CDPH
Chicago Department of Public Health

COVID-19 Guidance for Businesses and Critical Infrastructure

Updated May 16, 2022

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, including the links provided in the [Resources section](#).

For additional information, please contact the CDPH COVID-19 Workplace Team at workplaceCOVID@cityofchicago.org.

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Reporting Cases of COVID-19

Employers can report COVID-19 cases among employees and/or patrons to the Chicago Department of Public Health using the secure [Online Case Report Form](#).

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 No. 2020-2](#), Section 4 and the Illinois Communicable Disease Code, specifically Section 690.200.

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 polices 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 can report COVID-19 cases to CDPH using the Online Case Report Form.

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.

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.

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 who are not up to date on vaccination 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.

- o **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 and symptoms are improving.
- **Reporting to CDPH.** Employers can report COVID-19 cases to the Chicago Department of Public Health using the Online Case Report Form. Businesses that are licensed by BACP are required to report if they identify 5+ cases within 14 days and/or they have closed due to COVID-19 cases.

> **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 Community Levels

CDC has developed COVID-19 Community Levels to help communities decide what prevention steps to take based on local COVID-19 data. Levels are determined each week (low, medium, or high) based on the following three metrics: the number of new local COVID-19 cases; the number of new local COVID-19 hospital admissions; and the proportion of local hospital beds occupied by patients with COVID-19. Chicago's current COVID-19 community level can be monitored here. The following graphic illustrates how levels are measured each week.

Measuring COVID-19 Community Levels

NEW COVID-19 Cases (Per 100,000 people in the past 7 days)	Indicators	Low	Medium	High
Fewer than 200	New COVID-19 admissions per 100,000 population (7-day total)	<10.0	10.0-19.9	≥20.0
	Percent of staffed inpatient beds occupied by COVID-19 patients (7-day average)	<10.0%	10.0-14.9%	≥15.0%
200 or more	New COVID-19 admissions per 100,000 poplation (7-day total)	NA	<10.0	≥10.0
	Percent of staffed inpatient beds occupied by COVID-19 patients (7-day average)	NA	<10.0%	≥10.0%

Updated Guidance on Face Coverings

Effective February 28, 2022, CDPH removed mask and vaccination requirements for many public indoor settings as a result of a rapid decrease in key metrics, such as COVID-19 cases, test positivity, and Chicago's hospital/ICU census. CDPH will continue to use CDC's COVID-19 Community Levels, as described above, to gauge the level of risk in Chicago and determine necessary mitigation measures, such as the use of face coverings.

Low: Universal indoor masking **optional**

Medium: Universal indoor masking **strongly recommended**

High: Universal indoor masking **required**

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 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

COVID-19 Vaccination

Who is eligible for COVID-19 vaccines?
All Chicagoans age 5 and up are currently eligible for COVID-19 vaccination. There are 3 different vaccines available in Chicago – Pfizer-BioNTech and Moderna, both requiring 2 primary series doses, and Johnson & Johnson's Janssen, a single dose vaccine. CDPH encourages all individuals to stay up to date with their COVID-19 vaccines, which includes boosters.

When are individuals eligible for a booster dose?
- Individuals who received Pfizer or Moderna vaccines are eligible for a booster dose at least 5 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 single dose vaccine. At this time, an mRNA COVID-19 vaccine (Pfizer or Moderna) is recommended over the Janssen COVID-19 vaccine for booster vaccination.

What does "up to date" mean?
CDC recommends that all individuals ages 5+ receive a primary series of COVID-19 vaccine, and all individuals ages 12+ receive a primary series of COVID-19 vaccine AND a booster.

Individuals are considered "up to date" with COVID-19 vaccines when all primary series doses and one booster dose (when eligible) have been completed. Note that some individuals are eligible to receive a second booster, but it is not necessary to be considered up to date at this time. See here for information on second booster doses.
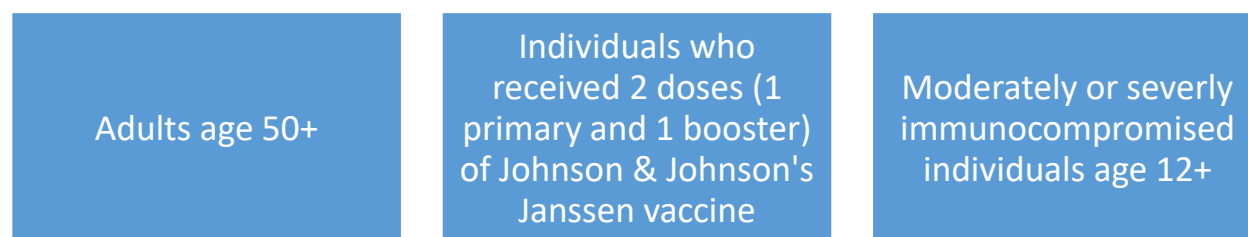
COVID-19 Vaccine Dosing and Definitions of Vaccination Status by Vaccine Brand (Manufacturer)				
Type of COVID-19 Vaccine	Primary Series	Fully Vaccinated	Booster Eligible	Up to Date
Pfizer-BioNTech	2 doses given 3 to 8 weeks apart	2 weeks after completing primary series	5 months after the final dose of primary series	Immediately after getting 1st booster
Moderna	2 doses given 4 to 8 weeks apart	2 weeks after completing primary series	5 months after the final dose of primary series	Immediately after getting 1st booster
Johnson & Johnson's Janssen	1 dose	2 weeks after completing primary series	2 months after single dose vaccine (Pfizer or Moderna recommended)	Immediately after getting 1st booster

Who is eligible for a second booster dose?
Effective March 29, 2022, CDC expanded eligibility for a second mRNA booster dose (Pfizer or Moderna) for those who may be at higher risk of severe outcomes from COVID-19, including individuals who are moderately or severely immunocompromised and individuals over the age of 50. These groups are eligible to get a second booster dose 4 months after their prior booster dose. Those who have received a primary vaccine and booster dose of the Janssen vaccine at least four months ago may also receive a second mRNA booster dose.

Individuals Eligible for a Second Booster (as of March 29, 2022)

Adults age 50+	Individuals who received 2 doses (1 primary and 1 booster) of Johnson & Johnson's Janssen vaccine	Moderately or severely immunocompromised individuals age 12+

Note that CDC and FDA will continue to evaluate the need for additional booster doses for other individuals.

Vaccination in Workplaces

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 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.

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.

Any specific questions regarding vaccine mandates and exemptions for employees and/or patrons should be referred to your legal counsel.

Return to Work Guidance

Following CDC guidance, CDPH has updated quarantine and isolation protocols for the city of Chicago. Quarantine guidance is now dependent upon vaccination status. Please review the above section for more information on who is considered "fully vaccinated" and CDC's booster eligibility criteria.

Workers Who Have Been Exposed to COVID-19

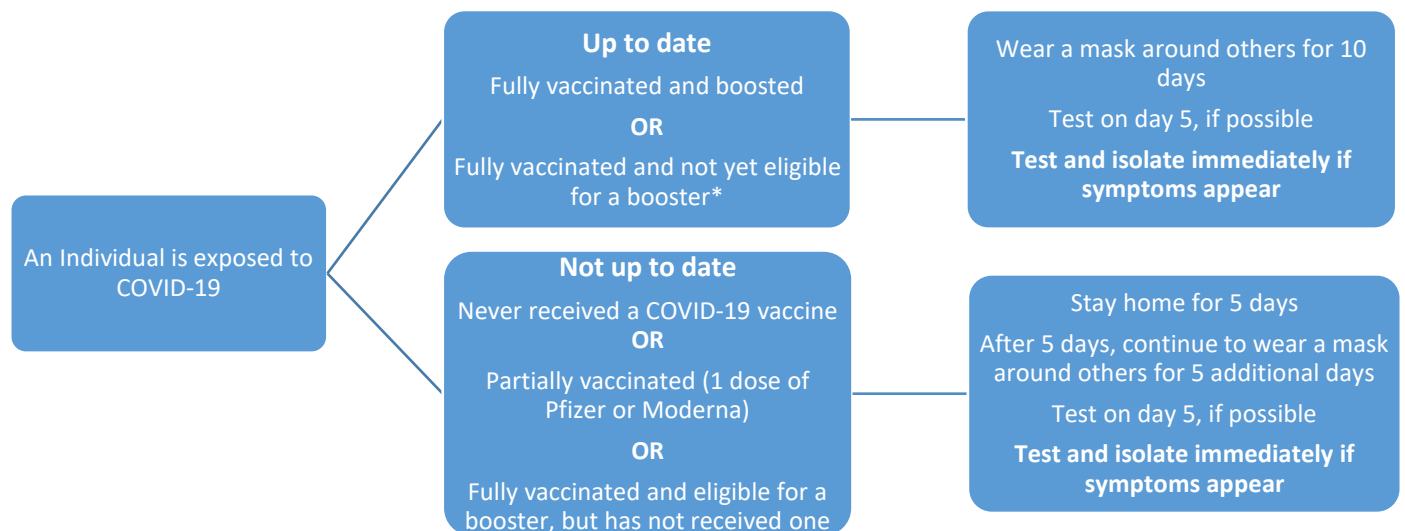Workers who have been exposed to a positive COVID-19 case should follow quarantine procedures based on their current COVID-19 vaccination status.

Individuals who are up to date on their COVID-19 vaccines (fully vaccinated and have received a booster) OR have completed the primary series of Pfizer or Moderna within the last 5 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 symptoms develop, get tested immediately and stay home

Individuals who have never been vaccinated against COVID-19 OR are partially vaccinated (1 dose of Pfizer or Moderna) 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 symptoms develop, get tested immediately and stay home

| An Individual is exposed to COVID-19 | **Up to date**
Fully vaccinated and boosted
OR
Fully vaccinated and not yet eligible for a booster* | Wear a mask around others for 10 days
Test on day 5, if possible
Test and isolate immediately if symptoms appear |
| | **Not up to date**
Never received a COVID-19 vaccine
OR
Partially vaccinated (1 dose of Pfizer or Moderna)
OR
Fully vaccinated and eligible for a booster, but has not received one | Stay home for 5 days
After 5 days, continue to wear a mask around others for 5 additional days
Test on day 5, if possible
Test and isolate immediately if symptoms appear |

*Individuals are eligible for a booster 5 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, antigen or at-home test) must:
- Stay home and isolate for at least 5 days
- If fever-free for 24 hours without the use of fever-reducing medication and symptoms are improving 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 individuals
- If symptoms have not resolved after 5 days, continue to stay home until symptoms are improving, and they have been fever-free for 24 hours without the use of fever-reducing medication

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

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

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. See here for printable signage now available in several languages.

Social Distancing

It is recommended that employers configure the work environment to allow workers to maintain social distance of 6 feet or ThisIn areas where 6 ft distance cannot be maintained, face coverings are suggested (if not otherwise required due to Chicago being considered at a high COVID-19 community level). 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 November 15, 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 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.

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

Prevent COVID-19 by Increasing Airflow in Businesses

Ventilation is a key way to help prevent the spread of COVID-19. It may also help prevent the spread of other illnesses. Combine ventilation with other important public health measures to keep you and others protected against COVID-19.

Increase amount of outdoor air if weather allows
- Open outdoor air dampers in your HVAC system
- Open windows and doors

Ensure ventilation systems operate properly
- Adjust to increase total airflow when possible
- Turn off demand-controlled ventilation (DCV)
- Run the HVAC for 2 hours before and after building is occupied

Use fans continuously
- Place fans in windows to exhaust air outdoors
- Ensure restroom exhaust fans are operating
- Maintain exhaust systems in kitchens or cooking areas at all times while building is occupied

Improve central air filtration
- Ensure proper filter size and change regularly
- Inspect filter housing and racks to ensure filter fit
- Increase air filtration as high as possible without reducing design airflow

Consider using filtration or irradiation systems
- Use portable HEPA systems to enhance air cleaning
- Use ultraviolet germicidal irradiation as a supplemental treatment

Increased ventilation and filtration will reduce but not eliminate the risk for exposure.

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Chicago Department of Public Health

For additional information:
www.cdc.gov/coronavirus/2019-ncov/community/ventilation.html
www.ashrae.org/technical-resources/commercial
www.epa.gov/coronavirus/ventilation-and-coronavirus-covid-19

Resources

For COVID-19 updates, data and resources, visit www.chicago.gov/coronavirus.

Cases of COVID-19

What to do when a confirmed COVID-19 has been in your facility
Communication Resources
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

COVID-19 Specific Training Videos

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 the CDC Quarantine and Isolation Calculator
CDC has developed a [tool](#) to assist with determining quarantine and isolation time frames. People who have either been in close contact with a positive COVID-19 case or have tested positive for COVID-19 themselves can use this tool to determine if they need to quarantine or how long they need to isolate depending on the situation.

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](#)

Who is eligible for COVID-19 vaccines?
All Chicagoans age 5 and up are currently eligible for COVID-19 vaccination. There are 3 different vaccines available in Chicago – Pfizer-BioNTech and Moderna, both requiring 2 doses, and Johnson & Johnson's Janssen, a single dose vaccine. CDPH encourages all individuals to stay up to date with their COVID-19 vaccines, which includes boosters.

What does "up to date" mean?
CDC recommends that all individuals ages 5+ receive a primary series of COVID-19 vaccine, and all individuals ages 12+ receive a primary series of COVID-19 vaccine AND a booster.

Individuals are considered "up to date" with COVID-19 vaccines when all primary series doses and one booster dose (when eligible) have been completed. Note that some individuals are eligible to receive a second booster, but it is not necessary to be considered up to date at this time. See [below](#) for information on second booster doses.
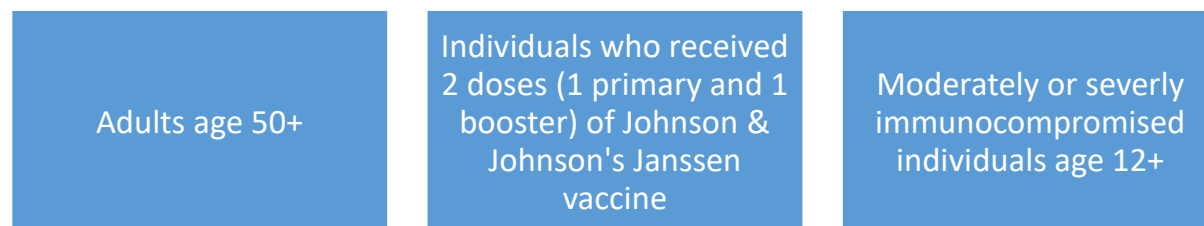
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- Individuals who received Pfizer or Moderna vaccines are <u>eligible for a booster dose at least 5 months after receiving their second dose</u>.
- Individuals who received a single dose of the Janssen vaccine <u>are eligible for a booster dose at least 2 months after receiving the vaccine</u>. At this time, an mRNA COVID-19 vaccine (Pfizer or Moderna) is recommended over the Janssen COVID-19 vaccine for booster vaccination.

COVID-19 Vaccine Dosing and Definitions of Vaccination Status by Vaccine Brand (Manufacturer)				
Type of COVID-19 Vaccine	Primary Series	Fully Vaccinated	Booster Eligible	Up to Date
Pfizer-BioNTech	2 doses given 3 to 8 weeks apart	2 weeks after completing primary series	5 months after the final dose of primary series	Immediately after getting 1st booster
Moderna	2 doses given 4 to 8 weeks apart	2 weeks after completing primary series	5 months after the final dose of primary series	Immediately after getting 1st booster
Johnson & Johnson's Janssen	1 dose	2 weeks after completing primary series	2 months after single dose vaccine (Pfizer or Moderna recommended)	Immediately after getting 1st booster

Who is eligible for a second booster dose?

Effective March 29, 2022, CDC expanded eligibility for a second mRNA booster dose (Pfizer or Moderna) for those who may be at higher risk of severe outcomes from COVID-19, including individuals who are moderately or severely immunocompromised and individuals over the age of 50. These groups are eligible to get a second booster dose 4 months after their prior booster dose. Those who have received a primary vaccine and booster dose of the Janssen vaccine at least four months ago may also receive a second mRNA booster dose.

Individuals Eligible for a Second Booster (as of March 29, 2022)

Adults age 50+	Individuals who received 2 doses (1 primary and 1 booster) of Johnson & Johnson's Janssen vaccine	Moderately or severly immunocompromised individuals age 12+

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 fever-free for 24 hours without the use of fever-reducing medication and symptoms are improving 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 individuals
- If your symptoms have not resolved after 5 days, continue to stay home until symptoms are improving and 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.

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](#)