	COOK COUNTY BUREAU OF HUMAN RESOURCES	
POLICY TITLE: CLEAN WORKSPACE POLICY		
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I. Overview

In an effort to limit the spread of the Coronavirus (COVID-19), Cook County establishes this Clean Workspace Policy in accordance with the recommendations set forth by the Occupational Safety and Health Act (OSHA) to keep all places of employment, passageways, storerooms, service rooms, and surfaces in a clean, orderly, and sanitary condition.

II. Intent

This policy is intended to be interpreted consistent with and subject to applicable law. It supersedes all earlier policies and/or memoranda that may have been issued from time-to-time on subjects covered in this policy. This policy is not intended to supersede or limit the County from enforcing programs or provisions in any applicable collective bargaining agreement. Should any provision in this policy conflict with a specific provision(s) in the County’s Personnel Rules, the provisions in this policy shall take precedence.

III. Jurisdiction


The Bureau of Human Resources (“BHR”) is authorized to develop and issue rules for the effective management of Cook County employees, pursuant to section 44-45 of the Cook County Code of Ordinances.

IV. Severability

Should any section or provision of this policy be held invalid by operation of law, none of the remainder shall be affected.

V. Areas Affected

This policy applies to County employees in Offices under the President and/or covered by the Cook County Employment Plan.

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VI. Nondiscrimination

Cook County prohibits the discriminatory application, implementation, or enforcement of any provision of this policy on the basis of race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, gender identity or housing status, or any other protected category established by law, statute, or ordinance.

VII. Definitions

Common Areas - A room or lounge available to all staff members of a department such as an office break room or copy room.


Hazard - A condition or activity that can result in an injury or illness.

Personal Protective Equipment (PPE) – Equipment worn by County employees to minimize exposure to specific Hazards, contaminants, and potentially infectious disease. PPE includes, but is not limited to, non-surgical mask, cloth facial coverings, face shields, goggles, gloves, and hand sanitizer.

Workday –the standard eight-hour timeframe during the day in which employees spend performing their duties.

Workplace - The fixed physical County building or facility where employees go to work. For the purpose of this policy, a Workplace can also include a shared work vehicle.

Workspace - A specific area allocated for an employee to perform their duties that is not shared by others, especially in an office or in a vehicle.

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VIII. Policy and Procedures

The County requires employees to keep their Workspaces, including desktops floors, and walkways, organized and free from clutter in order to facilitate proper cleaning of their Workspace by the Department of Facilities Management.

To facilitate the proper cleaning and decluttering of Workspaces, the County will ensure that employees have access to properly labelled waste receptacles for disposal of Personal Protective Equipment, appropriate storage space, paper shredders, recycling bins, document storage containers, and directives on the use of storage rooms, if applicable. Department Heads or their designees must monitor their respective offices and employee Workspaces to ensure compliance with this policy.

A. Employee Workspace Maintenance

The Department of Facilities Management is responsible for cleaning County buildings and facilities to include employee Workspaces including, but not limited to, offices, cubicles, desks, tables, floors, and other surfaces. The Department of Facilities Management is not responsible for cleaning and/or disinfecting computer keyboards or telephones in employee Workspaces. Employees must clean and wipe down their keyboards and their telephone receivers with a disinfectant wipe several times a day and/or when leaving the Workspace and returning.

B. Personal Items

Employees must keep all Personal Items at home unless such items can be stored away at the end of the Workday. Personal items may not be affixed to office or cubicle walls, unless preapproved by the Department of Facilities Management.

C. Storage Units

Employees must keep the top of file cabinets and shelving units in their Workspace organized and clear of clutter. Employees also must place all



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boxes and other storage items in an appropriate storage area as designated by Departments. Employees must inventory and collect department public records and follow the appropriate disposal schedule for the destruction and disposal of records in accordance with the Records Compliance Policy.

D. Common Areas

All Common Areas (e.g., reprographic areas, employee kitchens, storage rooms, and conference rooms) should remain free from accumulation of material that may cause an injury and constitute a Hazard.

E. Proper Disposal of PPE

PPE should carefully be removed without causing additional contamination. Dispose of PPE in the proper receptacle provided by the Facilities Management.

IX. Penalties

An employee who violates their responsibilities to keep their Workspace clean and decluttered may result in Facilities Management’s inability to adequately clean Workspaces in County buildings and facilities, thus placing the health and safety of County employees in danger.

Violation of this policy will result in disciplinary action, up to and including termination of employment, in accordance with the Personnel Rules and any applicable collective bargaining agreement.

X. Supplemental Policies

Department Heads may prepare and submit to the Bureau Chief of BHR (or Designee) a supplemental policy designed to meet the specific needs of the department. Such supplemental policy shall not be implemented without prior written approval by the Bureau Chief of BHR (or Designee).