



**Cook County Personnel Rules Addendum
COVID-19 Related Leaves and Return to Work Processes
Effective January 7, 2022**

**Rule 1
(Addendum to Rule 1 of the Cook County Personnel Rules)
General Provisions**

The rules and procedures in this addendum to the Cook County Personnel Rules (“Addendum”) are adopted to limit the spread of the Coronavirus (“COVID-19”) in Cook County buildings and facilities. In an effort to limit the spread of COVID-19, the County implements the following COVID-19 related leaves and return to work provisions, which are in line with recommendations set forth by the Centers for Disease Control and Prevention (“CDC”) and Public Health Authorities (see Illinois Department of Public Health Guidance [here](#)). The County reserves the right to update the Addendum upon the issuance of new CDC and Departments of Public Health guidelines. All other General Provisions of the Cook County Personnel Rules apply.

1.6 DEFINITIONS

Asymptomatic - A person who does not report or appear to have any symptoms or signs of the COVID-19 virus.

Child - The biological, adopted, foster, stepchild or legal ward, or child of an employee standing in loco parentis who is either under 18 years of age, or older than 18 and incapable of self-care due to a mental or physical disability as defined under the Americans with Disabilities Act, 42 U.S.C. § 12101, *et seq.*, for whom the employee has actual day-to-day responsibility for care.

Close Contact - Being within six (6) feet (2 meters) of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection); providing care at home to a person diagnosed with COVID-19; having direct physical contact with a person diagnosed with COVID-19 (hugged or kissed them); sharing eating or drinking utensils with a person diagnosed with COVID-19; or having direct contact with infectious secretions of a confirmed COVID-19 person (e.g., being coughed on).

Closed/Unavailable - The physical location of the child’s school or childcare provider is not open or available to care or provide instruction. For the purpose of this policy, the school is considered closed when instruction is delivered to students through online format such as “distance learning” and the child is expected or required to complete all or a portion of their instruction through that format.

Emergency Responder - An employee who is necessary for the provision of transport, care, health care, comfort, and nutrition of such patients, or whose services are otherwise needed to limit the spread of COVID-19. This includes but is not limited to, law enforcement officers, correctional institution personnel, emergency medical services personnel, physicians, public health personnel, emergency medical technicians, emergency management personnel, public works personnel, and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility. This also includes any individual whom the highest official of a State or territory, including the District of Columbia, determines is an emergency responder necessary for that State’s or territory’s or the District of Columbia’s response to COVID-19.

Fully Vaccinated - Two weeks after the second dose of a two-dose COVID-19 vaccine or two weeks after one dose of a single-dose vaccine.

Hardship Benefit Time - Benefit time given to an employee diagnosed with COVID-19 and has exhausted all of their accrued benefit time and emergency leave time. The employee is unable to qualify for disability benefits but requires additional time to recover from the COVID-19 virus. Recovery as indicated by a negative test result.

Health Care Provider - Anyone who is a licensed doctor of medicine, nurse practitioner, or other health care provider permitted to issue a certification for purposes of the FMLA.

Any other person who is employed to provide diagnostic services, preventive services, treatment services, or other services that are integrated with and necessary to the provision of patient care and, if not provided, would adversely impact patient care. This group includes employees who provide direct diagnostic, preventive, treatment, or other patient care services, such as nurses, nurse assistants, and medical technicians. It also includes employees who directly assist or are supervised by a direct provider of diagnostic, preventive, treatment, or other patient care services. Finally, employees who do not provide direct health care services to a patient but are otherwise integrated into and necessary to the provision those services—for example, a laboratory technician who processes medical test results to aid in the diagnosis and treatment of a health condition—are health care providers.

Self-Isolate - The separation of a person known to be infected with the COVID-19 virus from those who are not infected to prevent spread of the disease.

Self-Quarantine - The separation of a person who might have been exposed to COVID-19 virus away from others to prevent the spread of the disease.

Rule 6

(Addendum to Rule 6 of the Cook County Personnel Rules)

Leaves of Absence Related to COVID-19

6.2 LEAVES OF ABSENCE WITH PAY

(a) - (j) Reserved

(k) Emergency Paid Sick Leave

(Cook County has authorized current employees who have 80 hours or less of Emergency Paid Sick Leave time remaining as of December 31, 2021, to use the time, as applicable and subject to the provisions herein, through March 31, 2022.

To qualify for Emergency Paid Sick Leave, an eligible employee must be unable to work or telecommute due to the following COVID-19 related reasons:

- i. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- ii. The employee has been advised by a health care provider to Self-Quarantine due to concerns related to COVID-19;
- iii. The employee is experiencing COVID-19 symptoms and seeking medical diagnosis;
- iv. The employee is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19 and such employee has been exposed to COVID-19 or the employer has requested a COVID-19 test or diagnosis;
- v. The employee is obtaining a COVID-19 vaccination;
- vi. The employee is recovering from any injury, disability, illness, or condition related to such COVID-19 vaccination;
- vii. The employee is caring for an individual described in subsections (i.) and (ii.) of this Section;

- viii. The employee is caring for a child (under 18 years of age) whose school or childcare is closed or is unavailable for reason related to COVID-19; or
- ix. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services.

Any full-time employee who meets the requirements of Section 6.2(k) (i.) – (ix.) above is eligible to use up to 80 hours of emergency paid sick leave at their regular rate of pay. Eligible part-time employees will use and receive emergency paid sick leave at their normal rate of pay.

Eligible employees are required to follow their usual and customary absence notification procedures. Employees should complete and provide the Emergency Paid Sick Leave Request Form to their supervisor for approval, along with appropriate documentation.

All employees returning to work under this leave should follow their usual and customary return to work procedures. Employees returning to work from a leave related to Section 6.2(k) (i.), (ii.), (iii.), (iv.), (v.), (vi.) or (ix.) above may be required to submit corresponding medical certification authorizing them to return to work.

Health Care Providers and Emergency Responders may be exempted from the Emergency Paid Sick Leave.

(1) Other COVID-19 Related Absences

Employees who exhibit COVID-19 related symptoms during the workday should immediately leave the County building or facility and notify their Department Head (or Designee). Upon confirmation that the employee tested positive for COVID-19 or was diagnosed with COVID-19 virus, the employee should contact their Department Head (or Designee) in order to provide information needed for the Department Head to complete a thorough workplace investigation to ensure the health and safety of all employees. Department Heads (or Designees), who are conducting workplace investigations, should refer to Exhibits A through C for additional information.

The County may require employees to leave County premises for any of the following reasons related to the COVID-19 pandemic:

- i. Employees who test positive or have a confirmed diagnosis of COVID-19 illness;

- ii. Employees who have been in Close Contact with a person who tests positive or has been diagnosed with COVID-19 and the employee meets one of the following conditions:
 - Has not received a booster inoculation and completed the Pfizer or Moderna vaccine primary series greater than six (6) months before exposure,
 - Has not received a booster inoculation and completed the Johnson & Johnson vaccine primary series greater than two (2) months before exposure,
 - Has not received the complete series of the Pfizer, Moderna, or Johnson & Johnson vaccines, or
 - Is unvaccinated (with or without an accommodation).

All current provisions of the Cook County Personnel Rules and the Cook County Time and Attendance Policy continue to apply to employee absences related to COVID-19.

6.7 PAY PROVISIONS FOR COVID-19 RELATED ABSENCES

(a) Benefit Time

Subject to the provisions of Cook County Personnel Rule 6.2 and its addendum, employees must avail themselves of any applicable benefit time or approved leave of absence to be paid during their time away from work.

(b) Extended Hardship Pay Related to COVID-19 Diagnoses

Employees diagnosed with COVID-19 and who exhaust applicable paid leaves of absence, accrued benefit time and are unable to qualify for disability may apply for the supplemental COVID-19 Hardship Benefit Time (“Hardship Benefit”). Employees must complete and submit the COVID-19 Hardship Benefit Time Request Form attached as Exhibit D to the Bureau Chief of BHR (or Designee) for approval.

Eligibility for the Hardship Benefit will be evaluated on an individual basis. Such eligible employees must submit a positive test result for COVID-19 and medical certification indicating that the employee is not authorized to work due to the virus. If approved, the employee will be placed on a five (5) day leave. The employee will receive their regular rate of pay during the approved leave. Any extensions to the Hardship Benefit will also be evaluated on an individual basis.

6.8 RETURNING TO WORK FROM COVID-19 RELATED ABSENCES AND OTHER PARTICULAR ABSENCES DURING THE COVID-19 PANDEMIC

Cook County follows public health and CDC guidance regarding the safe return of employees to the workplace.

(a) **Employees Absent Due to Governmental Order**

The County complies with Federal, State, and local quarantine or isolation orders related to COVID-19 and expects County employees to do the same. Employees returning to work from an absence imposed by governmental orders may do so as directed by the orders or when the orders are lifted, unless the employee is absent under another provision of Section 6.8.

(b) **Employees Diagnosed or Exhibiting Symptoms of COVID-19**

Employees diagnosed or exhibiting symptoms of COVID-19 may return to work once cleared by their physician. They must submit to BHR Personnel Services Division the corresponding medical certification authorizing them to return to work.

(c) **Employees Potentially Exposed to COVID-19**

(i) Employees who were potentially exposed to a positive or diagnosed COVID-19 individual through Close Contact and meet a condition proscribed above under Rule 6.2. (1.) ii. should seek medical advice and Self-Quarantine for a period of 5 days after their last contact with a person who has COVID-19 and monitor their symptoms. They may return to work after the quarantine period if they do not exhibit COVID-19 related symptoms during that period and/or are authorized by a Healthcare Provider. Employees who exhibit COVID-19 related symptoms during the quarantine period may return to work once authorized by a Healthcare Provider. They must submit to BHR Personnel Services Division the corresponding medical certification authorizing them to return to work.

(ii) Employees who were potentially exposed to a positive or diagnosed COVID-19 individual through Close Contact, are asymptomatic and meet one of the following conditions are not required to Self-Quarantine, but should still monitor their symptoms and seek medical advice, if possible:

- Received a booster inoculation, completed the primary series of Pfizer or Moderna vaccine within the last 6 months,
- Completed the primary series of Johnson & Johnson within the last 2 months, or
- Tested positive for COVID-19 within the last three months.

If COVID-19 symptoms develop, the employees should begin a period of Self-Quarantine as determined by a Healthcare Provider and may return to work once cleared. They must submit to BHR Personnel Services Division the corresponding medical certification authorizing them to return to work.

(d) **Employees Absent Due to School Closings or the Unavailability of Childcare Provider**

Employees absent due to school closings or childcare provider unavailability may return to work using their customary return to work process.

(e) **Employees Returning from a Travel Alert Level 3 or Higher Country**

Fully vaccinated employees and employees who had COVID-19 within the last three months are not required to self-quarantine after domestic or international travel. Employees who are not fully vaccinated should quarantine for seven days, if they test negative for COVID-19 or quarantine for a ten-day period if they are not tested for COVID-19 upon returning from domestic or international travel.

(f) **Employees Absent Due to Obtaining the COVID-19 Vaccination and Associated Recovery**

Upon returning to work after an absence to obtain the COVID-19 vaccination, employees must provide proof of receiving the vaccination to BHR.

Employees who are absent to recover from injury, disability, illness, or condition related to the COVID-19 vaccination for five (5) or more non-FMLA sick days, immediately after receiving the COVID-19 vaccination, must submit to BHR Personnel Services Division the corresponding medical certification authorizing them to return to work.

(g) **Medical Certifications**

Acceptable medical certifications include, but are not limited to:

- i. Two (2) negative COVID-19 test results taken within 24 hours of each other.
- ii. Written correspondence from the physician's office on their letterhead indicating that the employee has been cleared by the physician to return to work.
- iii. Proof of vaccination.

- iv. Medical certifications and proof of vaccination can be transmitted via facsimile to (312) 603-3747, mail or by contacting BHR Personnel Services (BHR.confidential@cookcountyil.gov) for instructions to complete and upload documentation.

EXHIBIT A

**GENERAL REMINDERS AND WORKPLACE INVESTIGATION
GUIDELINES FOLLOWING A CONFIRMATION OF COVID-19
DIAGNOSIS**



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PRESIDENT
**Cook County Board
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BUREAU OF HUMAN RESOURCES

VELISHA L. HADDOX

BUREAU CHIEF

118 North Clark Street, Room 840 • Chicago, Illinois 60602 • (312) 603-3300

Date: January 3, 2022
To: Bureau Chiefs and Department Heads
From: Piemengie N. Hamisu
Interim Bureau Chief, Bureau of Human Resources
Subject: General Reminders and Workplace Investigation Guidelines Following a Confirmation of COVID-19 Diagnosis

The purpose of this communication is to provide revised comprehensive investigation guidelines for Bureaus and Departments to follow after receiving notification that an employee tested positive for the Novel Coronavirus (“COVID-19”). As we navigate through the pandemic, we continue to familiarize ourselves with current guidance and remain prepared to pivot accordingly. To that end, the Bureau of Human Resources has updated the following guidelines based on recommendations by the Centers for Disease Control and Prevention (“CDC”), Occupational Safety and Health Administration (“OSHA”) and public health and legal guidance as documented in the [Cook County Personnel Rules Addendum COVID-19 Related Leaves and Return to Work Processes](#) (“Personnel Rules Addendum”). The guidelines, in conjunction with the general reminders, will help reduce the transmission of COVID-19 in the workplace.

1. General Reminders

- a. Carefully review the latest rules and policies for Offices under the President employees outlining COVID-19 related guidance. The pertinent rules and policies are as follows: [Clean Workspace Policy](#); [Mandatory COVID-19 Vaccination Policy](#); [Personal Protective Equipment Policy](#); [Personnel Rules Addendum](#); [Physical Distancing Policy](#); and [Telecommuting Policy](#).
- b. Assist with enforcement of COVID-19 rules and policies. It is the Bureau Chief’s or Department Head’s responsibility to document and correct policy violations, as applicable.
- c. Continue to require employees to stay home if they are sick and to self-report if they are diagnosed with COVID-19, so that you can take the necessary steps to ensure the safety of others.
- d. Either the Department Head themselves may serve as the point of contact for employees to self-report a COVID-19 diagnosis or the Department Head should identify a designee. The point of contact should be communicated, in writing,

periodically to the entire department, so that employees are aware of who they should notify if they test positive for COVID-19.

2. Protocol to Follow When Confirmation is Received that an Employee Tested Positive for COVID-19

- a. Upon notification that an employee tested positive for COVID-19, the Department Head (or Designee) should inform the diagnosed employee that they may not physically return to work until cleared to do so in the form and manner required in the [Personnel Rules Addendum](#). Please note, however, that employees who can work remotely, pursuant to the [Telecommuting Policy](#), while self-isolating should continue working upon approval of their Department Head (or Designee).
- b. Next, the Department Head (or Designee) should interview the employee, to the extent the employee is able to communicate, regarding who the employee had Close Contact with during the period starting from 2 days before illness onset or, for asymptomatic individuals, 2 days prior to test specimen collection. As a reminder, the term “Close Contact” is defined in the [Personnel Rules Addendum](#) as being within six (6) feet (2 meters) of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset or, for asymptomatic patients, 2 days prior to test specimen collection. Additionally, the employee should be asked to identify all County buildings and facilities that they frequented during the 24-hour period prior to the onset of their symptoms or diagnosis. The interview may be conducted by phone or email to ensure that Department Heads (or Designees) have a complete list of individuals who should be notified of exposure and facilities that should be disinfected.
- c. Finally, the Department Head (or Designee) should email the Diagnosed COVID-19 Employee Isolation Guidance Letter which will include additional information regarding isolation and physically returning to work to the employee. The Diagnosed COVID-19 Employee Isolation Guidance Letter is attached to this communication.

3. Protocol to Follow When Contacting an Individual Identified as a Close Contact

- a. Department Heads (or Designees) should notify all individuals (employees, contractors, or persons, as deemed necessary e.g., if work areas are in close quarters) identified as having Close Contact with the employee who tested positive for COVID-19 via the attached COVID-19 Close Contact Notification Letter. A follow-up phone call is further recommended from the Department Head (or Designee) to each identified employee or person, to the extent the Department Head (or Designee) is able. When communicating with the employee who was identified as a Close Contact, regardless of whether the communication is by email or telephone, do not identify the diagnosed employee by name as doing so would violate [Cook County Personnel Rule 10.6\(c\) – Information and Documents that may not be Disclosed](#). Also, the identified employees should be advised that they

should contact their healthcare providers or the department of public health for further guidance.

- b. Pursuant to the [Personnel Rules Addendum](#), employees who have been in Close Contact with a person who tests positive or has been diagnosed with COVID-19 and the employee meets one of the following conditions should stay home for 5 days after their last Close Contact, monitor their symptoms and take a COVID-19 test 5 days after exposure, if possible:
 - i. Has not received a booster inoculation and completed the Pfizer or Moderna vaccine primary series greater than six (6) months before exposure,
 - ii. Has not received a booster inoculation and completed the Johnson & Johnson vaccine primary series greater than two (2) months before exposure,
 - iii. Has not received the complete series of the Pfizer, Moderna, or Johnson & Johnson vaccines, or
 - iv. Is unvaccinated (with or without an accommodation).

They may physically return to work after the quarantine period if they do not exhibit COVID-19 related symptoms during that period.

- c. Employees who were potentially exposed to a positive or diagnosed COVID-19 individual through Close Contact, are asymptomatic and meet one of the following conditions are not required to Self-Quarantine, but should still monitor their symptoms and seek medical advice, if possible:
 - i. Received a booster inoculation, completed the primary series of Pfizer or Moderna vaccine within the last 6 months,
 - ii. Completed the primary series of Johnson & Johnson within the last 2 months, or
 - iii. Tested positive for COVID-19 within the last three months.

If COVID-19 symptoms develop, the employees should begin a period of Self-Quarantine as determined by a Healthcare Provider and may return to work once cleared. They must submit to BHR Personnel Services Division the corresponding medical certification authorizing them to return to work.

Please note, however, that employees who are able to work remotely, pursuant to the [Telecommuting Policy](#), while self-quarantining should continue working upon approval of their Department Head (or Designee).

Please consult the [Personnel Rules Addendum](#) and COVID-19 Close Contact Notification Letter for additional information.

4. Notification Regarding Cleaning and Disinfecting Work Locations

- a. Department Heads (or Designees) shall immediately notify the Department of Facilities Management and/or building management of an employee testing

positive for COVID-19, without identifying the employee's name, so necessary cleaning and disinfecting of the work locations can occur. To the extent possible, the Department Head (or Designee) shall work with the Department of Facilities Management to close off areas used by the diagnosed employee or person. The Department of Facilities Management shall contact its third-party contractor or utilize Department of Facilities Management employees to begin cleaning and disinfection of the office. Cleaning and disinfection methods are in accordance with OSHA standards and the CDC's guidance on cleaning and disinfecting facilities.

5. Notification to the Office of the President and Bureau Chiefs

- a. Notify the Office of the President, by email, of the confirmed COVID-19 diagnosis within your department without identifying the employee's name. If the employee who tested positive for COVID-19 identified employees in other bureaus who they were in Close Contact within the timeframe described in 2.b. above, work with the Bureau Chief(s) in the impacted areas to provide notice and follow these guidelines.

6. Notification to Other Elected Offices

- a. If the employee who tested positive for COVID-19 identified employees in other elected offices who they were in Close Contact within the timeframe described in 2.b. above, work with the Director of Human Resources for the separately elected offices to provide notice and to follow these guidelines.

7. Questions Regarding Leaves of Absence

- a. Employees who have questions regarding leaves of absence should be directed to the Leave Management Office.

EXHIBIT B
DIAGNOSED COVID-19 EMPLOYEE ISOLATION GUIDANCE
LETTER



TONI PRECKWINKLE

PRESIDENT

**Cook County Board
of Commissioners**

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17th District

BUREAU OF HUMAN RESOURCES

VELISHA L. HADDOX

BUREAU CHIEF

118 North Clark Street, Room 840 • Chicago, Illinois 60602 • (312) 603-3300

Date: [INSERT DATE]
To: [INSERT EMPLOYEE NAME]
From: [NAME OF BUREAU CHIEF/DEPARTMENT HEAD/DESIGNEE]
Subject: **Diagnosed COVID-19 Employee Isolation Guidance Letter**

Cook County considers the health and well-being of our employees top priority. With that in mind and in response to your recent positive COVID-19 test, we are providing this letter to equip you with information on how to isolate; how to continue working during isolation, if possible; and when to safely return to the office.

Isolation Guidance

Because you tested positive for COVID-19 (regardless of symptoms), it is recommended that you follow the Illinois Department of Public Health (“IDPH”) guidance by isolating during this time. The IDPH guidance is frequently updated, you may access the latest guidance by clicking [here](#), to determine the duration of your isolation. It is also recommended that you adhere to the following:

- While you are in isolation, it is important that you remain at home and separated from other people as much as possible, even if you do not have symptoms. You should not attend in-person activities while you are in isolation. To prevent other people from possibly getting COVID-19, make every effort to limit contact with other people, including other household members. Even if you are wearing a mask, contact with other people should be limited.
- Please continue to monitor your symptoms. If you develop any of the following symptoms, seek emergency medical care immediately: trouble breathing; persistent pain or pressure in the chest; new confusion; the inability to wake up or stay awake; and pale, gray, or blue-colored skin, lips, or nail beds (depending on skin tone).
- Avoid contact with other members of your household and pets by staying in a separate room and using a separate bathroom, if possible.
- Avoid sharing personal household items, like cups, towels, and utensils.
- Wear a mask when around other people, including others within your household.

Telecommuting

During your period of isolation, you may work remotely, subject to the approval of your Department Head (or designee) if you are eligible to telecommute pursuant to the [Telecommuting Policy](#) and are not experiencing symptoms that impact the performance of your assigned job duties.

Leaves of Absence

If you are unable to telecommute due to your symptoms or are ineligible to telecommute, you may use any available accrued time to cover your absence during your period of isolation. Additionally, you may be eligible to utilize other leaves of absences provided by the [Personnel Rules Addendum](#) during your isolation period. Questions regarding leaves of absence should be directed to the Leave Management Office.

Return to Work

Employees diagnosed with COVID-19 may return to work once cleared by their healthcare provider. Corresponding medical certification authorizing them to return to work must be submitted to BHR Personnel Services Division prior to returning to work. Please review the [Personnel Rules Addendum](#) for additional details regarding return-to-work requirements.

EXHIBIT C
COVID-19 CLOSE CONTACT NOTIFICATION LETTER



TONI PRECKWINKLE
PRESIDENT
Cook County Board
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BUREAU OF HUMAN RESOURCES

VELISHA L. HADDOX

BUREAU CHIEF

118 North Clark Street, Room 840 • Chicago, Illinois 60602 • (312) 603-3300

Date: [INSERT DATE]

To: [INSERT EMPLOYEE NAME]

From: [NAME OF BUREAU CHIEF/DEPARTMENT HEAD/DESIGNEE]

Subject: COVID-19 Close Contact Notification Letter

Cook County (“County”) considers the health and well-being of our employees top priority. Unfortunately, we have been informed that you may have come into Close Contact with an individual diagnosed with the Novel Coronavirus (“COVID-19”). As a reminder, the term Close Contact is defined in the [Personnel Rules Addendum](#) as being within six (6) feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset or, for asymptomatic patients, 2 days prior to test specimen collection.

Please note that we have provided recommended Illinois Department of Public Health (“IDPH”) instructions for isolation purposes to the person diagnosed with COVID-19, to ensure that they remain away from others until they can safely return to the office. The employee was last in the [IDENTIFY BUILDING(S) AND OFFICE SUITE(S)] on [INSERT DAY AND DATE].

Because you are considered to have come into Close Contact with a person diagnosed with COVID-19; you will need to follow the applicable instructions below. Please contact your healthcare provider with questions regarding your exposure to COVID-19 and/or your vaccination status.

Quarantine Guidance

<p>If you:</p> <ul style="list-style-type: none"> • Are eligible for boosting and have been boosted OR • Completed the primary series of Pfizer or Moderna within the last 6 months OR • Completed the primary series of J&J vaccine within the last 2 months 	<p>Wear a mask around others for 10 days</p> <p>Test on day 5, if possible</p> <p>If a person develops symptoms, they should immediately quarantine until a negative test confirms symptoms are not caused by COVID-19</p>
<p>If you:</p> <ul style="list-style-type: none"> • Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted OR • Completed the primary series of J&J over 2 months ago and are not boosted OR • Are unvaccinated 	<p>Stay home for 5 days. After that continue to wear a mask around others for 5 additional days</p> <p>Test on day 5, if possible</p> <p>If a person develops symptoms, they should immediately quarantine until a negative test confirms symptoms are not caused by COVID-19</p>

Employees who are required to quarantine and have an approved Telecommuting Agreement (see [Telecommuting Policy](#)) will be allowed to telecommute, as long as, the employee remains symptom free. Employees who are experiencing COVID-19 symptoms that impact their ability to perform their job duties or are unable to Telecommute, will be allowed to use any available accrued time or other leaves of absence provided by the [Personnel Rules Addendum](#) during the quarantine period. Questions regarding leaves of absence should be directed to the Leave Management Office.

We will continue to provide you with regular updates as needed and will continue to provide prompt notification of any COVID-19 or other health-related concerns.

EXHIBIT D

COVID-19 HARDSHIP BENEFIT TIME REQUEST FORM



**COOK COUNTY BUREAU OF HUMAN RESOURCES
EMERGENCY PAID SICK LEAVE REQUEST FORM
(Extended)
(Personnel Rules Addendum)**

Employee Name (Last, First, MI): _____

Employee ID #: _____ Position Title _____

Department Name: _____ Supervisor Name: _____

Absence Start Date: _____ Absence End Date: _____

Employees may request Emergency Paid Sick Leave for specific reasons related to COVID-19 from January 1, 2022 through March 31, 2022.

Refer to the Revised Personnel Rules Addendum, effective January 1, 2022, for updated information. Eligibility for Emergency Paid Sick Leave

- A full-time or part-time employee who is unable to work or telecommute and I am requesting sick leave for the following reasons:
 - I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 - Name of the governmental entity ordering the quarantine/isolation: _____
 - I have been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19;
 - Name of the Healthcare profession advising self-quarantine/isolation: _____
 - I am experiencing COVID-19 symptoms and seeking medical diagnosis;
 - I am seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19 and I have been exposed to COVID-19 or the County has requested a COVID-19 test or diagnosis;
 - I am obtaining a COVID-19 vaccination
 - Date of vaccination appointment _____
 - I am recovering from any injury, disability, illness or condition related to such COVID-19 vaccination;
 - I am caring for an individual described in Rule 6.2 (k), (i) or (ii) of the Revised Personnel Rule Addendum;
 - Name of the person that you are caring for _____
- I am an employee who is unable to work or telecommute and need to care for a child whose:
 - School or place of care has been closed or the child's care provider is unavailable due to COVID-19 precautions.
 - The child is my biological, adopted, foster, stepchild or legal ward, or a child I am standing in loco parentis who is either under 18 years of age and/or
 - A child is older than 18 and incapable of self-care due to a mental or physical disability as defined under the Americans with Disabilities Act, 42 U.S.C. § 12101, *et seq.*, for whom I have actual day-to-day responsibility for care. Under the IRS interpretation, children over the age of 14 that fall under this category must provide the special circumstances that surrounds a child of that age requiring childcare must be explained in accordance to the IRS interpretation. Explain the "special circumstances" in the comment area below).
- I am experiencing substantially similar conditions as specified by the Secretary of Health and Human Services.

- I have attached the required documentation for unavailability of childcare or school closing. Examples of documents include, but are not limited to, notice of closure or unavailability from your child's school, place of care, or childcare provider, including a notice that may have been posted on a government, school, or day care website, published in a newspaper, or emailed to you from an employee or official of the school, place of care, or childcare provider.
- LAM** an employee considered to be a health care provider or first responder as defined by the Personnel Rules Addendum, effective 1/1/2022.
- I am NOT** an employee considered to be a health care provider or first responder as defined by the Personnel Rules Addendum, effective 1/1/2022.

Child or Children's Name(s):

Name of Child	Age of Child	Name of School or Care Provider that is closed or unavailable	Address of such School or Care Provider

School or Childcare Documentation for each child named above attached: _____

IRS Special Circumstances Requirement: If any of the children are over 14, please provide an explanation of the "special circumstances" that requires the child to need special care:

- I will be the only person taking care of the child during the period for which I am receiving leave.

The sick leave is available from day one of employment and the employee is not required to use accrued time prior to use of emergency paid sick leave.

By my signature, I certify that the information provided in this Form is true, correct and complete to the best of my knowledge. Further, I acknowledge that falsification or misrepresentation of information provided in this form will be a violation of Personnel Rules 8.2(b)(18) and 8.2(b)(33) and may lead to discipline, up to and including, discharge.

Employee's Signature

Date

For Department Use Only

Approve	Deny (add comments below)	Other (add comments below)
Department Head Name	Signature	Date
Comments:		

Please complete and send this form to your department Timekeeper

Emergency Paid Sick Leave Information

See the Personnel Rules Addendum for further detail

Calculation of Emergency Paid Sick Leave

While the County, at its discretion, will continue its practice to pay employees in accordance with provisions of the January 1, 2022 Personnel Rules Addendum, it nevertheless reserves the right to, at its discretion, pay employees in accordance with the Act as follows:

- Any full-time employee who meets the requirements of Rule 6.2 (k), Sections (i) - (ix) is eligible to receive up to 80 hours of emergency paid sick leave at their regular rate of pay.

Employee Notice Requirements

- Eligible employees should provide notice of absence as soon as possible.
- In order to be paid for the sick leave under reason (viii), employees are required to provide documentation. Examples include, but are not limited to, notice of suspension, closure or discontinuation of school, childcare services, that may have been posted on a school or day care website or an email from a school, place of care or childcare provider.