



## COOK COUNTY BUREAU OF HUMAN RESOURCES

### POLICY TITLE: PERSONAL PROTECTION EQUIPMENT POLICY

Effective: June 15, 2020

Supersede:

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#### **I. Overview**

In accordance with State and County Executive Orders requiring the use of Personal Protective Equipment in public spaces, the County hereby implements a Personal Protective Equipment (PPE) Policy. As confirmed by the Centers for Disease Control and Protection (CDC), Department of Public Health (DPH) and Occupational Safety and Health Act (OSHA), PPEs are essential in limiting any potential infectious disease exposure and reducing the spread of the Coronavirus (COVID-19).

#### **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 Area Rooms** – A room or lounge available to all staff members of a department such as an office break room or copy room.

**Facial Covering:** A cloth, bandana, or handmade mask made of multiple layers of fabric that fits snugly and comfortably over the wearer’s mouth and nose allowing for breathing without restriction and can be laundered and machine dried without damage or change to its shape.

**Personal Protective Equipment (PPE)** – Equipment worn by County employees to minimize exposure to specific hazards, contaminants, and potentially infectious disease. PPE may include, but is not limited to, cloth Facial Coverings, face shields, goggles, gloves, stylus, disinfected wipes, and hand sanitizer.



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## **VIII. Policy and Procedures**

Pursuant to governmental Orders, the County will provide employees the necessary Personal Protective Equipment (PPE), in accordance with OSHA, DPH and CDC guidance. PPE provided for use in both public facing and non-public facing positions are established by OSHA guidance based on the employee's risk of occupational exposure to the COVID-19 virus.

### **A. Requirement to Use PPE**

1. The County will provide appropriate PPE to each employee for their personal use pursuant to the guidance referenced above. The County will also provide necessary PPE in Common Areas used by employees such as hand sanitizer and disinfecting wipes.
2. Employees must wear County provided PPE unless their Department Head has approved the use of PPE supplied by the employee that meets or exceeds the standards adopted by the County based on OSHA, CDC, and public health guidance.
3. Employees who are medically able to tolerate a Facial Covering that covers their nose and mouth must do so in County buildings and facilities whenever a six-foot physical distance is not possible to maintain.
4. Employees will be informed on the proper use and maintenance of PPE consistent with CDC, public health, and other relevant guidance.

### **B. PPE Maintenance and Disposal**

1. Employees are to inspect, maintain, and sanitize PPEs, and immediately notify the Department Head (or Designee) of the need to repair or replace damaged or defective PPE.
2. Employees are expected to properly remove, store, clean and dispose of PPE in accordance with CDC, County, and public health guidance.



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3. When disposing of PPE, it must be placed in the properly labelled waste receptacles provided by the Department of Facilities Management.
4. The County will replace or repair defective or damaged PPE as necessary, limited only by operational and budgetary constraints.

### **C. Employees Unable to Wear PPE**

Employees who are unable to wear PPE for reasons including, but not limited to, medical or religious reasons, should avail themselves of the appropriate accommodations policy or leave of absence.

### **D. Telecommuting Employees**

In accordance with the Telecommuting Policy, employees who telecommute must follow the procedures outlined in the Telecommuting Policy. However, telecommuting employees who come to County buildings or facilities must abide by the provisions of this Policy.

### **E. Personnel Rules and Reasonable Accommodations**

1. The County's Personnel Rules remain in effect. Similarly, the procedures outlined in the Reasonable Accommodation Policy for Employees and Applicants with Disabilities remain in effect.
2. Employees may contact the BHR Leave Coordinator with leave-related questions, at (312) 603-4761.
3. Employees may contact the BHR Special Assistant for Legal Affairs with accommodation-related questions at (312) 603-1314.

### **F. Penalties**

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