Date: 15 May 2020

From: Director of the Illinois Fire Service Institute (IFSI)
To: All IFSI employees, instructors, and visitors

Subj: IFSI Resumption of Operations in the COVID-19 Environment

Enclosures:
1. IFSI Directors Messages 12 March to 27 May 2020
2. Governor of Illinois Executive Order 2020-32
4. Exam Kit Return Procedures
5. CDC Cleaning Procedures
6. Student Medical Screening Form
7. IFSI Site Cleaning and Disinfectant Procedures
8. Symptomatic Student and Staff Protocol
9. Signage
10. Respiratory Protection and SCBA Procedures
11. Face Covering, Social Distancing and Hand Hygiene Guidelines for IFSI-Champaign.
12. Student Guidance for COVID-19 Risk Mitigation
13. Instructor Guidance for COVID-19 Risk Mitigation


The average incubation period for COVID-19 is five days with a range of 2 – 14 days. COVID-19 spreads more easily than other viruses. While a global effort for effective treatments and a vaccine are underway, it is predicted to continue to spread for the next 18 – 24 months. Long term resistance post-infection is unknown. While the overall survival rate is high (98-99%), the elderly and persons with significant underlying conditions (heart disease, lung disease, hypertension, diabetes, etc.) are especially vulnerable and represent a significant portion of COVID-19 deaths.

The first known case in the US was confirmed on January 20, 2020. According to analysis, the virus was present in mid-February in New York.

On January 31, 2020, the President of the United States declared a “Public Health Emergency”.
On March 9, 2020, Illinois Governor Pritzker declared the state as a “Disaster Area” and effective March 21, 2020, ordered residents to “Stay at Home” or place of residence. Additionally, he closed non-essential business. He also limited gatherings of any number of people outside of a single household. This order was modified on 23 April 2020 and extended through the end of May.

IFSI suspended standard delivery of in-person classes and activities effective March 13, 2020, unless otherwise approved by the Director of IFSI. On March 20, 2020, the Director updated IFSI activities for staff to include:

- Work from home if you can and have remote work approved by your supervisor.
- Individuals identified as functionally not capable of working from home were directed to contact their supervisor for clarification of responsibility and location assignment.
- Essential staff required to maintain the support of the UIUC/County EOC operations would work at the Champaign training site.
- Essential staff (not to exceed one person per functional area) were identified and approved to work from their designated office locations.

On March 31, 2020, the Director postponed the 96th Annual Fire College (June 2020) until the Fall of 2020 and canceled the June 2020 Annual Explorer Cadet Fire School.

On 1 May 2020, the Governor released Executive Order 2020-32. According to this Executive Order, as well as the Illinois Department of Commerce & Economic Opportunity FAQ document dated 9 April 2020, IFSI’s mission is deemed as an essential business/function and is categorically exempt from the Executive Order restrictions. A degradation of public safety resulting from continued suspension of first responder training and education, due to COVID-19 response actions, was and is deemed detrimental to the core mission of emergency services. It became essential that IFSI develop and execute a restart of training and education deliveries that would be phased (crawl, walk, run) and consistent with best-practice risk mitigation for COVID-19.

I understand completely that this “new normal” must include institutionalized procedures to mitigate the COVID-19 risk to our students, instructors, and staff. These specific procedures and required actions/activities for staff, instructors, and students in this policy will be in place before we begin a phased resumption of operations.

To support a phased resumption of operation in support of the IL fire service and first responders, I have made the following decision regarding our plans moving forward:

- Unless otherwise specifically articulated by the Director, all IFSI courses/classes scheduled to take place between 18-31 May 2020 are canceled.
- Starting 18 May, IFSI will facilitate training for courses currently in progress. These include the Spring Fire Academy, Basic Operations Firefighter Blended Programs, EMT-Basic, and select courses that have maintained on-line virtual activity during our COVID-19 reduction of activity period. This will allow the opportunity for students to
successfully complete the course requirements necessary to receive state certification and rejoin their departments supporting their communities.

- All off-campus Cornerstone Program course deliveries are cancelled through 30 June.
- Cornerstone deliveries will resume statewide on 1 July 2020.
- The IFSI Program Leadership is directed to consult with our stakeholders and recommend the most needed courses for delivery in June 2020. Depending on their recommendations, currently scheduled courses for June may be canceled and/or replaced with alternative delivery. I will review their recommendations and make scheduling approval decisions accordingly. These decisions will be communicated with impacted students and shared with all staff, once available.

It should be noted that regardless of location, course, or enrollment timeline, our team is and will be addressing the specific protocols that will be implemented to mitigate risk and ensure the health and safety of our students and instructors for all IFSI deliveries. The above actions will allow IFSI to “crawl, walk, and then run” as we gradually resume operations---this includes all staff supporting this gradual restart.

2. Risk Mitigation Practices Affecting All staff and students (read enclosures 10, 11, and 12):

- Stay home, and contact your health care provider immediately, if you have any of these symptoms: fever, scratchy throat, shortness of breath, chest pain, unexplained chills, repeated shaking with chills, sudden muscle pain unrelated to exercise, headache, or a loss of taste or smell.
- Note: Throughout this document we use the term “mask” and “face cover” interchangeably as our students and staff are not directly involved in patient care.
- A face covering/mask should always be worn except when;
  o a person is alone in their office
  o seated or stationary in a public space where no one is or will be within six feet
  o alone in a vehicle.
- Wash your hands regularly and when you touch shared objects.
- Maintain 6-foot physical distancing whenever possible.
- Use hand sanitizer when you touch common objects and don’t have access to running water.
- Limit access to IFSI activities. Only IFSI staff, students, and required support/deliveries are to be allowed near IFSI training and education activities.
  o Access to IFSI buildings will be limited to IFSI staff/students unless previously coordinated and approved by an executive team level supervisor. A phased approach to visitor access will be implemented.
    ▪ Phase 1 – No visitors. (currently in effect)
    ▪ Phase 2 – Visitors by appointment only.
    ▪ Phase 3 – Open to visitors – normal operations.
When allowed access, all visitors to IFSI activities will be expected to wear a face covering and maintain 6-foot physical distancing.

- Within their respective areas of responsibility, IFSI executive team leadership will:
  - maximize telecommute work to the degree mission accomplishment allows.
  - minimize office staff manning to ensure 6-foot distancing is possible between work stations.
  - work with facilities staff to install work station barriers where needed (Plexiglas partitions, office dividers, etc.).
- BSW support staff will regularly clean high-touch surfaces at least once every four hours paying special attention to metal surfaces.
- Encourage all staff to report health and safety concerns to their supervisor.
- Zoom/Skype meetings are to be maximized whenever possible.
- Convert as much classroom learning as possible in to distance learning methods.

3. On-site Facilities and Training Support Mitigation:

- Buildings and Grounds.
  - All IFSI staff and students will be required to complete on-line COVID-19 risk mitigation training provided by IFSI before returning to work or attending a course/class. This will be a self-study module based upon CDC best personal safety practices.
  - A health screening and temperature evaluation of employees and students will be required before entering IFSI grounds.
    - A single instructor/student point of entry to IFSI will be established to facilitate screening. This point of entry will be the gate between building 294 and the firehouse. Manning of the entry point will be coordinated between facilities support and program management.
    - All IFSI office staff will enter via 294 or LRRC and complete self-assessment evaluation and documentation prior to progressing to their work station.
    - Positive screening will result in the IFSI supervisor initiating the appropriate CUPHD/Medical protocols---go home, contact your doctor for guidance, notify your department (if a student), etc. The student’s department will also be notified by IFSI program leadership.
  - Staff should avoid using a room ad hoc without letting the site scheduling staff know to ensure proper cleaning.
  - Classrooms will be configured to ensure proper social distancing (six feet of separation between individuals).
  - Outdoor tents will be set up and utilized as class space, as appropriate or feasible.
  - Hand sanitizer will be placed at the entrance to and exit from buildings and classrooms.
Students and instructors will be provided cleaning supplies in each classroom, and students/instructors will conduct a quick wipe down cleaning of the classroom.

- Information Technology (IT) Directorate.
  - IT will develop and coordinate a way to track student and instructor viewing of the COVID-19 risk mitigation video on the IFSI website, so program staff can validate student/instructor viewing.

- 1172 Procedures.
  - 1172 staff will develop and implement procedures that are consistent with the guidelines in paragraph #2 of this document for receiving:
    - shipments/packages
    - issue and turn-in of gear and equipment
    - building access.

- Logistical and Motor Transport Support
  - Facilities and support will develop and implement procedures that are consistent with the guidelines in paragraph #2 of this document for distribution of supplies, equipment as well as vehicle use.

4. Risk Mitigation Guidance and Tasks to Program Directors, Program Managers, Regional Representatives, Instructors-in-Charge, and Lead Instructors; before, during, and after the execution of on-site and off-site training and education deliveries:

- IFSI executive leadership and Program Directors will coordinate and ensure all materials and supplies needed by Program Managers, Regional Representatives, Instructors-in-Charge, and Lead Instructors for the execution of the procedures outlined in this policy are made available before training execution regardless of the location.
- Program Directors and Program Managers will immediately begin developing Step-1 Learning material (as appropriate) to be completed by ALL students before they arrive for a course/class. The IFSI Zoom platform could be essential in this effort. The intent of this Step-1 Learning material is to minimize classroom time during the course/class.
  - Executive team program leadership will report to the Director of IFSI that this effort is complete and in place no later than 1 August 2020.
- All students will be required to view the COVID-19 risk mitigation video on the IFSI website before they can participate in training/education courses/classes. Students will do this before every class, regardless of how many classes they have taken.
- All instructors will be required to view the COVID-19 risk mitigation video on the IFSI website before they can participate in training/education courses/classes. Instructors will be notified to review the video when a significant update has occurred.
• All instructors will be issued appropriate mask/face coverings to be used during the execution of training/education courses/classes.

• All students will be required to provide their own appropriate mask/face covering for each day of training.

• All instructors and students will exercise the risk mitigation procedures while participating in training/education courses/classes to include;
  o If you are sick, stay home.
  o Outdoors: wear masks whenever 6-foot distancing is not possible.
  o Ensure 6-foot distancing in all classroom settings.
  o Wash hands as often as possible.
  o Use hand sanitizer regularly to enhance hand cleaning.
  o Regardless of location, establish and use a single point of entry for all students and instructors participating in the training. At IFSI, this will be the gate between building 294 and the firehouse.
  o Ensure all instructors and students are screened daily (at the single point of entry) before the beginning of training to include;
    ▪ Temperature evaluation
    ▪ Completion of the CDC based health screening questionnaire
    ▪ Record keeping of all attendance and the above data.
    ▪ Positive screening will result in the individual being told to return home and self-isolate. Instructor and students parent department will be notified by IFSI of the positive screening.
  o Minimize student and instructor coming and going from the training site. Whenever possible establish meal delivery rather than instructor/student departure for meals. Avoid meals such as buffets or pizza where utensils or food will be shared.

• Before the execution of training off-site from IFSI (Champaign), program leadership/IIC will ensure the site hosts can implement the risk mitigation procedures outlined in this policy. If the host site has stricter risk mitigation procedures than those outlined in this policy, IFSI program leadership will ensure our courses/classes adhere to those stricter procedures.

• At the end of each day, ensure that students and instructors conduct a quick disinfectant cleaning/wipe down of all personal areas and common areas used for the class.

Note: This is not meant to replace the efforts every host site must have in place to support the training/education delivery.

5. Functional Support Divisions Guidelines:

• All support divisions (Business and Finance, Curriculum and Testing, Library and International Programs, Class Support, Information Technology, Research, and Technology Based Training) will;
  o Develop and implement staff manning plans that are consistent with the guidelines herein.
- Request the necessary supplies and materials needed for implementation of all tasks and procedures herein.
- Ensure compliance with all policies herein.

6. Final Comments:

This policy and the associated procedures will evolve as situations change and we learn more about the risk mitigation associated with COVID-19. It is important to note that all risk mitigation success is completely dependent on our ability and willingness to adhere to and enforce these procedures. As is our way, we must set the example for all others. Every instructor and staff member, and even our students, must exercise personal discipline. "Say a thing, do a thing." "See something, do something." We must also understand that risk mitigation is not risk elimination---at some point someone will exhibit symptoms and have COVID-19. Our essential mission dictates that we continue as safe as possible. But continue we will.

Signed,

Royal P. Mortenson
Director
Enclosure 1.

**IFSNI Directors Messages 13 March to 27 May 2020**

**UPDATE #1: A MESSAGE FROM THE DIRECTOR: COVID-19**
**March 12, 2020**

The Illinois Fire Service Institute (IFSNI) in conjunction with the University of Illinois, our community partners, and local and national health care professionals, is continuously monitoring the evolving situation with the COVID-19 virus. I have been in communication with Associate Chancellor DeLorenzo. The University of Illinois System has begun to migrate courses to online or alternative delivery methods, with a goal of completion by 23 March. University units have been directed by campus leadership to evaluate plans of action specific to department circumstances. An IFSNI working group has formed to formulate our actions to comply with UIUC directives and to evaluate the impact on our courses and scheduled events. This team will take into consideration University and health organization recommendations/directives and provide to me appropriate actions to be implemented no later than 24 March. The comprehensive and strategic plan of action will be provided to students, staff, and stakeholders before the implementation on 24 March.

Between now and the plan implementation on 24 March, all IFSNI activities are proceeding as scheduled as they are in compliance with the University COVID-19 policies.

For individuals scheduled to attend courses or work between now and 24 March, rest assured we have been taking additional measures to reduce the risk of cross exposure by increasing the cleaning of common areas and surfaces, and deep-cleaning shared areas of the Champaign facility. To support these efforts, we ask that any student or staff member with a fever, cough, shortness of breath, or sore throat not attend class or come to work. IFSNI employees should immediately contact their supervisor to report their absence. Students should contact the IFSNI Class Support Team at 217-333-3800 to notify IFSNI prior to the first day of class.

I have full confidence that the appointed working group will work diligently and effectively to provide a plan of action that supports the IFSNI Mission and complies with all University policies.

**UPDATE #2: A MESSAGE FROM THE DIRECTOR – COVID-19**
**March 13, 2020**

The Illinois Fire Service Institute (IFSNI) in conjunction with the University of Illinois, our community partners, and local and national health care professionals, is continuously monitoring the situation with the COVID-19 virus. Considering the rapidly evolving recommendations to prevent the spread of the virus, effective 13 March IFSNI is postponing delivery of all scheduled classes and events that require in-person attendance through 30 April 2020. Courses offered exclusively online will not be impacted and will continue as scheduled. Blended programs will continue online delivery and postpone the in-person components, if possible. Our leadership team will continue to monitor the emergent situation and will provide additional follow-up on potential future postponements.
We appreciate your support and patience as our team works through all details related to this decision. Please review the below statements regarding our current operational efforts:

**STAFF**
Effective 13 March, we are significantly reducing the number of personnel working onsite in Champaign. Department supervisors have communicated with their respective units on temporary staff assignments and remote working protocol. Only directed, essential personnel should report onsite in Champaign. This change will remain in place until 30 April 2020 with unit supervisors providing frequent updates to impacted personnel.

Instructors scheduled to teach postponed courses will receive follow-up communication from the Program Manager or Program Director regarding the rescheduling options.

**STUDENTS**
Students enrolled in a course(s) impacted by a postponement will receive a follow-up email with details regarding specific course rescheduling dates and/or tuition reimbursement, if applicable.

Additionally, we will provide email updates to Training Officers and Chief Officers who have fire department personnel enrolled in our courses once our full operational plan is available.

**BUSINESS HOURS**
Our Champaign office location will remain closed to visitors until further notice. Exceptions to this policy relate to essential service personnel and Emergency Operations Center activities.

**FUTURE ANNOUNCEMENTS AND UPDATES**
We will utilize the IFSI website and our social media handles to communicate our future operational plans.

Website: fsi.illinois.edu
Facebook: facebook.com/fsi.illinois.edu
Twitter: IFSI
Instagram: illinoisfireserviceinstitute

**UPDATE #3: A MESSAGE FROM THE DIRECTOR: COVID-19**
March 17, 2020

As IFSI continues to manage our procedural and operational activities to adjust to the COVID-19 response, I wanted to provide another UPDATE and additional clarification/information.

- The IFSI COVID-19 Working Group (WG) continues to meet daily (virtually) to refine our response/activities and make recommendations to me.
- We continue to implement/operationalize the details associated with "UPDATE #2: A MESSAGE FROM THE DIRECTOR – COVID-19 (March 13 2020)" --- on our website.
- IMPORTANT: While IFSI has temporarily stopped delivering face-to-face classes unless approved by me, IFSI headquarters (Champaign) and associated essential functions are not closed or stopped. We are simply working in a different way---ensuring compliance with UIUC and State of Illinois COVID-19 directives/guidelines for protecting personnel and
reducing risk of virus spread (social distancing in the work place, good personal protection habits, limiting the size of group gatherings, etc. On-line programs continue.

- **IFSI essential functions that MUST be done daily to ensure our operational/business continuity and our ability to rapidly start up normal course/class delivery when directed are and will continue to be done. Every function you associate with IFSI headquarters in Champaign is being done. It is simply being done using common sense and remote workers where feasible.**

- While IFSI headquarters is closed to visitors, IFSI employees can coordinate with their supervisor coming in to pick-up something and/or conduct essential business.

- I ask all of you to look at this temporary hold on face-to-face course/class delivery, not as an obstacle, but as an opportunity to catch-up on all those IFSI job related things you need to do but have not had the time.

- To help fill the void of the next 4-5 weeks, IFSI will be producing 60-90 minute live-feed informational video presentations on fire service issues for social media as well as Cornerstone-type essential skills videos for our website. More to follow.

- Supervisors at every level (this is a requirement for exec team and PD levels) should immediately write their plan of action of what their priorities and actions will be for the next 4-5 weeks. **Special emphasis should be placed on achieving goals and judicious and thoughtful use of resources---funds/money and people.**

- Social Distancing Recommendations for IFSI Staff: [SOCIAL DISTANCING AT IFSI](https://www.lexipol.com/resources/blog/key-takeaways-from-the-iafcs-coronavirus-covid-19-update)

- Below is a link to IAFC information that may be useful. Provided as info only.

> “Key Takeaways from the IAFC’s Coronavirus (COVID-19) Update (17 March 2020)”


We will utilize the IFSI website and our social media handles to communicate additional information as appropriate.

Website: fsi.illinois.edu
Facebook: facebook.com/fsi.illinois.edu
Twitter: IFSI
Instagram: illinoisfireserviceinstitute

Please do not hesitate to contact me or anyone else if you have questions.

**UPDATE #4: A MESSAGE FROM THE DIRECTOR: COVID-19**

**March 29, 2020**

I wanted to provide you with an update of the last 10-14 days. Below are some of the things IFSI has done and will continue to do during the COVID-19 response limited activity period;

Reduced on sight staff to minimum, established work from home capability for most staff. Maintaining compliance with all UIUC/IL requirements. We are maintaining our continuity of operations in order to ensure we can ramp up quickly when the time comes.
Supporting the UIUC/Champaign County EOC in our LRRC to include; building/room configuration, functional and logistics support, IFSI executive staff and NIMS/ICS SMEs directly involved with EOC operations as needed, staying involved in virtual meetings concerning COVID response at all levels, UIUC, county, city, state, national.

IFSI Facilities and Maintenance continues to facilitate the F & S installation of the chiller in 0294 and the construction operations on the SOTP Rescue Prop.

IFSI retrieved 50 cots from Normal, Illinois and brought them to IFSI for UIUC Athletic Recreation Center surge hospital (if needed).

IFSI research utilized a WHO approved recipe and made hand sanitizer for IFSI use.

Provided IFSI research personnel and recipe to support and supervise UIUC production of hand sanitizer on a larger scale.

We shared the IFSI recipe and expertise on home-made hand sanitizer with UIC, CPD and CFD that is now being mass produced in Chicago to support 1st responders.

We assisted in transporting chemicals from Roger Adams Lab to the UIUC IBG Lab for production of hand sanitizer.

Donated and delivered 5000+ N-95 masks to Carle Hospital.

Preparing to support storage on site of 1st responder PPE to support UIUC/county area EOC distribution.

Facilitated just-in-time and refresher training for EOC members who are distant or unfamiliar with NIMS/ICS.

Designed and launched the IFSI Facebook Forum Series on IFSI social media on 23 March. Subsequent live forums were broadcast on 25 and 27 March. The series continues.

Rapidly established on-line learning for the IFSI Spring Academy so that it could continue.

Designing for delivery the week of 30 March on-line Cornerstone classes.

PDs and PMs using the time to conduct curriculum reviews and training and education products that are needed but difficult to do during normal operations.

Aggressively maintaining and updating the IFSI COVID-19 Information Portal on our website.

This is just the highlights. As is always the case, there are many people doing work behind the scenes to ensure IFSI remains ready and functioning.

The IFSI COVID working group continues to meet 2-3 times a week. They review our current support efforts and COVID activities, and they are looking at the remaining activities between now and the end of 2020. They will provide me with analysis and recommendations.
UPDATE #5: A MESSAGE FROM THE DIRECTOR: COVID-19
April 20, 2020

I wanted to take a moment to provide an update on the status of the Illinois Fire Service Institute (IFSI).

IFSI continues to lead the nation with the delivery of training and education opportunities to first responders utilizing online platforms.

The University of Illinois/Champaign County EOC continues to operate out of the IFSI Learning, Resource, and Research Center. Selected IFSI staff are in direct support of that effort.

Regional Representatives, Program Managers, and Program Directors are working closely with leadership and functional support activities to ensure we are ready with what is needed when we can begin training again. An IFSI working group is developing policy and procedures for my review that address what we need to put in place to ensure our students and instructors are as safe as possible when training and education does start up again.

I have decided to extend the cancellation of all in-person training and education through to 15 May.

Fire College and IFA Down and Dirty Weekend will be delivered the same weekend in Champaign. Fire College has been rescheduled for October 1-4, 2020. IFA Weekend will take place October 2-3, 2020.

We continue to deliver the best on-line first responder training in this COVID-19 restricted activity period. The following is the upcoming delivery schedule;

Cornerstone Virtual Classes:

- Fireground Communication May 4 6pm – 8pm May 9 10am – 12pm
- Rural Engine and Tender Ops May 26 6pm – 8pm May 30 10am – 12pm
- Fire Ground Search and Rescue June 8 6pm – 8pm June 13 10am – 12pm
- Basic Company Officer June 22 6pm – 8pm June 2 10am – 12pm
- Thermal Imaging July 6 6pm – 8pm July 11 10am – 12pm
- Responder Intervention Team July 20 6pm – 8pm July 25 10am – 12pm
- Tactics and Strategy August 3 6pm – 8pm August 8 10am – 12pm

Facebook Forum – Live Training Broadcasts:

- Ground Ladders April 16 1pm
- Thermal Imaging Camera April 23 1pm
- Rural Command April 30 6:30pm
- Roof Operations: Milwaukee Cut Week of May 4 – date and time to be announced soon
- Pump Operations Week of May 11 – date and time to be announced soon

Thank you for all your support during this difficult time.
UPDATE #6: A MESSAGE FROM THE DIRECTOR
May 4, 2020

With the 1 May release of the Governor’s Executive Order 202-32, I wanted to provide an update on the status of our operational way forward. According to the May Executive Order, as well as the Illinois Department of Commerce & Economic Opportunity FAQ document dated 4 April 2020, IFSI is deemed as an essential business/function and is categorically exempt from the Executive Order. A degradation of public safety resulting from continued suspension of first responder training and education, due to COVID-19 response actions, is unacceptable. The IFSI team is working diligently on the development of training and education procedures that will allow us to gradually resume a more normalized delivery of training and education across the state.

We understand completely that this “new normal” must include institutionalized procedures to mitigate the COVID-19 risk to our students, instructors, and staff. These specific procedures and required actions/activities for staff, instructors, and students will be in place before we begin operations.

As we continue to prepare for this transition, I have made the following decision regarding our plans moving forward:

Unless otherwise specifically articulated by the Director, All IFSI courses/classes scheduled to take place between 18-31 May are cancelled.

Starting 18 May, IFSI will facilitate training for courses currently in progress. These include the Spring Fire Academy, Basic Operations Firefighter Blended programs and select courses that have maintained virtual activity during our COVID-19 reduction of activity period. This will allow the opportunity for students to successfully complete the course requirements necessary to receive state certification.

All off-campus Cornerstone Program course deliveries are cancelled through 30 June. Cornerstone deliveries will resume statewide 1 July.

The IFSI Program Leadership is evaluating the most needed and appropriate options for program specific course deliveries during the month of June. Depending on their recommendations, currently scheduled courses for June may be cancelled and/or replaced with alternative delivery. I will review their recommendations and make scheduling approval decisions accordingly. These decisions will be communicated with impacted students and shared with all staff, once available.

It should be noted that regardless of location, course, or enrollment timeline, our team is and will be addressing the specific protocols that will be implemented to ensure the health and safety of our students and instructors for all IFSI deliveries. The above actions will allow IFSI to “crawl, walk, and the run” as we gradually resume operations. To include staff supporting this gradual restart.

I appreciate your continued support of our organization and look forward to the incremental resumption of our standard operations.
Enclosure 2.

Governor of Illinois Executive Order 2020-32

April 30, 2020
Executive Order 2020-32

**EXECUTIVE ORDER 2020-32**
**(COVID-19 EXECUTIVE ORDER NO. 30)**

WHEREAS, protecting the health and safety of Illinoisans is among the most important functions of State government; and,

WHEREAS, it is critical that Illinoisans who become sick are able to be treated by medical professionals, including when a hospital bed, emergency room bed, or ventilator is needed; and,

WHEREAS, it is also critical that the State’s health care and first responder workforce has adequate personal protective equipment (PPE) to safely treat patients, respond to public health disasters, and prevent the spread of communicable diseases; and,

WHEREAS, Coronavirus Disease 2019 (COVID-19) is a novel severe acute respiratory illness that has spread among people through respiratory transmissions, the World Health Organization declared COVID-19 a Public Health Emergency of International Concern on January 30, 2020, and the United States Secretary of Health and Human Services declared that COVID-19 presents a public health emergency on January 27, 2020; and,

WHEREAS, on March 11, 2020, the World Health Organization characterized the COVID-19 outbreak as a pandemic, and has reported more than 3 million confirmed cases of COVID-19 and 200,000 deaths attributable to COVID-19 globally as of April 30, 2020; and,

WHEREAS, a vaccine or treatment is not currently available for COVID-19 and, on April 24, 2020, the World Health Organization warned that there is currently no evidence that people who have recovered from COVID-19 and have antibodies are protected from a second infection; and,

WHEREAS, despite efforts to contain COVID-19, the World Health Organization and the federal Centers for Disease Control and Prevention (CDC) indicated that the virus was expected to continue spreading and it has, in fact, continued to spread rapidly, resulting in the need for federal and State governments to take significant steps; and,

WHEREAS, the CDC currently recommends that all United States residents take precautions to contain the spread of COVID-19, including that they: (1) stay home as much as possible; (2) if they must leave their home, practice social distancing by maintaining 6 feet of distance from others and avoiding all gatherings; (3) wear cloth face coverings in public settings where other social distancing measures are difficult to maintain; (4) be alert for symptoms such as fever, cough, or shortness of breath, and take their temperature if symptoms develop; and (5) exercise appropriate hygiene, including proper hand-washing; and,

WHEREAS, the CDC also recommends the following precautions for household members, caretakers and other persons having close contact with a person with symptomatic COVID-19, during the period from 48 hours before onset of symptoms until the symptomatic person meets
the criteria for discontinuing home isolation: (1) stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times; (2) self-monitor for symptoms, including checking their temperature twice a day and watching for fever, cough, or shortness of breath; and (3) avoid contact with people at higher risk for severe illness (unless they live in the same home and had the same exposure); and,

WHEREAS, as circumstances surrounding COVID-19 rapidly evolve, there have been frequent changes in information and guidance from public health officials as a result of emerging evidence; and,

WHEREAS, as of April 30, 2020, there have been nearly 53,000 confirmed cases of COVID-19 in 97 Illinois counties and 2,350 deaths from COVID-19; and,

WHEREAS, studies suggest that for every confirmed case there are many more unknown cases, some of which are asymptomatic individuals, meaning that individuals can pass the virus to others without knowing; and,

WHEREAS, as the virus has progressed through Illinois, the crisis facing the State has developed and now requires an evolving response to ensure hospitals, health care professionals and first responders are able to meet the health care needs of all Illinoisans and in a manner consistent with CDC guidance that continues to be updated; and,

WHEREAS, Illinois is using a high percentage of hospital beds, ICU beds, and ventilators as a result of the number of COVID-19 patients that require hospitalization and, if cases were to surge higher, the State would face a shortage of these critical health care resources; and,

WHEREAS, Illinois currently has a total of 32,010 hospital beds with 3,631 ICU beds, of which, as of April 30, 2020, only 33% of hospital beds and 25% of ICU beds were available statewide, and only 17% of ICU beds were available in the Chicago region; and,

WHEREAS, the State worked with top researchers from the University of Illinois at Urbana-Champaign, the Northwestern School of Medicine, the University of Chicago, the Chicago and Illinois Departments of Public Health, along with McKinsey and Mier Consulting Group, and Civis Analytics, to analyze two months’ worth of daily data on COVID-19 deaths and ICU usage and model potential outcomes; and,

WHEREAS, the State’s modeling shows that its health care resource utilization will not peak until May, and that health care resources will continue to be limited after the peak; and,

WHEREAS, the State’s modeling shows that without extensive social distancing and other precautions, the State will not have sufficient hospital beds, ICU beds or ventilators; and,

WHEREAS, Illinois currently has a total of 32,010 hospital beds, and the State’s modeling shows that without a “stay at home” order, more than 100,000 hospital beds would be necessary; and,

WHEREAS, Illinois currently has a total of 3,631 ICU beds, and the State’s modeling shows that without a “stay at home” order, more than 25,000 ICU beds would be necessary; and,

WHEREAS, Illinois currently has a total of 3,378 ventilators, and the State’s modeling shows that without a “stay at home” order, upwards of 20,000 ventilators would be necessary; and,
WHEREAS, the State’s modeling shows that without a “stay at home” order, the number of deaths from COVID-19 would be between 10 to 20 times higher than with a “stay at home” order in place; and,

WHEREAS, I declared all counties in the State of Illinois as a disaster area on April 30, 2020 because the current circumstances in Illinois surrounding the spread of COVID-19 constitute an epidemic and a public health emergency under Section 4 of the Illinois Emergency Management Agency Act; and,

WHEREAS, I declared all counties in the State of Illinois as a disaster area on April 30, 2020 because the current circumstances surrounding the threatened shortages of hospital beds, ICU beds, ventilators, and PPE, and critical need for increased COVID-19 testing capacity constitute a public health emergency under Section 4 of the Illinois Emergency Management Agency Act; and,

WHEREAS, the Illinois Constitution, in Article V, Section 8, provides that “the Governor shall have the supreme executive power, and shall be responsible for the faithful execution of the laws,” and states, in the Preamble, that a central purpose of the Illinois Constitution is “provide for the health, safety, and welfare of the people;” and,

WHEREAS, for the preservation of public health and safety throughout the entire State of Illinois, and to ensure that our healthcare delivery system is capable of serving those who are sick, I find it necessary to take measures consistent with public health guidance to slow and stop the spread of COVID-19 and to prevent shortages of hospital beds, ICU beds, ventilators, and PPE and to increase COVID-19 testing capacity;

THEREFORE, by the powers vested in me as the Governor of the State of Illinois, pursuant to the Illinois Constitution and Sections 7(1), 7(2), 7(3), 7(8), 7(9), and 7(12) of the Illinois Emergency Management Agency Act, 20 ILCS 3305, and consistent with the powers in public health laws, I hereby order the following, effective May 1, 2020:

Section 1. Public Health Requirements for Individuals Leaving Home and for Businesses

1. **Wearing a face covering in public places or when working.** Any individual who is over age two and able to medically tolerate a face-covering (a mask or cloth face-covering) shall be required to cover their nose and mouth with a face-covering when in a public place and unable to maintain a six-foot social distance. Face-coverings are required in public indoor spaces such as stores.

2. **Requirements for essential stores.** Retail stores (including, but not limited to, stores that sell groceries and medicine, hardware stores, and greenhouses, garden centers, and nurseries) designated as Essential Businesses and Operations under this Order shall to the greatest extent possible:
   - provide face coverings to all employees who are not able to maintain a minimum six-foot social distance at all times;
   - cap occupancy at 50 percent of store capacity, or, alternatively, at the occupancy limits based on store square footage set by the Department of Commerce and Economic Opportunity;
set up store aisles to be one-way where practicable to maximize spacing between customers and identify the one-way aisles with conspicuous signage and/or floor markings;
- communicate with customers through in-store signage, and public service announcements and advertisements, about the social distancing requirements set forth in this Order (Social Distancing Requirements); and
- discontinue use of reusable bags.

Households must limit the number of members who enter stores to the minimum necessary.

3. **Requirements for non-essential stores.** Retail stores not designated as Essential Businesses and Operations may re-open for the limited purposes of fulfilling telephone and online orders through pick-up outside the store and delivery – which are deemed to be Minimum Basic Operations. Employees working in the store must follow the social Distancing Requirements and must wear a face covering when they may come within six feet of another employee or a customer.

4. **Requirements for manufacturers.** Manufacturers that continue to operate pursuant to this Order must follow Social Distancing Requirements and take appropriate precautions, which may include:
   - providing face coverings to all employees who are not able to maintain a minimum six-foot social distance at all times;
   - staggering shifts;
   - reducing line speeds;
   - operating only essential lines, while shutting down non-essential lines;
   - ensuring that all spaces where employees may gather, including locker rooms and lunchrooms, allow for social distancing; and
   - downsizing operations to the extent necessary to allow for social distancing and to provide a safe workplace in response to the COVID-19 emergency.

5. **Requirements for all businesses.** All businesses must evaluate which employees are able to work from home and are encouraged to facilitate remote work from home when possible. All businesses that have employees physically reporting to a work-site must post the guidance from the Illinois Department of Public Health (IDPH) and Office of the Illinois Attorney General regarding workplace safety during the COVID-19 emergency. The guidance will be posted on the IDPH webpage.

Section 2. Stay at Home; Social Distancing Requirements; and Essential Businesses and Operations

1. **Stay at home or place of residence.** With exceptions as outlined below, all individuals currently living within the State of Illinois are ordered to stay at home or at their place of residence except as allowed in this Executive Order. To the extent individuals are using
shared or outdoor spaces when outside their residence, they must at all times and as much as reasonably possible maintain social distancing of at least six feet from any other person, consistent with the Social Distancing Requirements set forth in this Executive Order. All persons may leave their homes or place of residence only for Essential Activities, Essential Governmental Functions, or to operate Essential Businesses and Operations, all as defined below.

Individuals experiencing homelessness are exempt from this directive, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to make such shelter available as soon as possible and to the maximum extent practicable (and to use in their operation COVID-19 risk mitigation practices recommended by the U.S. Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH)). Individuals whose residences are unsafe or become unsafe, such as victims of domestic violence, are permitted and urged to leave their home and stay at a safe alternative location. For purposes of this Executive Order, homes or residences include hotels, motels, shared rental units, shelters, and similar facilities.

2. **Non-essential business and operations must cease.** All businesses and operations in the State, except Essential Businesses and Operations as defined below, are required to cease all activities within the State except Minimum Basic Operations, as defined below. For clarity, businesses may also continue operations consisting exclusively of employees or contractors performing activities at their own residences (i.e., working from home).

All Essential Businesses and Operations may remain open consistent with the express provisions of this Order and the intent of this Order as set forth in Section 2, Paragraph 16 below. To the greatest extent feasible, Essential Businesses and Operations shall comply with Social Distancing Requirements as defined in this Executive Order, including by maintaining six-foot social distancing for both employees and members of the public at all times, including, but not limited to, when any customers are standing in line.

3. **Prohibited activities.** All public and private gatherings of any number of people occurring outside a single household or living unit are prohibited, except for the limited purposes permitted by this Executive Order. Pursuant to current guidance from the CDC, any gathering of more than ten people is prohibited unless exempted by this Executive Order. Nothing in this Executive Order prohibits the gathering of members of a household or residence.

All places of public amusement, whether indoors or outdoors, including but not limited to, locations with amusement rides, carnivals, amusement parks, water parks, aquariums, zoos, museums, arcades, fairs, children’s play centers, playgrounds, funplexes, theme parks, bowling alleys, movie and other theaters, concert and music halls, and country clubs or social clubs shall be closed to the public.

4. **Prohibited and permitted travel.** All travel, including, but not limited to, travel by automobile, motorcycle, scooter, bicycle, train, plane, or public transit, except Essential Travel and Essential Activities as defined herein, is prohibited. People riding on public
transit must comply with Social Distancing Requirements to the greatest extent feasible. This Executive Order allows travel into or out of the State to maintain Essential Businesses and Operations and Minimum Basic Operations.

5. **Leaving the home for essential activities is permitted.** For purposes of this Executive Order, individuals may leave their residence only to perform any of the following Essential Activities, and must follow the Social Distancing Requirements set forth in this Order, including wearing face coverings when in public or at work:

   i. **For health and safety.** To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members (including, but not limited to, pets), such as, by way of example only and without limitation, seeking emergency services, obtaining medical supplies or medication, or visiting a health care professional.

   ii. **For necessary supplies and services.** To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation, groceries and food, household consumer products, supplies they need to work from home, and products necessary to maintain the safety, sanitation, and essential operation of residences.

   iii. **For outdoor activity.** To engage in outdoor activity, provided the individuals comply with Social Distancing Requirements, as defined below, such as, by way of example and without limitation, walking, hiking, running, and biking. Individuals may go to public parks and open outdoor recreation areas, including specific State parks that remain open for certain activities, as designated by the Illinois Department of Natural Resources. Fishing, boating, and golf are permitted only when following the guidelines provided by the Illinois Department of Commerce and Economic Opportunity (DCEO). Playgrounds may increase spread of COVID-19, and therefore shall be closed.

   iv. **For certain types of work.** To perform work providing essential products and services at Essential Businesses or Operations (which, as defined below, includes Healthcare and Public Health Operations, Human Services Operations, Essential Governmental Functions, and Essential Infrastructure) or to otherwise carry out activities specifically permitted in this Executive Order, including Minimum Basic Operations.

   v. **To take care of others.** To care for a family member, friend, or pet in another household, and to transport family members, friends, or pets as allowed by this Executive Order.

   vi. **To engage in the free exercise of religion.** To engage in the free exercise of religion, provided that such exercise must comply with Social Distancing Requirements and the limit on gatherings of more than ten people in keeping with CDC guidelines for the protection of public health. Religious organizations and houses of worship are encouraged to use online or drive-in services to protect the health and safety of their congregants.
6. **Elderly people and those who are vulnerable as a result of illness should take additional precautions.** People at high risk of severe illness from COVID-19, including elderly people and those who are sick, are urged to stay in their residence to the extent possible except as necessary to seek medical care. Nothing in this Executive Order prevents the Illinois Department of Public Health or local public health departments from issuing and enforcing isolation and quarantine orders pursuant to the Department of Public Health Act, 20 ILCS 2305.

7. **Healthcare and Public Health Operations.** For purposes of this Executive Order, individuals may leave their residence to work for or obtain services through Healthcare and Public Health Operations.

Healthcare and Public Health Operations includes, but is not limited to: hospitals; clinics; dental offices; pharmacies; public health entities, including those that compile, model, analyze and communicate public health information; pharmaceutical, pharmacy, medical device and equipment, and biotechnology companies (including operations, research and development, manufacture, and supply chain); organizations collecting blood, platelets, plasma, and other necessary materials; licensed medical cannabis dispensaries and licensed cannabis cultivation centers; reproductive health care providers; eye care centers, including those that sell glasses and contact lenses; home healthcare services providers; mental health and substance use providers; other healthcare facilities and suppliers and providers of any related and/or ancillary healthcare services; and entities that transport and dispose of medical materials and remains.

Specifically included in Healthcare and Public Health Operations are manufacturers, technicians, logistics, and warehouse operators and distributors of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies, and tissue and paper towel products.

Healthcare and Public Health Operations also includes veterinary care and all healthcare and grooming services provided to animals.

Healthcare and Public Health Operations shall be construed broadly to avoid any impacts to the delivery of healthcare, broadly defined. Healthcare and Public Health Operations does not include fitness and exercise gyms, spas, salons, barber shops, tattoo parlors, and similar facilities.

8. **Human Services Operations.** For purposes of this Executive Order, individuals may leave their residence to work for or obtain services at any Human Services Operations, including any provider funded by the Illinois Department of Human Services, Illinois Department of Children and Family Services, or Medicaid that is providing services to the public and including state-operated, institutional, or community-based settings providing human services to the public.

Human Services Operations includes, but is not limited to: long-term care facilities; all entities licensed pursuant to the Child Care Act, 225 ILCS 10, except for day care centers, day care homes, and group day care homes; day care centers licensed as specified
in Section 2, Paragraph 12(s) of this Executive Order; day programs exempt from licensure under Title 89 of the Illinois Administrative Code, Sections 377.3(a)(1)-(a)(4), (b)(2), and (c); day programs exempt from licensure under Title 89 of the Illinois Administrative Code, Section 377.3(d) (subject to the conditions governing exempt day care homes set forth in Section 1, Paragraph 12(s) of this Executive Order); residential settings and shelters for adults, seniors, children, and/or people with developmental disabilities, intellectual disabilities, substance use disorders, and/or mental illness; transitional facilities; home-based settings to provide services to individuals with physical, intellectual, and/or developmental disabilities, seniors, adults, and children; field offices that provide and help to determine eligibility for basic needs including food, cash assistance, medical coverage, child care, vocational services, rehabilitation services; developmental centers; adoption agencies; businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged individuals, individuals with physical, intellectual, and/or developmental disabilities, or otherwise needy individuals.

Human Services Operations shall be construed broadly to avoid any impacts to the delivery of human services, broadly defined.

9. **Essential Infrastructure.** For purposes of this Executive Order, individuals may leave their residence to provide any services or perform any work necessary to offer, provision, operate, maintain and repair Essential Infrastructure.

Essential Infrastructure includes, but is not limited to: food production, distribution, and sale; construction (including, but not limited to, construction required in response to this public health emergency, hospital construction, construction of long-term care facilities, public works construction, and housing construction); building management and maintenance; airport operations; operation and maintenance of utilities, including water, sewer, and gas; electrical (including power generation, distribution, and production of raw materials); distribution centers; oil and biofuel refining; roads, highways, railroads, and public transportation; ports; cybersecurity operations; flood control; solid waste and recycling collection and removal; and internet, video, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services).

Essential Infrastructure shall be construed broadly to avoid any impacts to essential infrastructure, broadly defined.

10. **Essential Governmental Functions.** For purposes of this Executive Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, law enforcement and corrections personnel, hazardous materials responders, child protection and child welfare personnel, housing and shelter personnel, military, and other governmental employees working for or to support Essential Businesses and Operations are categorically exempt from this Executive Order.

Essential Governmental Functions means all services provided by the State or any municipal, township, county, subdivision or agency of government and needed to ensure the continuing operation of the government agencies or to provide for or support the health, safety and welfare of the public, and including contractors performing Essential
Government Functions. Each government body shall determine its Essential Governmental Functions and identify employees and/or contractors necessary to the performance of those functions.

This Executive Order does not apply to the United States government. Nothing in this Executive Order shall prohibit any individual from performing or accessing Essential Governmental Functions.

11. **Businesses covered by this Executive Order.** For the purposes of this Executive Order, covered businesses include any for-profit, non-profit, or educational entities, regardless of the nature of the service, the function it performs, or its corporate or entity structure.

12. **Essential Businesses and Operations.** For the purposes of this Executive Order, Essential Businesses and Operations means Healthcare and Public Health Operations, Human Services Operations, Essential Governmental Functions, and Essential Infrastructure, and the following:

a. ** Stores that sell groceries and medicine.** Grocery stores, pharmacies, certified farmers’ markets, farm and produce stands, supermarkets, convenience stores, and other establishments engaged in the retail sale of groceries, canned food, dry goods, frozen foods, fresh fruits and vegetables, pet supplies, fresh meats, fish, and poultry, alcoholic and non-alcoholic beverages, and any other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries, medicine, including medication not requiring a medical prescription, and also that sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences and Essential Businesses and Operations;

b. **Food, beverage, and cannabis production and agriculture.** Food and beverage manufacturing, production, processing, and cultivation, including farming, livestock, fishing, baking, and other production agriculture, including cultivation, marketing, production, and distribution of animals and goods for consumption; licensed medical and adult use cannabis dispensaries and licensed cannabis cultivation centers; and businesses that provide food, shelter, and other necessities of life for animals, including animal shelters, rescues, shelters, kennels, and adoption facilities;

c. **Organizations that provide charitable and social services.** Businesses and religious and secular nonprofit organizations, including food banks, when providing food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities;

d. **Media.** Newspapers, television, radio, and other media services;

e. **Gas stations and businesses needed for transportation.** Gas stations and auto-supply, auto-repair, and related facilities and bicycle shops and related facilities;

f. **Financial institutions.** Banks, currency exchanges, consumer lenders, including but not limited, to payday lenders, pawnbrokers, consumer installment lenders and sales finance lenders, credit unions, appraisers, title companies, financial markets, trading and futures exchanges, affiliates of financial institutions, entities that issue bonds, related financial institutions, and institutions selling financial products;
g. **Hardware and supply stores and greenhouses, garden centers, and nurseries.** Hardware stores and businesses that sell electrical, plumbing, and heating material, and greenhouses, garden centers, and nurseries;

h. **Critical trades.** Building and Construction Tradesmen and Tradeswomen, and other trades including but not limited to plumbers, electricians, exterminators, cleaning and janitorial staff for commercial and governmental properties, security staff, operating engineers, HVAC, painting, moving and relocation services, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses and Operations;

i. **Mail, post, shipping, logistics, delivery, and pick-up services.** Post offices and other businesses that provide shipping and delivery services, and businesses that ship or deliver groceries, food, alcoholic and non-alcoholic beverages, goods or services to end users or through commercial channels;

j. **Educational institutions.** Educational institutions—including public and private pre-K-12 schools, colleges, and universities—for purposes of facilitating distance learning, performing critical research, or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible. Educational institutions may allow and establish procedures for pick-up of necessary supplies and/or student belongings and dormitory move-out if conducted in a manner consistent with public health guidelines, including Social Distancing Requirements. This Executive Order is consistent with and does not amend or supersede Executive Order 2020-05 (COVID-19 Executive Order No. 3) or Executive Order 2020-06 (COVID-19 Executive Order No. 4) except that affected schools have been closed past the April 7, 2020 date reflected in those Orders;

k. **Laundry services.** Laundromats, dry cleaners, industrial laundry services, and laundry service providers;

l. **Restaurants for consumption off-premises.** Restaurants and other facilities that prepare and serve food, but only for consumption off-premises, through such means as in-house delivery, third-party delivery, drive-through, curbside pick-up, and carry-out. Schools and other entities that typically provide food services to students or members of the public may continue to do so under this Executive Order on the condition that the food is provided to students or members of the public on a pick-up and takeaway basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site due to the virus’s propensity to physically impact surfaces and personal property. This Executive Order is consistent with and does not amend or supersede Section 1 of Executive Order 2020-07 (COVID-19 Executive Order No. 5) except that Section 1 is ordered to be extended through April 7, 2020;

m. **Supplies to work from home.** Businesses that sell, manufacture, or supply products needed for people to work from home;

n. **Supplies for Essential Businesses and Operations.** Businesses that sell, manufacture, or supply other Essential Businesses and Operations with the support or materials necessary to operate, including computers, audio and video electronics, household appliances; IT and telecommunication equipment; hardware, paint, flat glass; electrical, plumbing and heating material; sanitary equipment; personal hygiene products; food, food additives, ingredients and components; medical and orthopedic equipment; optics and photography equipment; diagnostics, food and beverages, chemicals, soaps and detergent; and firearm and ammunition suppliers and retailers for purposes of safety and security;
o. **Transportation.** Airlines, taxis, transportation network providers (such as Uber and Lyft), vehicle rental services, paratransit, and other private, public, and commercial transportation and logistics providers necessary for Essential Activities and other purposes expressly authorized in this Executive Order;

p. **Home-based care and services.** Home-based care for adults, seniors, children, and/or people with developmental disabilities, intellectual disabilities, substance use disorders, and/or mental illness, including caregivers such as nannies who may travel to the child’s home to provide care, and other in-home services including meal delivery;

q. **Residential facilities and shelters.** Residential facilities and shelters for adults, seniors, children, and/or people with developmental disabilities, intellectual disabilities, substance use disorders, and/or mental illness;

r. **Professional services.** Professional services, such as legal services, accounting services, insurance services, real estate services (including appraisal and title services);

s. **Day care centers for employees exempted by this Executive Order.** Day care centers granted an emergency license pursuant to Title 89, Section 407.500 of the Illinois Administrative Code, governing Emergency Day Care Programs for children of employees exempted by this Executive Order to work as permitted. The licensing requirements for day care homes pursuant to Section 4 of the Child Care Act, 225 ILCS 10/4, are hereby suspended for family homes that receive up to 6 children for the duration of the Gubernatorial Disaster Proclamation;

t. **Manufacture, distribution, and supply chain for critical products and industries.** Manufacturing companies, distributors, and supply chain companies producing and supplying essential products and services in and for industries such as pharmaceutical, technology, biotechnology, healthcare, chemicals and sanitization, waste pickup and disposal, agriculture, food and beverage, transportation, energy, steel and steel products, petroleum and fuel, mining, construction, national defense, communications, as well as products used by other Essential Businesses and Operations;

u. **Critical labor union functions.** Labor Union essential activities including the administration of health and welfare funds and personnel checking on the well-being and safety of members providing services in Essential Businesses and Operations – provided that these checks should be done by telephone or remotely where possible;

v. **Hotels and motels.** Hotels and motels, to the extent used for lodging and delivery or carry-out food services; and

w. **Funeral services.** Funeral, mortuary, cremation, burial, cemetery, and related services.

13. **Minimum Basic Operations.** For the purposes of this Executive Order, Minimum Basic Operations include the following, provided that employees comply with Social Distancing Requirements, to the extent possible, while carrying out such operations:

0. The minimum necessary activities to maintain the value of the business’s inventory, preserve the condition of the business’s physical plant and equipment, ensure security, process payroll and employee benefits, or for related functions.

1. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.

2. For retail stores, fulfilling online and telephonic orders through pick-up outside the store or delivery.
14. **Essential Travel.** For the purposes of this Executive Order, Essential Travel includes travel for any of the following purposes. Individuals engaged in any Essential Travel must comply with all Social Distancing Requirements as defined in this Section.

0. Any travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses and Operations, or Minimum Basic Operations.
1. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons.
2. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.
3. Travel to return to a place of residence from outside the jurisdiction.
4. Travel required by law enforcement or court order, including to transport children pursuant to a custody agreement.
5. Travel required for non-residents to return to their place of residence outside the State. Individuals are strongly encouraged to verify that their transportation out of the State remains available and functional prior to commencing such travel.

15. **Social Distancing, Face Covering, and PPE Requirements.** For purposes of this Executive Order, Social Distancing Requirements includes maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.

0. **Required measures.** Essential Businesses and Operations and businesses engaged in Minimum Basic Operations must take proactive measures to ensure compliance with Social Distancing Requirements, including where possible:

1. **Designate six-foot distances.** Designating with signage, tape, or by other means six-foot spacing for employees and customers in line to maintain appropriate distance;
2. **Hand sanitizer and sanitizing products.** Having hand sanitizer and sanitizing products readily available for employees and customers;
3. **Separate operating hours for vulnerable populations.** Implementing separate operating hours for elderly and vulnerable customers; and
4. **Online and remote access.** Posting online whether a facility is open and how best to reach the facility and continue services by phone or remotely.
5. **Face Coverings and PPE.** Providing employees with appropriate face coverings and requiring that employees wear face coverings where maintaining a six-foot social distance is not possible at all times. When the work circumstances require, providing employees with other PPE in addition to face coverings.

16. **Intent of this Executive Order.** The intent of this Executive Order is to ensure that the maximum number of people self-isolate in their places of residence to the maximum extent feasible, while enabling essential services to continue, to slow the spread of COVID-19 to the greatest extent possible. When people need to leave their places of residence, whether to perform Essential Activities, or to otherwise facilitate authorized activities necessary for continuity of social and commercial life, they should at all times and as much as reasonably possible comply with Social Distancing Requirements. All
provisions of this Executive Order should be interpreted to effectuate this intent. Businesses not specifically addressed by this Executive Order generally should cease activities and reduce to Minimum Basic Operations.

17. **Enforcement.** This Executive Order may be enforced by State and local law enforcement pursuant to, *inter alia*, Section 7, Section 15, Section 18, and Section 19 of the Illinois Emergency Management Agency Act, 20 ILCS 3305.

18. Businesses must follow guidance provided or published by: the Office of the Governor, the Illinois Department of Commerce and Economic Opportunity, and State and local law enforcement regarding whether they qualify as Essential; and the Illinois Department of Public Health, local public health departments, and the Workplace Rights Bureau of the Office of the Illinois Attorney General with respect to Social Distancing Requirements. Pursuant to Section 25(b) of the Whistleblower Act, 740 ILCS 174, businesses are prohibited from retaliating against an employee for disclosing information where the employee has reasonable cause to believe that the information discloses a violation of this Order.

19. **No limitation on authority.** Nothing in this Executive Order shall, in any way, alter or modify any existing legal authority allowing the State or any county, or local government body from ordering (1) any quarantine or isolation that may require an individual to remain inside a particular residential property or medical facility for a limited period of time, including the duration of this public health emergency, or (2) any closure of a specific location for a limited period of time, including the duration of this public health emergency. Nothing in this Executive Order shall, in any way, alter or modify any existing legal authority allowing a county or local government body to enact provisions that are stricter than those in this Executive Order.

**Section 3. Savings clause.**

If any provision of this Executive Order or its application to any person or circumstance is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or application of this Executive Order, which can be given effect without the invalid provision or application. To achieve this purpose, the provisions of this Executive Order are declared to be severable. This Executive Order is meant to be read consistently with any Court order regarding this Executive Order.

**JB Pritzker, Governor**

Issued by the Governor April 30, 2020

Filed by the Secretary of State April 30, 2020
Enclosure 3.


Essential Businesses & Operations Frequently Asked Questions

UPDATED 5/6/20

Executive Order 2020-32 issued a new Stay at Home Order effective May 1.

Summary of New Order

Businesses and activities that may increase services and operations:

- Non-essential retail stores may reopen to fulfill telephone and online orders through pickup outside the store and delivery. Employees working in these stores must follow the Social Distancing Requirements and must wear a face covering when they are unable to keep six feet distance from another employee or a customer.
- Greenhouses, garden centers and nurseries may operate as essential businesses, following the distancing requirements for essential stores.
- Pet Groomers are essential businesses.
- Golf courses can reopen if these guidelines are followed.
- Fishing and boating is permissible if these guidelines are followed.

Social Distancing Requirements for Essential Stores

Retail stores (including, but not limited to, stores that sell groceries and medicine, hardware stores, greenhouses, garden centers, and nurseries) designated as Essential Businesses and Operations under this Order shall to the greatest extent possible:

- provide face coverings to all employees who are not able to maintain a minimum six-foot social distance at all times;
- cap occupancy at 50 percent of store capacity, or, alternatively, at the occupancy limits based on store square footage set by the Department of Commerce and Economic Opportunity;
- If possible, set up store aisles to be one-way to maximize spacing between customers and identify the one-way aisles with conspicuous signage and/or floor markings. The exception to one-way aisles is for front, back, and middle aisles;
- communicate with customers through in-store signage, and public service announcements and advertisements, about the social distancing requirements and requirement to wear a face covering as set forth in this Order (Social Distancing Requirements); and
- discontinue use of reusable bags.
Requirements for Essential Manufacturing
Manufacturers that continue to operate pursuant to this Order must follow Social Distancing Requirements and take appropriate precautions, which may include:

- providing face coverings to all employees who are not able to maintain a minimum six-foot social distance at all times;
- staggering shifts;
- reducing line speeds;
- operating only essential lines, while shutting down non-essential lines;
- ensuring that all spaces where employees may gather, including locker rooms and breakrooms, allow for social distancing; and
- downsizing operations to the extent necessary to allow for social distancing and to provide a safe workplace in response to the COVID-19 emergency.

Requirements for all Businesses
All businesses must evaluate which employees are able to work from home and are encouraged to facilitate remote work from home when possible. All businesses that have employees physically reporting to a work-site must post the guidance from the Illinois Department of Public Health (IDPH) regarding workplace safety during the COVID-19 emergency.

What businesses and operations are considered essential?
EO 2020-32 identifies the following as essential businesses and operations:

- Healthcare and Public Health Operations (includes businesses in the supply chain)
- Animal care and grooming
- Human Services Operations
- Essential Infrastructure
  - Food production, distribution and sale; construction, building management and maintenance, airports, utilities, distribution centers, transportation.
- Essential Government Functions
  - First responders, emergency personnel, law enforcement, safety and welfare.
- Stores that sell groceries and medicine
- Garden centers, greenhouses and nurseries
- Food, beverage and cannabis production and agriculture
- Charitable and social services
- Media
- Critical trades
  - Plumbers, electricians, exterminators, cleaning and janitorial staff, security, etc.
- Mail, post, shipping, logistics, delivery and pick-up services
- Educational institutions
- Laundry services
- Restaurants for consumption off-premises
- Supplies to work from home
- Supplies for essential businesses and operations
- Transportation (airlines, taxis, ride-sharing)
- Home-based care and services
- Residential facilities and shelters
- Professional services (legal, accounting, insurance, real estate)
- Day care centers for employees exempted by the Executive Order
- Gas stations and businesses needed for transportation
- Financial institutions
- Hardware and supply stores
- Manufacture, distribution, and supply chain for critical products and industries
- Critical labor union functions
- Hotels and motels
- Funeral services

My business is essential. Can I require my employees come to work?
- All businesses must evaluate which employees are able to work from home and are encouraged to facilitate remote work from home when possible.
- All businesses that have employees physically reporting to a work-site must post the guidance from the Illinois Department of Public Health (IDPH) regarding workplace safety during the COVID-19 emergency.
- The intent of the EO is to ensure that the maximum number of people stay home to avoid risk of infection to themselves and others. Even essential businesses and operations should promote telecommuting whenever possible.
- Consider alternating work schedules to minimize the number of employees in the office at the same time.
- To the greatest extent feasible, essential businesses and operations shall comply with social distancing requirements, including maintaining six-foot social distancing for both employees and members of the public at all times. They must also take the following practice measures wherever possible:
  o Designating with signage, tape, or by other means six-foot spacing for employees and customers in line to maintain appropriate distance;
  o Having hand sanitizer and sanitizing products readily available for employees and customers;
  o Implementing separate operating hours for elderly and vulnerable customers;
  o Posting online whether a facility is open and how best to reach the facility and continue services by phone or remotely.

I'm not sure if my business falls within one of those categories
Please read the Executive Order as it provides much more information of what businesses and operations are essential. If after this review you still are not sure, you can reach out to DCEO at 1-800-252-923 or CEO.support@illinois.gov. Please be prepared to answer the following questions:
- What general industry are you in?
- What products do you make/what services do you provide?
  o What is the end use and who are the end users of your products or services?
  o Which specific medical or other essential business do you supply products or provide services to?
  o Is there a pending order or a routine schedule for shipments?
  o If you produce durable equipment, has demand for that equipment by essential businesses increased?
- Can any of your business functions be performed remotely?
- How many employees do you have?
Can your employees work remotely?
- If some or all of the employees must be at the place of business, can operations be modified so that employees work in shifts (one week at home; one week at the place of business)?
  - What is the physical layout of the facility where people work?
    - How will you be able to ensure proper distancing?
    - Do you have hand sanitizer available?
    - Are restrooms cleaned frequently and stocked with soap?
    - Where do employees eat? Is that cleaned frequently and is there room to social distance?
  - Explain why you believe your business falls within one of the essential business categories.

General Questions

My business is not considered an “Essential Business,” does this order require the business to shut down my facility?
You and your employees are allowed to perform “Minimum Basic Operations” at your workplace, as long as employees maintain a distance of six feet from one another to the greatest extent feasible. Minimum Basic Operations include maintaining the value of inventory, payroll, ensuring security, and ensuring that employees can work remotely. Additionally, retail stores not designated as Essential Businesses and Operations may reopen for the purposes of fulfilling telephone and online orders through pickup outside the store and delivery.

Are there requirements for how to implement curbside pick-up and drop-off?
Non-essential retail stores may re-open for the purposes of fulfilling telephone and online orders through pick-up outside the store and delivery. To the extent feasible and to minimize contact, orders should also be paid for online or over the telephone. Businesses are encouraged to schedule a pick-up or drop-off to ensure compliance with social distancing requirements. Staff within the business or facility should be limited to the minimum number of staff required to fulfill orders, and to the number that can safely practice social distancing. Customers should not enter the business or facility.

Can beauty salons and barbershops reopen under the new executive order?
No. These businesses cannot maintain the six-foot social distancing guidelines set forth in the Executive Order and should remain closed. However, these businesses may sell consumer products through online and telephone orders for curbside pickup or delivery.

My technology company provides products and services that the public needs to access critical services. Is my company being completely shut down?
No. However, most employees of such companies will need to work from home. Anyone who must work onsite to maintain “Essential Infrastructure” for the community or to maintain “Minimum Basic Operations” as described in the Order may continue to work in the workplace so long as they are maintaining social distancing.

Are tobacco/vape/CBD shops considered essential?
No. Retail tobacco, CBD and vape stores are not considered essential under the Executive Order.
Are stores that sell primarily vitamins and supplements but not medicine or other medications not requiring a prescription, considered essential businesses?
No. Stores that primarily sell vitamins and supplements, like GNC, do not fall within Section 12(a). These stores generally do not sell the types of food identified in that section, and vitamins and supplements are generally not considered medicine, or medications that do not require a medical prescription.

Are florists considered essential?
Florists are non-essential businesses, but they can process online and phone orders for curbside pickup and delivery.

Can people who reside in Illinois but perform manufacturing or supply chain work outside the state (where there is no such order in place) be able to travel to their jobs?
Yes. This order covers businesses in Illinois and their operations; it does not cover businesses that are located outside of Illinois.

Is photography an essential business?
Photography businesses will be permitted to operate in outdoor settings only. These outdoor shoots shall not exceed the 10-person limit. Photographers must ensure that they are maintaining 6-foot social distancing with clients during the photoshoot. Photography businesses may not have indoor photo shoots during the shelter-in-place order. There is no exception for special occasions, only gatherings of 10 people or less are permitted.

What are Minimum Basic Operations for a marina?
Minimum number of workers necessary to open marinas and harbors to boat owners. Workers necessary for the operation of safe harbors and marinas to provide refuge for boaters when conditions making boating on open water unsafe and operations related to safety services such as fuel, emergency dockage and sanitary pump-out stations and workers providing tender or boat transportation services. If there is a restaurant or other facilities that prepare and serve food, they may operate utilizing the restrictions contained in Section 12(f).

Are drive-in movie theatres permissible?
Drive-in movie theatres can operate on a limited basis. Cars must be parked in every-other spot to ensure a minimum six-foot distance between cars. Patrons are not allowed to sit outside of their vehicles to view the movie. To the extent possible, reservations and payments for the theatre should be made in advance online or over the phone. To the extent possible, concessions should be ordered online or over the phone and be available for curbside pickup. Restrooms should have sufficient soap and hand sanitizer, and shall be regularly sanitized. Drive-in theatres should also follow the social distancing guidelines set forth in the order.

May a horse that is boarded at a facility separate from where the owner lives be visited by the owner of said horse? Can they ride the horse for exercise?
Yes. Horses need exercise and to be “worked out” to keep their muscle. Minimum activity, such as riding the horses, is allowed. But, the stables should not be open as a business for sales or recreational opportunities.
Is a watch/jewelry repair store essential?
Watch and jewelry repair stores can operate in a similar fashion to non-essential retail stores. Customers can drop off the jewelry curbside to be repaired.

My business is non-essential. Can I have an employee come to the building each day to pick up the mail?
Yes. Retrieving mail is considered a minimum basic operation that non-essential businesses can continue to perform.

Would manufacturers that produce products for the transportation and construction sectors qualify under Sec. 12(t) of Essential Businesses? (e.g., supply products or parts for street/highway signs and construction sites)
This depends on how directly and closely linked the manufactured products are to critical infrastructure, public health, and/or essential businesses. You will need to answer additional questions such as: what products are you producing? Do you currently have orders to supply an essential business such as a restaurant, grocery store, or health care facility? Do you currently have orders to supply firms or governments that are building or maintaining critical infrastructure such as roads, railroads, airports, or electrical power plants? If after conducting an analysis guided by the questions above you are still not sure, you can reach out to DCEO at 1-800-252-2923 or CEO.support@illinois.gov.

Are car dealerships considered essential businesses?
Car dealerships can remain open for repair services. They can also remain open for car sales on an appointment-only basis. Showrooms must remain closed.

Can residential and commercial lawn service remain open?
Yes. Many landscape projects will fit under an exemption such as construction, agriculture, or public works. Outdoor landscape projects generally will provide good social distancing that poses little risk of transmission, but it is still important to ensure the ability to wash or sanitize hands and take other precautions.

Is residential remodeling an essential business?
Generally yes, residential remodeling falls within Section 9 of the Executive Order. However, residential remodeling companies must ensure social distancing compliance during their work.

Are car washes considered an essential business?
Car washes where workers and customers are able to safely social distance, and following the other requirements of the Executive Order, are permissible.

Are moving companies considered essential?
Yes. They fall under Section 12(i) as shipping, delivery, and pick-up services.

Are sprinkler contractors considered “essential business”?
Yes. Sprinkler contractors fall within Section 9 of the Executive Order as essential infrastructure (construction and building maintenance).
Are fire alarm system contractors and fire protection/suppression system contractors considered "essential businesses"?
Yes. Fire alarm and fire protection/suppression systems are deemed critical trades under Section 12(h) of the Executive Order as they ensure the safety of residences, Essential Activities and Essential Businesses and Operations.

Are building security systems contractors considered "essential businesses."
Yes. Building security systems contractors are deemed critical trades under Section 12(h) of the Executive Order as they ensure the safety of residences, Essential Activities and Essential Businesses and Operations.

Are businesses licensed under the Private Detective, Private Alarm, Private Security, Fingerprint Vendor, and Locksmith Act deemed essential?
Yes. Section 12(h) provides that "security staff" is a critical trade and an essential business and operation that may continue in operation and is not subject to the stay-at-home directive. The Department deems private detectives, private detective PERCs, private alarm contractors, private alarm contractor PERCs, private security contractors, private security contractor PERCs, fingerprint vendors, canine handlers, locksmiths, locksmith PERCs, and security officers of a registered armed propriety security force holding active licenses under the Private Detective, Private Alarm, Private Security, Fingerprint Vendor and Locksmith Act to be "security staff" as referenced in Section 12(h) of the Executive Order and not subject to the stay-at-home directive.

Are bicycle shops considered essential?
Yes. Bicycle shops are deemed essential under 12(e) of the Executive Order.

Can doggy daycares remain open?
Yes. Kennels are deemed essential under section 12(b) of the Executive Order and doggy daycases, by extension, are also deemed essential.

Are real estate open houses and showings permitted?
It depends. Open houses are not permitted. Showings of occupied rental properties are not permitted. Showings of vacant or owner-occupied units are permitted if necessary and scheduled in advance (virtual showings are preferred) but limited to no more than 4 people. For additional guidance for Real Estate Licensees, click here.

Are stores that sell primarily cosmetics and beauty supply stores considered essential?
No. Stores that sell primarily personal care products are not considered essential under Section 12(e). These stores can fulfill online and telephone orders for curbside pickup and delivery.

Are campgrounds and KOAs deemed essential?
Generally no. Campgrounds and RV parks (example: Kampgrounds of America) are considered recreational activities and are not essential. However, if a campground or RV park is your primary residence, then the campground or RV park can remain open as lodging (if sole or primary residence).
Are power washing businesses permitted?
Yes. Power washing businesses are considered essential. The business assists with sanitation of structures for owners.

Can I alternate my "staying at home" between my primary home and my vacation property?
No – traveling back-and-forth to a vacation home is not Essential Travel.

Are chiropractors considered essential?
Yes. Chiropractors are included in Section 7 of the Executive Order (Healthcare and Public Health Operations).

Are massage therapists considered essential?
No, unless the massage treatment is being performed pursuant to a physician’s order.

Who is responsible for enforcing the Executive Order?
State and local law enforcement are charged with enforcing the Executive Order.

Are firefighting and EMT trainings essential services?
Yes.

Can ecological restoration be performed, contracted, or managed by a government agency, like a forest preserve district, conservation district or park district under the executive order?
Yes. Ecological restoration projects will fit under an exemption such as construction, agriculture, landscaping or public works. Ecological restoration projects generally will provide for good social distancing that poses little risk of transmission to staff or the public, but it still is important to follow all recommend protocols, including but not limited to wearing a mask, wash or sanitize hands and maintain social distancing.
Energy Sector FAQs

Will public utilities and other utility service providers be subject to movement and business operations restrictions?

- The energy sector maintains multiple types of facilities that must remain operational for the remainder of the duration of the Governor’s Disaster Proclamation.
- Individuals may leave their residence to provide any services or perform any work necessary to offer, provision, operate, maintain and repair “Essential Infrastructure,” including the operations and maintenance of electrical generation, provided that they carry out those services or that work in compliance with Social Distancing Requirements.
- The definition of “Essential Businesses and Operations” in Governor Pritzker’s Executive Order is meant to encompass the workers identified in the Memorandum issued by the U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency, on March 19, 2020, which can be found here: https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce
- Utilities should prioritize essential services and use best judgement when deciding to proceed with infrastructure upgrades and movement and business operations.

How should essential employees identify themselves? Will they be able to present their company badges to law enforcement and allowed to proceed home or to work? How will this be communicated to local law enforcement?

- Law enforcement officials should not stop residents who are on their way to or from work.
- To preserve public health and safety throughout the state and ensure that our healthcare delivery system is capable of serving those who are sick, we recommend that utilities identify absolutely essential staff – those who ensure basic power plant operations and cannot do their work remotely.
- Individuals that are not subject to movement and business operations restrictions should wear appropriate badging (where available) and carry company identification (if available).
- Individuals may also display other documentation or orders that clearly indicate their role or purpose matches the exceptions to any movement and business operations restrictions.

Is the state prioritizing power plants with supply chain needs, for items such as cleaning supplies and surgical masks?

- The state’s reserve of personal protective equipment (PPE) is currently prioritized for health care workers and first responders.

What is the protocol for commercial transportation if mechanical equipment is needed for power plant operations?

- “Essential Travel” includes any travel related to the provision of or access to Essential Activities.
- Individuals engaged in any Essential Travel must comply with all Social Distancing Requirements as defined in the Executive Order.
- Transportation of mechanical equipment necessary for plant operations will still be allowed.
Will rail carriers be subject to the movement and business restrictions?
- Individuals employed by, contracted with, or operating on behalf of railroads are not subject to the movement and business operations restrictions when providing products and services necessary to maintain safe and efficient train operations in the furtherance of community relief and sustained supply chains.

Will the vendors or contractors relied upon by public utilities and other utility service providers be subject to movement and business operations restrictions?
- Individuals employed by or working on behalf of establishments that provide parts, repair and service, fuel, security, or other products or services necessary for the operation of “essential infrastructure” or electrical generation are not subject to these restrictions.
- This includes, but is not limited to, individuals employed by entities that sell any of the following to essential businesses or infrastructure: IT and telecommunication equipment; electrical, plumbing and heating materials; automotive fuel; domestic fuel.

What other guidance do you have for utility companies and their workers?
- If you must do work at a customer's home, practice social distancing.
- If you are sick and have respiratory symptoms, such as fever, cough, and shortness of breath, stay home unless you need medical attention. Remain in your home until you feel better and have no symptoms.
- Keep in mind there is no treatment for COVID-19 and people who are mildly ill can isolate at home. While at home, as much as possible, stay in a specific room and away from other people.
- Those who need medical attention should contact their health care provider who will evaluate whether they can be cared for at home or need to be hospitalized.
- Additional guidance can be found on DPH's site: http://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus

Will collateral recovery agencies be subject to the movement and business restrictions?
- Yes. Under the Governor’s Executive Order 2020-16, repossession of vehicles has been deemed contrary to the interest of preserving public health and should be suspended while the Order is in effect.

Will relocation towers be subject to the movement and business restrictions?
- Reclamation towing from private property may only occur in relation to maintaining the essential operation of residences, activities, and businesses and operations as defined under the Executive Order.

Will safety towing of damaged or disabled vehicles from public roadways be subject to the movement and business restrictions?
- No. Towing damaged or disabled vehicles from public roadways is necessary for essential travel.
Enclosure 4.

Exam Kit Return Procedures.

Exam Kit Return Procedures
After received in 1172

Safety guidelines:
✓ Wear disposable gloves provided to wipe down outside of exam kit prior to opening.
✓ Use disinfectant wipes for cleaning/disinfecting surfaces and non-porous items (pencils, pens, etc.) inside the exam kit.
✓ Wipe counter upon completion of each unpacking and discard disinfectant wipe.
✓ Gloves should be discarded after cleaning each individual kit.
✓ Clean hands immediately after gloves are removed.
Enclosure 5.

CDC Cleaning Procedures.

Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.

Disinfecting works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection. Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

- Additional key times to clean hands include:
  - After blowing one’s nose, coughing, or sneezing.
  - After using the restroom.
  - Before eating or preparing food.
  - After contact with animals or pets.
  - Before and after providing routine care for another person who needs assistance such as a child.
Enclosure 6.

**IFSI Student Medical Screening Form (sample)**

IFSI Student Medical Screening Form

Date:  
Student name:  
Class:  
Department:  

Note: Student should monitor themselves for symptoms of COVID-19 (e.g., cough, shortness of breath, sore throat, muscle aches, feels ill) as a matter of daily practice.

Once completed, these forms will be put in to the course or student file, whichever is appropriate.

<table>
<thead>
<tr>
<th>Have you experienced any of the following symptoms?</th>
<th>□ Yes □ No □ Unk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fever &gt;100.4F (38C)</td>
<td></td>
</tr>
<tr>
<td>Subjective fever (felt feverish)</td>
<td></td>
</tr>
<tr>
<td>Chills</td>
<td></td>
</tr>
<tr>
<td>Sore throat</td>
<td></td>
</tr>
<tr>
<td><strong>Cough (new onset or worsening of chronic cough)</strong></td>
<td></td>
</tr>
<tr>
<td>Shortness of breath (dyspnea)</td>
<td></td>
</tr>
<tr>
<td><strong>Sudden Loss of Taste and Smell</strong></td>
<td></td>
</tr>
<tr>
<td>Muscle aches (myalgia)</td>
<td></td>
</tr>
<tr>
<td>Runny nose (rhinorrhea)</td>
<td></td>
</tr>
<tr>
<td>Nausea or vomiting</td>
<td></td>
</tr>
<tr>
<td>Headache</td>
<td></td>
</tr>
<tr>
<td>Abdominal pain</td>
<td></td>
</tr>
<tr>
<td>Diarrhea (≥3 loose/looser than normal stools/24hr period)</td>
<td>□ Yes □ No □ Unk</td>
</tr>
</tbody>
</table>

Other, specify:

Items in **red** will require notification of Chief Tom Shubert. In the event, Chief Shubert is not available, contact Deputy Director Keiken or Associate Director Brauer for further guidance.

In the event, a student develops fever or respiratory symptoms, they must notify the lead instructor immediately to determine whether a medical evaluation is needed.

**If a student's body temperature is at or above 100.4 degrees Fahrenheit, or other positive findings, the students must be sent home immediately, and formal medical evaluation must**
be completed before return to class. (Department shall be notified of IFSI findings and specifics needed to return to class)

**Note:**
Fever is either measured temperature >100.0°F or subjective fever. Fever may be intermittent or may not be present in some individuals, such as those who are elderly, immunosuppressed, or taking certain medications (e.g., NSAIDs). Clinical judgment should be used to guide in such situations.

Respiratory symptoms consistent with COVID-19 are cough, shortness of breath, and sore throat.

Medical evaluation may be recommended for lower temperatures (<100.0°F) or other symptoms (e.g., muscle aches, nausea, vomiting, diarrhea, abdominal pain, headache, runny nose, fatigue) based on the assessment by IFSI staff.

**Medical Screening Decision Tree.**

[Diagram showing decision tree with options such as Good to Go, Isolate from others immediately, Notify Chief Shubert, Further Eval, etc.]

*If Chief Shubert not available contact Deputy Director Krilen or Associate Director Brauer for further guidance.*
Enclosure 7.

**IFSI Site Cleaning and Disinfection Procedures.**

**Background**

There is much to learn about the novel coronavirus (SARS-CoV-2) that causes coronavirus disease 2019 (COVID-19). Based on what is currently known about the virus and about similar coronaviruses that cause SARS and MERS, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets, but disease transmission via infectious aerosols is currently uncertain. Transmission of SARS-CoV-2 to persons from surfaces contaminated with the virus has not been documented. Transmission of coronavirus, in general, occurs much more commonly through respiratory droplets than through fomites. Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

It is unknown how long the air inside a room occupied by someone with confirmed COVID-19 remains potentially infectious. Facilities will need to consider factors such as the size of the room and the ventilation system design (including flowrate [air changes per hour] and location of supply and exhaust vents) when deciding how long to close off rooms or areas used by ill persons before beginning disinfection. Taking measures to improve ventilation in an area or room where someone was ill or suspected to be ill with COVID-19 will help shorten the time it takes respiratory droplets to be removed from the air.

**Purpose**

This guidance provides recommendations on the cleaning and disinfection of rooms or areas occupied by those with suspected or with confirmed COVID-19. It is aimed at limiting the survival of SARS-CoV-2 in key environments. These recommendations will be updated if additional information becomes available.

**Definition**

- Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- Disinfecting works by using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

**Routine cleaning and disinfection of surfaces and areas**

- High touch surfaces include:
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

**Hard (Non-porous) Surfaces**
If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available. Follow the manufacturer’s instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.

Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer’s instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application.

Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Prepare a bleach solution by mixing:
- 5 tablespoons (1/3 cup) bleach per gallon of water or
- 4 teaspoons bleach per quart of water

**Soft (Porous) Surfaces**
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  - If the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely.
  - Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces

**Electronics**
For electronics such as tablets, touch screens, keyboards, and remote controls, remove visible contamination if present.
- Follow the manufacturer’s instructions for all cleaning and disinfection products.
  - Consider use of wipeable covers for electronics.
  - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

**Linens, Clothing, and Other Items That Go in the Laundry**
- To minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people’s items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.
Personal Protective Equipment (PPE) and Hand Hygiene

- The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves (and gowns if COVID is suspected) for all tasks in the cleaning process, including handling trash.
  - Gloves (and gowns) should be compatible with the disinfectant products being used.
  - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of a splash.
  - Gloves (and gowns) should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean your hands after removing gloves.
  - If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterward. Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE, such as a tear in gloves or any other potential exposures to their supervisor.

Cleaning Staff and Others Should Clean Hands Often,

- Including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds (is optimal).
- If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used.
- However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
  - Additional key times to clean hands include:
    - After blowing one’s nose, coughing, or sneezing.
    - After using the restroom.
    - Before eating or preparing food.
    - After contact with animals or pets.
    - Before and after providing routine care for another person who needs assistance such as a child.

Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment (like tablets, touch screens, keyboards, mice, and
remote controls) used by the ill persons, focusing especially on frequently touched surfaces as detailed above.
Enclosure 8.

Symptomatic Student and Staff Protocol.

Students or staff who have symptoms (i.e., fever, cough, or shortness of breath) should notify IFSI (Supervision/Instructor) and stay home.

Students or staff who appear to have symptoms upon arrival at IFSI or who become sick during the day they will be immediately be separated from other students or staff and sent home.

Symptomatic individuals will not be allowed to return until they can provide medical clearance of COVID-19.

If a student or staff member is confirmed to have COVID-19 infection, IFSI will inform anyone possibly exposed to that individual (and their department if student) of their possible exposure to COVID-19.

IFSI will advise exposed individuals to follow the CDC Public Health Recommendations for Community-Related Exposure and that they should contact their own medical provider for further guidance.

CDC’s recommendations for community-related exposures are provided below. Individuals should always follow guidance of the state and local authorities.

Current guidance based on community exposure, for asymptomatic persons exposed to persons with known or suspected COVID-19 or possible COVID-19

<table>
<thead>
<tr>
<th>Person</th>
<th>Exposure to</th>
<th>Recommended Precautions for the Public</th>
</tr>
</thead>
</table>
| - Household member  
- Intimate partner  
- Individual providing care in a household without using recommended infection control precautions  
- Individual who has had close contact (< 6 feet)** for a prolonged period of time *** | - Person with symptomatic COVID-19 during period from 48 hours before symptoms onset until meets criteria for discontinuing home isolation (can be a laboratory-confirmed disease or a clinically compatible illness in a state or territory with widespread community transmission) | - Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times  
- Self-monitor for symptoms  
  - Check temperature twice a day  
  - Watch for fever*, cough, or shortness of breath  
- Avoid contact with people at higher risk for severe illness (unless they live in the same home and had same exposure) |
<table>
<thead>
<tr>
<th>All U.S. residents, other than those with a known risk exposure</th>
<th>Possible unrecognized COVID-19 exposures in U.S. communities</th>
<th>Follow CDC guidance if symptoms develop</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Be alert for symptoms</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Watch for fever*, cough, or shortness of breath</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Take temperature if symptoms develop</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Practice social distancing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Maintain 6 feet of distance from others</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Stay out of crowded places</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Follow CDC guidance if symptoms develop</td>
<td></td>
</tr>
</tbody>
</table>
Enclosure 9.

Signage examples.

Signage

**IFSI Facility Visitor Guidance**

COVID-19 is a new disease caused by a novel coronavirus. Please take the following precautions to help protect our facility and community.

- People with fever, cough, sore throat or other flu-like symptoms are not permitted to visit.
- People who have traveled to a high-risk area for COVID-19 or had contact with a person known to be infected with COVID-19 are not permitted to visit.

**As a healthy visitor, please follow these recommendations:**

- Wash your hands with soap and water or alcohol-based hand cleaner before and after your visit.
- Cover your sneeze or cough with your elbow or a tissue.

These guidelines are to protect our facility and firefighters. IFSI appreciates your understanding and cooperation.

**DID YOU WASH YOUR HANDS?**

Handwashing helps prevent the spread of germs, viruses, and carcinogens. Wash your hands regularly throughout the day and after any contact with turnout gear, equipment, and prior to and after eating/drinking or using the bathroom.

---

**Stay Healthy**

- **Six Feet**
  - Maintain Approximately Six Feet of Distance from Others
Enclosure 10.

- **Respiratory Protection and SCBA Procedures.**
  
  - Facilities Staff will be on-site for all classes that use SCBA. All check-in or checkout will be handled by staff in 1172. The Facilities Operations Specialist in 1172 is the primary contact. The “meth lab” will no longer be used for checking out or returning SCBA.
  - SCBA quantities must be requested in RMS by the class coordinator at least one week in advance to ensure an adequate supply. Persons requesting SCBA by email or other means will be directed to use the RMS system.
  - All SCBA are expected to be returned on the last day of class unless additional arrangements are made at the time of check-out.
  - Employees who are working multiple classes may check-out units for an extended period, but ALL SCBA must be returned in June and December for annual testing and maintenance. It is the responsibility of the user to return the SCBA in these months.
  - The SCBAs will be checked out individually to the user rather than to a group/class.
    - If you need a specific mask size, indicate that at the checkout, and it will be provided. Otherwise, a standard large is provided.
  - It is the responsibility of the employee to whom the SCBA is issued to report any issues with the equipment, and to return the same harness, mask, and cylinder that were checked out to them. There are red numbers on the harness and cylinder that are used to identify them.
  - IFSI staff are NOT to share SCBA.
  - SCBA return to 1172 procedure:
    - Class coordinators should notify the staff in 1172 when to expect SCBA returns.
    - Staff should NOT enter 1172 with used SCBA.
    - Notify the staff in 1172 that you are returning the SCBA. If no staff are present, indicate the mask, bottle, and harness you are returning on the clipboard.
    - Break down the SCBA into the harness, mask, and cylinder and place each of the three components in the corresponding labeled areas outside 1172.
    - If repairs are needed, return the SCBA to 1172 using the same procedure listed above, and another unit will be checked out in its place. Only return the part of the SCBA, which needs to be replaced. Use an IFSI repair tag to indicate what is wrong with the unit.
    - Questions should be directed to:
      - Jeff Lattz
      - Grant Gula
• Paul Zientek
• Caiden Foil

- Students will help with breaking down equipment for sanitation (i.e., SCBA, disconnecting harnesses, etc.)
Enclosure 11.

Face Covering, Social Distancing and Hand Hygiene Guidelines for IFSI-Champaign.

As office staff, instructors, and students slowly return to IFSI (Champaign campus), it is important that we all understand and execute proper COVID-19 risk mitigation procedures. Face coverings, social distancing, and hand washing/sanitization are basic and essential to our success. Our adherence to these procedures will directly impact our ability to keep each other as safe as possible.

These are not the only measures being taken to assure a safe and clean environment. Yet they are the foundation of our efforts and will be used in combination with additional cleaning, sanitizing, and physical barriers. Ultimately, maintaining the health of our students and employees relies on multiple redundant layers.

The intent is to strike a responsible balance between staff protecting ourselves and others, acknowledging that we have staff coming in from all parts of the state, and our need to return to safely delivering realistic and effective training.

To make a clear delineation between the different needs and types of staff, this document will use two broad categories. Staff who are directly involved in instruction on the grounds and are interacting with students will be referred to as instructional staff, and persons who are largely in administrative, support, or facilities roles are non-instructional staff. Persons who work in both roles will adhere to the guidance for the role they are engaged in at a given time.

All IFSI personnel regardless of their role will wash their hands regularly and use hand sanitizer regularly---particularly after touching common areas.

Regardless of their role at IFSI, persons who are experiencing any symptoms of COVID should remain at home and contact their personal health care provider for guidance on testing. No persons with COVID-specific symptoms will be admitted to the IFSI facilities or grounds. Persons with general signs of illness may be subject to additional isolation and screening.

**Instructional Staff.** Our students and many of our instructional staff are engaged as first responders in different parts of Illinois and are travelling and regularly engaging with potentially ill members of the public due to the nature of the work protecting and taking care of Illinois residents. To mitigate the risk of COVID spread during classes, instructional staff (and students) should follow these guidelines:

- Face coverings should be worn at all times when indoors.
- Face coverings should be worn at all times when outdoors and unable to maintain a minimum of a 6-foot radius around each person. When the 6-foot barrier needs to be broken between instructors and students, face coverings will be worn.
- In classroom settings, the instructor may employ social distancing and substitute a physical barrier (think plexiglass) for a face covering, but students should continue to wear face coverings in the classroom.
- Persons who are in instructional staff roles should avoid the areas where non-instructional staff work. Specifically, instructional staff and students will only entire building 0294 or the LRRC for a specific work-related purpose. When doing so the minimum number of personnel needed to accomplish the task should entire and face covering/social distancing procedures will be followed.
  o Note: This procedure is not meant to be punitive or discriminatory. It simply acknowledges the reality that most if not all of our instructional staff and students are 1st responders with a high likelihood of encountering a COVID positive individual in the normal course of executing their day-to-day fire service duties away from IFSI. And as such, minimizing contact with non-instructional staff is prudent.

Non-Instructional Staff. Our non-instructional staff are typically not first responders and are not directly engaging in instruction. They are generally travelling from home to IFSI and back and can ensure social distancing and adhere to the stay-at-home order at other times. To mitigate the risk of COVID spread in non-instructional roles, staff should follow these guidelines:

- Face coverings should be worn when the employee is NOT alone in an office or work area AND unable to maintain a six-foot distance between themselves and other employees. Examples include:
  o Two people meeting in an individual office and able to maintain a six-foot distance- face coverings not required.
  o Two people meeting in an individual office and NOT able to maintain a six-foot distance- face coverings are required.
  o Any person moving around an indoor area when others are present in the building- face coverings are required.
  o Multiple staff involved in cleaning or maintenance and able to maintain a six-foot radius- face coverings not required.
  o Multiple staff involved in cleaning or maintenance and NOT able to maintain a six-foot radius- face coverings required.

- All rooms at IFSI will have signage to indicate the maximum number of unmasked persons. If that maximum is exceeded OR if each person is not seated or able to maintain a six-foot radius, face coverings are required.

- Non-instructional staff in higher-traffic areas also have plexiglass barriers installed as additional risk mitigation separation barriers.

Finally, these guidelines are the basics common to all. A more comprehensive policies and procedures document will be published soon.
Enclosure 12.

**IFSI Student guidance for COVID-19 Mitigation.**

In preparation for delivering training in the COVID-19 world, IFSI has developed training for students, instructors, and staff.

As part of this, you need to review the Student “COVID-19 Training at IFSI” video.

It is important to understand that COVID-19 is a real threat. It can be devastating for the public, the fire service, and what we do at IFSI. Do not take anything for granted.

To mitigate the risk to students and staff, we have implemented a number of practices that must be followed.

First and foremost is **wash your hands frequently** throughout the day with soap and water. Hand sanitizer is not a replacement for hand washing.

Second is **don’t come to IFSI or an IFSI class if you are sick** or have any of the symptoms of COVID-19.

This include:

- Fever >100.4F (38C)
- Subjective fever (felt feverish)
- Chills
- Sore throat
- Cough (new onset or worsening of chronic cough)
- Cough when taking a deep breath
- Shortness of breath (dyspnea)
- Sudden Loss of Taste and Smell
- Muscle aches (myalgia)
- Runny nose (rhinorrhea)
- Nausea or vomiting
- Headache
- Abdominal pain
- Diarrhea (≥ 3 loose/looser than normal stools/24hr period)

It is not worth the risk of exposing others if you don’t feel well.

Everyone at or attending an IFSI class will need to be screened for symptoms upon their arrival at IFSI or class.

A student attending class at IFSI will enter through the gate between the Fire Station and 294 and receive a screening. This will be the only entrance for students the grounds or IFSI classrooms. No exceptions.
If you are positive for any priority (red) symptoms, you will need to leave and not return till you have a release from your medical provider.

**Procedure for entry to class**

Upon entry to IFSI/Class site, disinfect your hands with the hand sanitizer provided and remember to wash your hand frequently throughout the day.

*A simple mask will always be worn* while at IFSI.

We ask that students do not travel beyond classrooms and restrooms in the building.

Classrooms are configured to maintain 6 feet distance between individuals, and a simple mask will be worn. **This is required.**

During training, whenever possible, 6 feet distance should be maintained. When breaking the 6-foot barrier to interact with students/staff wearing a mask is required.

No eating or drinking will be allowed in the classroom.

At the end of the day, students will wipe down their area with disinfectant wipes. Each night the classroom will be further cleaned by staff. We will need everyone's assistance in maintaining the cleanest environment possible.

Equipment will be cleaned and disinfected daily with provided cleaning solutions.

All of these actions are to provide the safest environment for students and staff at IFSI and must be followed.

Please contact your Instructor if you have specific questions.

Working together, we can continue to provide the best and safest training possible for firefighters.
Enclosure 13.

**IFSI Instructor guidance for COVID-19 mitigation.**

In preparation for delivering training in the COVID-19 world, IFSI has developed training for students, instructors, and staff.

As part of this training, as instructors need to review the Student “COVID-19 Training at IFSI” video.

Review the Director's guidance memo **IFSI Resumption of Operations in the COVID-19 Environment.**

It is important to understand that COVID-19 is a real threat. It can be devastating for the public, the fire service, and what we do at IFSI. Do not take anything for granted.

To mitigate the risk to students and staff, we have implemented a number of practices that must be followed.

First and foremost is **wash your hands frequently** throughout the day with soap and water. Hand sanitizer is not a replacement for hand washing.

Second is **don’t come to IFSI or an IFSI class if you are sick** or have any of the symptoms of COVID-19.

This includes:

- Fever $>100.4\, ^\circ F \, (38C)$
- Subjective fever (felt feverish)
- Chills
- Sore throat
- Cough (new onset or worsening of chronic cough)
- Cough when taking a deep breath
- Shortness of breath (dyspnea)
- Sudden Loss of Taste and Smell
- Muscle aches (myalgia)
- Runny nose (rhinorrhea)
- Nausea or vomiting
- Headache
- Abdominal pain
- Diarrhea ($\geq 3$ loose/looser than normal stools/24hr period)

It is not worth the risk of exposing others if you don’t feel well.

Everyone at or attending an IFSI class will need to be screened for symptoms upon their arrival at IFSI or class. Staff will self-assess and disinfect their hands upon arrival at IFSI/Class.
A student attending class at IFSI will enter through the gate between the Fire Station and 294 and receive a screening. This will be the only entrance for students to the grounds or IFSI classrooms. No exceptions.

Staff can enter through the gate or door of 294 or at the LLRC. Upon entry, there will be a sign-in/staff check-in form to acknowledge you have no COVID-19 symptoms, and you will document your temperature using the thermometer provided.

If you are positive for any priority (red) symptoms, you will need to leave and not return until you have a release from your medical provider.

Students positive will also need to provide a medical release to return.

**What happens if I get sick?**

If you get sick while working at IFSI, you follow the existing procedures for sickness and injury.

- Seek medical attention as needed.
- Report it to your Program Manager or Program Director,
- Complete the [University of Illinois First Report of Injury/Illness](https://www.fsi.illinois.edu/resource_center/staff/policies/view.cfm?pp_id=103) form (within 24 hours),
- Submit the completed form to Valerie Eaton in HR.

It’s then processed by the University’s Office of Workers’ Compensation and Claims Management.

Details are critical. Complete the paperwork as soon as an issue is identified. Delays can create problems and tracking the possible source. Provide as much detail as possible in your reporting, more info and details are better.

440.1 Workman's Comp Claims Procedure:

https://www.fsi.illinois.edu/resource_center/staff/policies/view.cfm?pp_id=103

**Procedures for entry to class**

Upon entry to IFSI/Class site, disinfect your hands with the hand sanitizer provided and remember to wash your hands frequently throughout the day.

A simple mask will always be worn while at IFSI.

We ask that students do not travel beyond classrooms and restrooms in the building. Instructors should limit time in admin or offices to a minimum time required to accomplish the intended purpose. During this time, to reduce their risk and your risk of exposure, avoid socializing, or just visiting. No more than one person at a time when conducting business with others.
Classrooms are configured to maintain 6 feet distance between individuals, and a simple mask will be worn. This is required.

During training, whenever possible, 6 feet distance should be maintained. When breaking the 6-foot barrier to interact with students/staff wearing a mask is required.

Consider opening windows in the room to improve ventilation.

No eating or drinking will be allowed in the classroom.

At the end of the day, students and staff will wipe down their area with disinfectant wipes. Each night the classroom will be further cleaned by staff. We will need everyone’s assistance in maintaining the cleanest environment possible.

Equipment will be cleaned and disinfected daily with provided cleaning solutions.

All rooms use need to be pre-scheduled to ensure the room is clean before use. Request any equipment via RMS to ensure it is clean, and for IFSI tracking. SCBA will be issued to individuals from 1172 for use and not shared. Once a class is complete, return the SCBA to 1172 for disassembly and cleaning before re-use.

All of these actions are to provide the safest environment for students and staff at IFSI and must be followed.

Please contact your Program Manager or Director if you have specific questions.

Working together, we can continue to provide the best and safest training possible for firefighters.