	<b>COOK COUNTY BUREAU OF HUMAN RESOURCES</b>	
<b>POLICY TITLE: PHYSICAL DISTANCING POLICY</b>		
<b>Effective: June 15, 2020</b>	<b>Supersede:</b>	<b>Page 1 of 4</b>

**I. Overview**

In accordance with current State and local Executive Orders requiring that individuals maintain at least a six-foot distance from one another while in a public settings, the County implements the following Physical Distancing Policy, which is in line with recommendations set forth by the Centers for Disease Control and Protection (CDC).

**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.

**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.


**Physical Distancing** – Being at least six (6) feet (2 meters) away from other people while in a public area.

**Standard Work Schedule** - An eight (8) hour workday and forty (40) hour work week for all employees; the standard work hours of 8:30 a.m. to 4:30 p.m. shall apply to FLSA Non-Exempt employees

**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.

**VIII. Policy and Procedures**

As advised by the CDC and required by state and County Executive Orders, employees must practice Physical Distancing while working in County buildings and facilities in order to reduce the spread of COVID-19. Employees should remain 6-feet from other employees, refrain from gathering in groups and avoid crowded areas. Employees shall comply with the signage, decals, queuing guidelines, and all other guidance issued by the County governing the flow of employees throughout County buildings and facilities. The County will continue to limit the number of employees in County buildings and facilities through the use of Physical

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Distancing measures. The following specific Physical Distancing measures are required when in County buildings or facilities.

**A. In-Person Meetings**

Employees are required to limit in-person meetings and use online conferencing, email, or conference calls for meetings whenever possible. If in-person meetings are unavoidable, meetings must be held in a large room where participants are at least 6-feet apart. In-person meetings should be limited to no more than ten (10) people. In accordance with the Personal Protective Equipment Policy, based on CDC recommendations, all such participants must wear appropriate facial coverings or masks during in-person meetings.

**B. Common Areas**

Employees shall avoid congregating in Common Areas including, but not limited to, copy rooms, break rooms, or lunchrooms where maintaining a 6-foot distance from the next person is not possible.

**C. Public Areas**

Employees shall adhere to queueing guidelines, signage and decals in County buildings and facilities in order to maintain Physical Distancing requirements in public areas such as elevators and lobbies. Employees shall maintain a 6-foot distance while waiting in line for the elevator. In accordance with the Personal Protective Equipment Policy, employees are required to wear facial covering in public areas whenever Physical Distancing is not possible to maintain.

**D. Workspace**

Employees shall adhere to queueing guidelines, signage and decals in County buildings and facilities in order to maintain Physical Distancing requirements in public areas such as elevators and lobbies. Employees shall maintain a 6-foot distance while waiting in line for the elevator. In accordance with the Personal Protective Equipment Policy, employees are



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required to wear facial covering in public areas whenever Physical Distancing is not possible to maintain.

**E. Restricted Use of Shared Items**

Employees should avoid using items belonging to co-workers such as electronic equipment, telephones, and personal items, unless properly cleaned between uses by the employee or by the Department of Facilities Management on a routine basis.

**F. Work-Related Travel**

Employees shall avoid nonessential work-related travel. If nonessential travel has been booked, employees should work with their Department Head to properly cancel the travel arrangements and receive the appropriate refund or credit, if applicable.

**F. Travel Outside of the Workplace During an Employee’s Standard Work Schedule**

Whenever possible, employees are encouraged to avoid unnecessary travel outside of the Workplace, such as travel to other County buildings or departments. Similarly, employees are encouraged to bring lunch to work and avoid visiting overcrowded lunchrooms or restaurants or other similar spaces during lunch breaks.

**IX. Penalties**

Violations 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.