverings may also be removed for services that require their removal, such as beard shaves or facials.
- Face coverings are optional in outdoor settings. However, it is recommended for unvaccinated individuals in crowded outdoor settings.

### *Environmental Air Quality and Ventilation*

Proper ventilation helps prevent the further spread of COVID-19 in the workplace. Business owners should consult with an HVAC engineer to ensure adequate ventilation and sanitation of air filters. Additional steps to ensure proper air quality in the workplace include:

- Ensuring the HVAC system(s) is operating in accordance with the manufacturer's instructions and design specifications
- Conducting all regularly scheduled inspections and maintenance procedures
- Maximizing the amount of outside air supplied
- Installing air filters with a Minimum Efficiency Reporting Value (MERV) 13 or higher where feasible
- Maximizing natural ventilation in buildings without HVAC systems by opening windows or doors, when conditions allow (if that does not pose a safety risk)
- Considering the use of portable air cleaners with High Efficiency Particulate Air (HEPA) filters in spaces with high occupancy or limited ventilation
- Removing personal cooling fans from shared workspaces to minimize blowing of air from one person to another

## **COVID-19 Vaccine Phases and Planning**

### *Vaccination in Chicago*

The city of Chicago entered phase 2 of the vaccine rollout on April 19, 2021. **All Chicago residents ages 5 and up are now eligible for COVID-19 vaccination.**

Employers are encouraged to host onsite vaccination clinics for their employees and their families. A list of possible providers can be found on the [Employer page](#) of the CDPH vaccine website. Employers can encourage workers to visit <http://www.chicago.gov/vaccinefinder> or call 312-746-4835 to find a COVID-19 vaccine provider. There are many options for appointments, including: health care providers, pharmacies, city-run sites, and [statewide sites](#).



Appointments at city-run sites can be found on [www.zocdoc.com/vaccine](http://www.zocdoc.com/vaccine) and a calendar of Chicago vaccine events can be found on the [CDPH website](#). CDC also provides [guidance](#) for how employers can prepare for vaccination either at the workplace or in the community.

### *Vaccination in Workplaces*

On May 28, 2021, the U.S. Equal Employment Opportunity Commission (EEOC) updated their [technical assistance](#) related to the COVID-19 pandemic, addressing questions regarding vaccination and workplaces. Per the new guidance:

- Federal EEO laws do not prevent employers from requiring employees who physically enter a workplace to be vaccinated for COVID-19, provided they also comply with other applicable regulations including the Americans with Disabilities Act (ADA) and Title VII of the Civil Rights Act.
- Federal EEO laws do not prohibit employers from offering incentives for employees to get vaccinated or voluntarily disclose documentation of vaccination provided the incentives are not so large as to be considered coercive.
- Information about an employee's COVID-19 vaccination is considered confidential medical information, so it must be kept confidential and stored per ADA requirements.

Specific questions regarding vaccine mandates and exemptions should be referred to your legal counsel.

## Resources

For COVID-19 updates, data and resources, visit [www.chicago.gov/coronavirus](http://www.chicago.gov/coronavirus).

### **Cases of COVID-19**

- [What to do when a confirmed COVID-19 has been in your facility](#)
- [CDC Guidance on When to Quarantine](#)
- [Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings](#)
- [Families First Coronavirus Response Act: Employer Paid Leave Requirements](#)
- [Chicago's Business Affairs and Consumer Protection Sick Leave Resources](#)
- [COVID-19 Guidance for Critical Infrastructure Workers](#)

### **COVID-19 Vaccine Resources**

- [COVID-19 Vaccine Resources for Employers](#)
- [City of Chicago COVID-19 Vaccine Resources](#)
- [COVID-19 Vaccine Finder](#)
- [COVID-19 Vaccine Basics](#)

### **Contact Tracing**

- [Case Investigation and Contact Tracing in Non-healthcare Workplaces: Information for Employers](#)



## **COVID-19 Testing**

[Testing locations in the city of Chicago](#)

[Testing Locations in the state of Illinois](#)

## **Guidance for Creating and Updating a COVID-19 Safety Plan**

[CDC Business Guidance](#)

[CDC Business FAQs](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

[Occupational Safety and Health Administration Guide to the Control and Prevention of COVID-19](#)

[CDC Guidelines on Social Distancing](#)

[List of EPA-Approved Disinfectants](#)

[CDC guidance on the use of masks to help slow the spread of COVID-19](#)

[When to Wear Gloves](#)

[Environmental Protection Agency's Guide to Ventilation and Coronavirus \(COVID-19\)](#)

[ASHRAE \(American Society for Heating, Refrigerating, and Air Conditioning Engineers\)](#)

[COVID-19 Resources](#)

## **Industry Specific COVID-19 Resources**

[OSHA Industry Specific Resources](#)

## **Restaurants/Bars**

[CDPH COVID-19 Guidance for Restaurants and Bars](#)

[IDPH COVID-19 Food Establishment Guidance](#)

[Illinois Restaurant Association COVID-19 Guidance](#)

[National Restaurant Association COVID-19 Guidance](#)

[CDC COVID-19 Guidance for Restaurants and Bars](#)

[FDA Food Safety and the Coronavirus](#)

## **Factory/Manufacturing**

[CDPH COVID-19 Guidance for Manufacturing](#)

[Illinois Manufacturers COVID-19 Guidance](#)

[National Association of Manufacturers COVID-19 Guidance](#)

[CDC COVID-19 Guidance for Manufacturing Workers and Employers](#)

## **Food Production (Non-Meat)**

[CDPH COVID-19 Guidance for Manufacturing](#)

[IDPH COVID-19 Guidance for Food Production](#)

[FDA COVID-19 Guidance for Food Production](#)

## **Meat/Poultry Processing**

[CDPH COVID-19 Guidance for Manufacturing](#)

[IDPH COVID-19 Guidance for Meat/Poultry Processing](#)

[CDC COVID-19 Guidance for Meat/Poultry Processing](#)  
[American Association of Meat Processors COVID-19 Resources](#)

**Construction**

[Association of General Contractors COVID-19 Guidance](#)  
[CDC COVID-19 Guidance for Construction Workers](#)

**Retail**

[CDPH COVID-19 Guidance for Retail](#)  
[National Retail Federation COVID-19 Guidance](#)  
[Retail Industry Leaders Association COVID-19 Guidance](#)

# Guidance for Employees

## *Using Chi COVID Coach*

The [Chi COVID Coach App](#) was developed to help you determine what to do if you have COVID-19 symptoms. Once you sign up, CDPH will check back with you via text message. CDPH will let you know what you and the other people in your household should do to limit the spread of COVID-19, help you know how long you need to stay separated from others, and give you day-by-day guidance throughout a potential isolation or quarantine period.

### **Adhere to the following guidelines:**

If you are mildly ill and can recover at home, follow the steps below to care for yourself and to help protect other people in your home and community.

- **Stay home**, except to get medical care
- **Maintain a 6ft distance or more** between yourselves and people who don't live in your household
- **Avoid close contact** with people who are sick
- **Avoid sharing personal household items**
- **Wash your hands often** with soap and water for at least 20 seconds
- **Cover your coughs and sneezes**
- **Wear a face covering** when in public and around others (even at home)
- **Clean and disinfect frequently** touched surfaces daily, like doorknobs, light switches, phones, and faucets
- **Monitor your health daily and** watch for symptoms of COVID-19
- **Call ahead** before visiting your doctor

Learn more at [Centers of Disease Control & Prevention](#)

## *What “fully vaccinated” mean?*

Individuals are considered fully vaccinated against COVID-19 two (2) weeks after receiving the second dose in a 2-dose mRNA vaccine series (Pfizer or Moderna) or two (2) weeks after receiving a single dose of the Janssen COVID-19 vaccine (Johnson & Johnson).

## *When am I eligible for a booster dose?*

- Individuals who received Pfizer or Moderna vaccines are eligible for a booster dose at least 6 months after receiving their second dose.
- Individuals who received a single dose of the Janssen vaccine are eligible for a booster dose at least 2 months after receiving the vaccine. At this time, an mRNA COVID-19 vaccine (Pfizer or Moderna) is recommended over the Janssen COVID-19 vaccine for booster vaccination.

### *If You Are Exposed to COVID-19*

Following CDC guidance, CDPH has updated quarantine and isolation protocols for the city of Chicago effective December 29, 2021. If you have been exposed to COVID-19, you should follow quarantine procedures based on your current COVID-19 vaccination status.

**If you have received a booster OR completed the primary series of Pfizer or Moderna within the last 6 months, or received the Johnson & Johnson vaccine within the last 2 months, you must:**

- Wear a mask around others for 10 days
- Test on day 5 if possible (day 0 being the last day you were exposed to someone with COVID-19)
- If you develop symptoms, get tested immediately and stay home

**If you have never been vaccinated against COVID-19 OR have completed the primary series of Pfizer, Moderna, or Johnson & Johnson vaccines and are [eligible for a booster](#) but have not received one:**

- Stay home and quarantine for 5 days, then continue to wear a mask around others for 5 additional days
- Test on day 5 if possible (day 0 being the last day you were exposed to someone with COVID-19)
- If you develop symptoms, get tested immediately and stay home

### *If You Test Positive for COVID-19*

**Regardless of vaccination status, if you test positive for COVID-19 (PCR/antigen/rapid at-home tests) you must:**

- Stay home and isolate for at least 5 days
- If symptoms have resolved after 5 days, you can stop isolating and return to work, but you must continue to wear a mask around others for 5 additional days and avoid contact with high-risk people
- If symptoms have not resolved after 5 days, continue to stay home until you have been fever-free for 24 hours without the use of fever-reducing medication

Any individuals who receive conflicting test results (such as a positive antigen or “rapid” at-home test result and a negative PCR) should be considered COVID-19 positive and begin isolation.

It is not recommended that employers require workers to test negative before returning to work. People who have tested positive for COVID-19 can continue to test positive for days or weeks after being infected, despite no longer being infectious.

We encourage you to communicate and cooperate with contact tracers. If you receive a call from 312-74-COVID (312-742-6843), please provide the contact tracer with as much

information as possible. Your name will not be shared with any other agencies, such as law enforcement or immigration, or with any of their contacts. This is an important strategy for minimizing the spread of the virus.

### *Additional Resources*

#### Vaccination Information

- [CDPH Vaccine Planning](#)

#### Testing Location information

- [Testing locations in the city of Chicago](#)
- [Testing Locations in the state of Illinois](#)

#### City of Chicago Resources

- [CDPH Guide to Managing Your Health](#)
- [CDPH Latest COVID-19 Guidance](#)
- [City of Chicago Anti-Retaliation Ordinance](#)

#### Additional CDC Guidance

- [Your Health | COVID-19 | CDC](#)
- [BACP COVID-19 Resource Center](#)