

IDHS Guidance 2.0: Social Distancing of Employees and Customers During a Known or Anticipated COVID-19 Outbreak.

Date: April 30, 2020

General Statement.

The Illinois Department of Human Services recommends that its employees practice social distancing while at work during a COVID-19 outbreak or anticipated outbreak.

Definitions.

“Close Contact.” Being within six feet of another person (co-worker or customer) for a prolonged period of time. A prolonged period of time is any time longer than ten minutes.

Guidelines.

1. Employees are advised to maintain a physical distance of six (6) feet between other coworkers and customers.
 - Employees should maintain a physical distance of (6) feet from other coworkers when using break rooms and dining areas.
 - Please note that this does not apply to situations like passing someone in the hallway where social distancing is not possible.
2. Employees are advised not to use elevators, if possible, and to use the stairs at the worksite.
 - If an employee needs to use the elevators due to a medical condition, other employees in the office should engage in social distancing and avoid close contact with the employee by using the stairs or waiting for the next elevator ride.
3. Employees should avoid face-to-face meetings with co-workers whenever possible. This includes meeting in private offices or

- conference rooms unless you can engage in social distancing and wear PPE.
4. Employees should avoid shaking hands and other forms of direct contact with coworkers.
 5. Work areas, if possible, should be at least six feet apart.
 6. If employees are using public transportation, taxis, or ride sharing to go to work, then employees are advised to take all necessary precautions (i.e. wear face coverings, avoid high contact surfaces, engage in social distancing).

References:

- Interim Guidance for Risk Assessment for COVID-19 (IDPH):
<https://www.isbe.net/Documents/IDPH-Employee-Supervisor-Guide-COVID-19.pdf>
- Tips for Social Distancing (CDC):
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>