



EXECUTIVE ORDER 2020-3

Issued by

**TONI PRECKWINKLE, PRESIDENT,
COOK COUNTY BOARD OF COMMISSIONERS**

Cook County, Illinois

March 16, 2020

WHEREAS, the United States Secretary of Health and Human Services declared that COVID-19 presents a public health emergency on January 27, 2020, and the World Health Organization declared COVID-19 a pandemic, pointing to over 118,000 cases of the coronavirus illness in over 110 countries and territories around the world and the sustained risk of further global spread; and

WHEREAS, pursuant to the Cook County Code of Ordinances, Sections 26-36 and the Illinois Emergency Management Agency Act, 20 ILCS 3305/11, on March 10, 2020, County Board President Toni Preckwinkle found that the circumstances surrounding COVID-19 constitute a public health emergency and issued a proclamation of disaster for Cook County; and

WHEREAS, in accordance with Illinois law, on March 16, 2020, the Cook County Board of Commissioners through Resolution 20-2195, extended the March 10, 2020 Proclamation of Disaster through May 31, 2020; and

WHEREAS, the March 16, 2020 Resolution 20-2195 further recognized and supported the issuance of Executive Orders by the County Board President to account for the continuity of operations, institute necessary closures and implement any rules or regulations that may benefit Cook County workforce and residents during this extended Proclamation of Disaster; and

WHEREAS, in order to further provide for the safety of our employees and residents, Cook County will engage in efforts to limit public access to County Buildings and the Offices under the jurisdiction of the President will reduce the number of employees required to work on-site; and

WHEREAS, this phase will allow for the continued operation of essential functions of County government while protecting the public and the County employee population through a reduction of the footprint on-site in County building and facilities; and

WHEREAS, an enhanced focus on social distancing should be implemented to help prevent the spread of the virus; and

WHEREAS, to the extent possible, the separately elected offices of Cook County government and independent agencies are encouraged to adopt similar personnel policies and practice social distancing as being implemented in the Office of the President.

NOW THEREFORE, by virtue of the authority vested in me by the Constitution of the State of Illinois, the laws of the State of Illinois, the Ordinances of Cook County and the March 10, 2020 Proclamation of Disaster that was extended by the Board of Commissioners through May 31, 2020,

I, TONI PRECKWINKLE, President of the County of Cook, **DO HEREBY ORDER**, as follows:

1. Effective March 18, 2020 through March 30, 2020, Cook County will engage in efforts to limit public access to County Buildings and facilities by reducing public traffic in County Buildings, reducing elevator access and requiring employees to show work identification when entering the workplace.

Employees may be asked to sign-in when entering County Buildings or accessing their offices.

Members of the public accessing County Buildings and facilities may be asked to sign-in in order to maintain a record of access for public health purposes.

2. All County Board of Commissioner meetings as well as Board and Commission meetings are cancelled for the month of March. The continuity of Cook County government will be addressed as necessary by Executive Order.

3. All employees returning from Level 3 Warning-Alert countries are required to isolate themselves pursuant to CDC guidelines.

4. Effective March 18, 2020 through March 30, 2020, the *Offices under the Jurisdiction of the President* will focus on essential services that are necessary to operate County government and reduce the number of employees required to work on-site. These temporary changes will include reducing schedules, requiring some employees to continue to work on-site, and directing others to work remotely. Employees will receive further direction from Department Heads and Bureau Chiefs prior to the effective date as to their status and expectations moving forward. Employees working on-site must limit meetings to conference calls or other electronically available meeting platforms and if employees must hold in-person meetings, they should maintain the recommended social distancing. To the extent possible, the separately elected offices of County government or independent agencies are encouraged to adopt similar personnel policies during this crisis.

5. While on-site at work, off-site, or working remotely, employees should engage in efforts to practice social distancing to prevent and slow the spread of COVID-19. Informed by public health

guidance from the Centers for Disease Control and Prevention (CDC), the following guidelines and information to help employees practice social distancing are ordered:

- a. Stay home when you are sick, and cover coughs and sneezes.
- b. Avoid in-person meetings when possible. Instead, consider using email, phone, or online conferencing tools.
- c. Keep unavoidable in-person meetings short.
- d. Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions. Given the uncertainty around COVID-19, do not begin any new, nonessential initiatives at this time. All employees are expected to follow Executive Order 2020-2, which cancels and prohibits all work-related travel by County employees for conferences, continuing education, seminars, and lobbying activities that occur outside of the County through May 1, 2020 unless such travel is deemed essential by the employee's department head, bureau chief or by the controlling elected or agency official.
- e. Keep six feet apart from other people when possible. Try to avoid being in crowded elevators or crowded spaces.
- f. Avoid shaking hands, hugging, or other personal contact with coworkers, friends and acquaintances.

BE IT FURTHER ORDERED, that, this order shall take effect upon its execution and filing with the County Clerk and that immediate notice of this order be delivered by the County Clerk to the offices under the jurisdiction of the County Board President, the eleven separately elected officials, the seventeen members of the County Board, and the Cook County Health and Hospitals System Board.



Toni Preckwinkle
President

Dated: March 16, 2020

ATTEST:


Karen A. Yarbrough
Cook County Clerk

Received and Filed: March 16, 2020