



ADMINISTRATIVE MEMO #20-09

MEMO TO: All IHLS Staff

FROM: Leslie Bednar

Date: July 31, 2020

RE: Self-Quarantine/Travel Policy—COVID-19 Update #8

*This is an update to the self-quarantine procedure shared with staff on July 13, 2020. All new information appears in italics.*

In an effort to maintain a safe environment for all staff, effective *July 31, 2020*, IHLS staff members who travel to, or host visitors from, states seeing a surge in COVID-19 cases will be asked to self-quarantine for 14 days prior to returning to work in an IHLS office. As of July 31, 2020, those states included on the website from the city of Chicago are:

Alabama	<i>Kansas</i>	<i>Oklahoma</i>
Arkansas	Louisiana	South Carolina
Arizona	Mississippi	Tennessee
California	<i>Missouri</i>	Texas
Florida	<i>Nebraska</i>	Utah
Georgia	North Carolina	<i>Wisconsin</i>
Idaho	<i>North Dakota</i>	
<i>Iowa</i>	Nevada	

This list is revised each Tuesday and can be found at:

<https://www.chicago.gov/city/en/sites/covid-19/home/emergency-travel-order.html>

*The addition of Missouri to the list today warranted an updated memo, as it is rather close geographically to our Carbondale and Edwardsville offices. In fact, we have staff with family members who work in Missouri and travel home to Illinois each day. In this instance, staff will:*

*--limit interactions to those that are work-related as much as possible*

*--follow all recommended safe health guidelines and monitor any symptoms that may occur*

***As always there are exceptions for travel for medical care. In this and every situation, we rely on the good judgement of our staff above all.***

We all have different levels of comfort during this unprecedented time. Phase Four of Governor Pritzker's [Restore Illinois Plan](#) still encourages remotely working when/if possible. IHLS also encourages continued remote working. Unfortunately, if a staff

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member is self-quarantining and there is no way to handle job duties from home, the staff member will not be compensated for regular hours worked during their 14-day quarantine. If available, the staff member may utilize accrued and unused personal and vacation time during this period.

The delivery department is a bit different. If you are a member of the delivery department and have visited one of the high-risk states (or have hosted visitors from one of those states), please contact your manager. There is a possibility of staggering your hours to allow you to work in isolation during the two weeks of quarantine time. This is not guaranteed, and we will work to accommodate staff if possible.

Thank you. Together we will navigate these times while IHLS makes every attempt to ensure the health and safety of its employees.