

## STAFF GUIDELINES TO HELP PREVENT THE SPREAD OF CORONAVIRUS (COVID-19)

Updated March 11, 2020

The health and safety of our students and staff is our top priority. In order to help prevent the spread of the Coronavirus Disease 2019 (COVID-19) and keep our students, staff, and fellow Chicagoans safe, the district has partnered with the Chicago Department of Public Health (CDPH) to issue the following guidance for staff.

**All students or staff members that have traveled to a location, including airport layovers, with widespread community transmission of COVID-19 (Level 2 or 3 Travel Health Notices) should stay home for 14 days after their return date. A paid leave of absence will be provided during this time for employees returning from a Level 2 or 3 location.**

- [Click here](#) for locations with Level 2 or 3 Travel Health Notices. Please continue to check these locations as they are updated regularly.
- Please contact the Absence and Disability department at [cpsloa@cps.edu](mailto:cpsloa@cps.edu) or 773-553-4748 to inform them about your past, present, or future travel plans and arrange paid leave options.
- Employees must report absences to direct supervisors. Discuss plans for coverage that is consistent with your school or department's process for addressing unplanned staff absences.
- You do not need a doctor's note clearing you to return to work following 14 days at home without symptoms.
- If you experience fever, cough, shortness of breath, and breathing difficulty upon returning from travel, please contact your medical provider immediately, and request a medical release to return to work after your symptoms have resolved.

**All students and staff with personal travel plans to locations with widespread or sustained community transmission of COVID-19 (Level 2 or 3 Travel Health Notices) are encouraged to cancel or postpone their travel plans.**

- [Click here](#) for locations with Level 2 or 3 Travel Health Notices. Please continue to check these locations as they are updated regularly.
- If you are unable to cancel or postpone your plans, you may not return to work until you have stayed home without symptoms for 14 days following your return home.

**All international travel *on behalf of the district* is canceled until further notice. We will provide a letter to families for affected schools to share with their families.**

- Schools who are expecting students from other countries, as part of exchange programs, must contact them and tell them to cancel their travel.

**If you're sick, stay home.**

- You must stay home for any illness.
- If your symptoms include fever, cough, shortness of breath, and breathing difficulty, please contact your medical provider immediately.
- Employees must report absences to direct supervisors and enter absences into Kronos. Discuss plans for coverage that is consistent with your school or department's process for addressing unplanned staff absences.
- If you don't have available sick time, please contact the Absence and Disability department at [cpsloa@cps.edu](mailto:cpsloa@cps.edu) or 773-553-4748.
- Do not return to work until you are free of fever (oral temperature below 100.4°F) for at least 24 hours without the use of fever-reducing medications or your symptoms have resolved.
- In order to preserve healthcare resources, the district is **not** asking for a note from a medical provider prior to returning to school or work after staying home due to common illnesses.

**If you're at work and begin to notice symptoms of sickness, go home immediately and avoid crowds and public spaces, if possible.**

- You must stay home for any illness.
- If your symptoms include fever, cough, shortness of breath, and breathing difficulty, please contact your medical provider immediately. Do not return to work until you are free of fever (oral temperature below 100.4°F) for at least 24 hours without the use of fever-reducing medications or your symptoms have resolved.
- Employees must report absences to direct supervisors and enter absences into Kronos. Discuss plans for coverage that is consistent with your school or department's process for addressing unplanned staff absences.
- If you don't have available sick time, please contact the Absence and Disability department at [cpsloa@cps.edu](mailto:cpsloa@cps.edu) or 773-553-4748.

**If you are caring for an individual who is ill, please take care of yourself.**

- Contact your primary care physician to schedule any recommended preventive care services.
- If you have a chronic condition, such as asthma, check in with your primary care provider and ensure you have any refills of medications you may need.
- Monitor yourself for illness. If symptoms develop, please take care of yourself and stay home.

**Always practice good hygiene.**

- Washing your hands with soap and water for at least 20 seconds is best, especially if they are visibly dirty. An alcohol-based hand sanitizer that contains at least 60% alcohol is a suitable alternative.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- For more information, please see this fact sheet from the Centers for Disease Control and Prevention: "[What to do if you are sick.](#)"

**Utilize resources available to you.**

- If you are experiencing increased stress related to the COVID-19, please contact our Employee Assistance Program (EAP) at 1-800-424-4776 or visit [www.magellanascend.com](http://www.magellanascend.com).
- If you need assistance locating a primary care provider (PCP), please contact BCBSIL at <http://www.bcbsil.com/members> or 1-800-331-8032.

According to local health authorities, no additional disinfection products or methods beyond routine cleaning are recommended at this time. The district has ordered additional cleaning wipes and sanitizers and will be delivering them to schools and offices as soon as possible, in addition to performing routine cleaning and ensuring schools continue to be stocked with cleaning supplies.

As testing of COVID-19 becomes more widely available, we may begin to see new cases in the coming days and weeks. CPDH along with state and federal authorities may issue new guidance, and we will keep you updated on changes and its impact on our district. At this time, the district is not considering closing schools based on the recommendation of local health authorities.

Finally, **COVID-19 does not distinguish between race, nationality, or geographic borders.** Stigma and discrimination against the afflicted discourages early reporting of symptoms and further perpetuates community spread.

- If there is a concern related to student discrimination, please reach out to the Office of Student Protections (OSP) by calling 773-535-4400 or by emailing [osp@cps.edu](mailto:osp@cps.edu).
- If there is a concern related to staff discrimination, please reach out to the Equal Opportunity Compliance Office (EOCO) by calling 773-553-1013 or by emailing [eoco@cps.edu](mailto:eoco@cps.edu).

For the most reliable information, please visit [www.chicago.gov/coronavirus](http://www.chicago.gov/coronavirus) or [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus). If you have any questions or concerns, please contact the CDPH Coronavirus hotline at 312-746-4835 or email [coronavirus@chicago.gov](mailto:coronavirus@chicago.gov). You may also reach out to the CPS Office of Student Health & Wellness at [oshw@cps.edu](mailto:oshw@cps.edu) or by calling the Healthy CPS Hotline 773-553-KIDS (5437).