

## Anixter Center COVID-19 Staff Protocols

In an effort to keep the Anixter Center community safe and healthy, we follow the guidance of the Illinois Department of Public Health, local health departments, public health partners throughout Illinois, and federal agencies, including the Centers for Disease Control and Prevention (CDC) with regards to managing COVID-19 and its variants. The following summary information is presented in support of the efforts of our many dedicated staff serving on the frontlines of this pandemic to provide much-needed services and supports to our constituents. All others should refer to the aforementioned expert agencies and/or their medical providers for guidance.

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### PREVENTION

All Anixter Center visitors and staff are required to take the following prevention measures.

- Hand Washing – Wash often for at least 20 seconds with soap and water.
- Facial Contact – Do not touch your eyes, nose or mouth.
- Sick People – Avoid close contact with sick people.
- Social Distance – Maintain at least 6 feet of distance from others.
- Remote or Virtual Work – When possible, hold meetings and/or complete work virtually.
- Wear Masks – Wearing a mask helps to protect others in the community. Personal Protective Equipment (PPE) is provided at each location. Make sure your mask [fits right](#), covering both your mouth and nose. It is advised that you wear:
  - A surgical mask and layer a cloth mask over it, or
  - Wear two surgical masks, or
  - Wear a N95 or KN95 mask.

Masks must be worn at all times, even if you are in an open or shared workspace, you must properly wear a mask. If you notice staff or participants not following the mask or distancing rules, contact the supervisor of the department

- Large Gatherings – Do not attend any gatherings with 50 or more people
- Disinfect - Follow the cleaning schedule posted at your work location
- Travel – Unvaccinated individuals should not

## **MONITORING**

Anixter center has implemented the following activities to help community members including visitors and staff regularly monitor their health.

Staff who are on site at an Anixter Center location or doing work on behalf of Anixter Center (employment site, work in non-Anixter residences, counseling in nursing homes, case management...) must complete the screening for symptoms.

Staff must report their temperature and answer other relevant screening questions via the form found at the link or by scanning the code:

<https://forms.office.com/r/FQatMdGmT3>



You will enter your name, date, time, and temperature. Then select Yes or No regarding whether or not you are experiencing NEW or worsening COVID-19 symptoms. Based on your responses, you and your supervisor will receive an email either stating you are cleared to work, or you are not cleared to work.

**If you are not cleared to work, you must immediately contact your supervisor for next steps.**

## **VISITORS**

Visitors to any Anixter Center location is highly discouraged, if there is an urgent reason for a visitor, the employee who is meeting with the visitor is responsible for checking temperature and symptoms.

Ideally, all visitors demonstrate a negative COVID test within 48 hours of being on site. Staff are to follow the monitoring process identified for visitors at their individual work location.

- Temperature Check– All sites require community members to verify that their temperature is below 100.4 degrees upon entering the site. Temperature must be documented on the temperature check form.

- Self-certify – Have visitors complete the **Visitor COVID-19 Self-Certification and Verification Form** and place in the safety log. Visitors are allowed indoors at Anixter Center locations if proof of vaccination can be demonstrated. If not, visits must be conducted outdoors – either way masks will be required.

Planned visits to any residential settings will require a negative COVID test before entry. If a resident goes to visit others, they will be assessed for risk by the RSM or house manager and if the individual served is exposed to a person who is COVID positive or is displaying symptoms, a negative test result is required before coming back to the residential setting.

## **EXPOSURE**

Staff who have come in close contact risk becoming infected with COVID-19. Close contact is described as:

- Living with someone with COVID-19
- Caring for someone with COVID-19
- Being within 6 feet of someone with COVID-19 for 15 minutes or more over a 24-hour period
- Being within 6 feet of someone in the 48 hours before someone with COVID-19 develops symptoms
- Being in direct contact with secretions from someone with COVID-19

## **SYMPTOMS**

People with COVID-19 have a wide range of symptoms ranging from mild to severe. Symptoms may appear 2-14 days after exposure to the virus. Symptoms may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Look for emergency warning signs\* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

### **QUARANTINE OR SELF-ISOLATION DEFINITION OF TERMS**

Staff need to further monitor their symptoms via quarantine or self-isolation in the following circumstances:

- **Quarantine**
  - You do not have any symptoms of COVID-19, or
  - You have travelled to areas where COVID-19 positive cases are high, or
  - You may have been exposed to COVID-19
  - Continued symptom monitoring and masking through Day 10 is required.
    - **Quarantine** (no symptoms and no positive test) can end after Day 5 without testing and if no symptoms have been reported during daily monitoring and a negative test.
    - **Booster Shots:** Individuals who have received their booster shot do not need to quarantine following an exposure and a negative test.
  
- **Self-Isolation**
  - You have symptoms of COVID-19, or
  - You have a positive test result for COVID-19
    - **Self-Isolation** (symptoms and/or positive test) can only end after 10 days and if no symptoms are present and a negative test.

Staff who have had COVID-19 in the past 3 months or who are fully vaccinated must also follow the above quarantine or self-isolation procedures and/or documented recommendations from their healthcare provider.

**In all cases, continued symptom monitoring and masking at all times, not just at work, through Day 10 is required.**

### **TRAVEL**

These general rules should be followed regarding travel.

Do NOT travel if...

- You have been exposed to COVID-19, unless you are fully vaccinated or recovered from COVID-19 in the past 90 days.
- You are sick.
- You tested positive for COVID-19 and haven't ended isolation (even if you are fully vaccinated).

- You are waiting for results of a COVID-19 test. If your test comes back positive while you are at your destination, you will need to isolate and postpone your return until it's safe for you to end isolation. Your travel companions may need to self-quarantine.
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The Emergency Travel Order has not been downgraded to an Advisory.

Staff who engage in activities outside their home are expected to use caution and follow the **COVID Policy & Procedure: Emergency Travel Order and Quarantine**. Highlights of the policy include:

- Maintaining open communication with supervisors about time away from work including travel to a state identified as a COVID-19 hot spot.
- Mandatory quarantining according to local, state, or federal guidelines after travel before returning to work. In the absence of those guidelines being published, quarantining for a minimum of 5 days and getting a negative test result before returning to work.
- Ensuring you have not been exposed to COVID-19, have no symptoms of COVID-19, follow universal precautions, and did not visit a emergency room or have a hospital stay.

The City of Chicago maintains a color-coded system to aid in understanding the travel ban. Steps to follow the order include:

1. Avoid all non-essential travel.
2. When planning essential travel, review the [CDPH Travel Order](#) state list.
3. Adhere to masking rules: Masks are required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.
4. It is recommended that you bring a copy of your COVID-19 vaccination records while traveling.

## TESTING

Staff who have been [exposed](#) to COVID-19 by coming in close contact as defined above need to be tested. They should immediately notify their manager of the exposure and follow the steps below. Test results are usually returned within 24-72 hours. Results must be reported to HR before returning to work. All medical information is protected by HIPAA and is confidential. All other information will be shared on a "need to know" basis. No one will be retaliated against for their medical condition or perceived medical condition.

- Staff are free to go to any testing facility of their choosing at any time, including their own Primary Care Physician. If staff carry the BCBSIL HMO, testing can be covered at 100% with a referral when using an in-network provider. Please consult with your PCP and medical group.
- Staff who may have been exposed at work have the option to make an individual appointment online with the Physicians Immediate Care Clinic at <https://physiciansimmediatecare.com/>. An **authorization form**, which can be obtained by your manager, will be required. Anixter covers the cost of this test.
- On occasion, multiple staff may have been exposed at work and need to be tested. In this case, testing will be completed on-site by Star Labs. Your manager will work with HR to get the tests scheduled. A **request form** will need to be completed, faxed and emailed to Star Labs. Be sure to list the address of the test location on the form as the address. Their fax number is 847-807-

4403, and their email address is [ctherapycare@gmail.com](mailto:ctherapycare@gmail.com). Star Labs bills the employee's insurance for the COVID-19 test. In the event insurance will not cover the test, an ID and a social security number must be provided so that the testing will be charged to a Government program.

- Other testing options include CVS, Walgreens, Howard Brown and Project Vida, Northshore, Midwest Express Clinics, Norwegian American Hospital, Swedish Hospital, Loop Medical Centers, and Prism Health Lab. Please consult your doctor or look online for more COVID-19 testing options in your area.
  - <https://www.chicago.gov/city/en/sites/covid-19/home/covid-testing.html>
  - <https://www.cvs.com/minuteclinic/covid-19-testing>
  - [https://www.walgreens.com/findcare/covid19/testing?ban=covid\\_vanity\\_testing](https://www.walgreens.com/findcare/covid19/testing?ban=covid_vanity_testing)

### **POSITIVE COVID-19 CASES**

Since the beginning of the pandemic, the Anixter Center community has experienced some positive COVID-19 cases. Staff are strongly encouraged to focus on getting well and seek the guidance of a medical provider. There are two options regarding work: continue to work or discontinue working.

- Continuing to work
  - Based on the guidance received from the medical provider, staff may either self-isolate or return to work. If self-isolating and work can be done from home, then staff should work from home.
  - Staff will be contacted by a member of HR to explain FMLA and their pay options.
- Discontinued work
  - Based on the guidance received from the medical provider, staff may choose to remain off work.
  - Staff will be contacted by a member of HR to explain FMLA and their pay options.

### **CONTACT TRACING AND DUTY TO INFORM**

Contact Tracing involves identifying people who have COVID-19, the people who they have come in contact with, and working to stop the spread of the disease. This includes asking people to quarantine or self-isolate.

- Your manager will ask you several questions to determine who else needs to be notified in the Anixter Center community.
  - Does the employee have another job?
  - What other employees work at the home?
- The public health department may also contact you for official public health contact tracing.

We are required to let staff know if there is either a known or suspected health risk. In this case it can be when either a house or a co-worker is suspected or has a confirmed positive COVID-19 case. Your manager will complete the **Duty to Inform** form for your file.

- Script for a suspected case: *I need to let you know that a co-worker/resident said they are feeling ill and are currently seeking medical attention/self-isolating. We encourage you to continue to follow all of our safety protocols and cleaning requirements. As soon as we have more information or a diagnosis, we will let you know. Do you have any questions for me?*

- Script for a confirmed case: *I need to let you know that a co-worker/resident has tested positive for the COVID virus. They are currently treating. How are you feeling? As soon as we have more information or a diagnosis, we will let you know.*

### CLEANING AND SAFETY TIPS

- To limit the spread of COVID-19, follow the cleaning schedule posted at your work location. The ultimate goal is to disinfect the workspace.
  - Wear gloves
  - Use cleaners certified to kill COVID-19
  - Remove dust and dirt before disinfecting
  - Let the disinfectants sit wet on the surface according to the label before wiping
  - Store cleaners appropriately

### RETURNING TO WORK

There are four categories used in order to determine when and if someone who has been exposed and/or tested positive can return to work:

1. The medical provider has cleared the person to return to work.
2. Staff who have had COVID-19 in the past 3 months or who are fully vaccinated must also follow the below quarantine and self-isolation procedures and/or documented recommendations from their healthcare provider.
3. The guidance from IDPH says they can return to work.
4. They have quarantined or self-isolated (symptoms and/or positive test) for the required number of days and are not exhibiting any symptoms. **In all cases, continued symptom monitoring and masking at all times, not just at work, through Day 10 is required.**
  - a. **Quarantine** (no symptoms and no positive test) can end after Day 5 without testing and if no symptoms have been reported during daily monitoring and a negative test.
  - b. **Self-Isolation** (symptoms and/or positive test) can only end after 10 days and if no symptoms are present and a negative test.
  - c. **Booster Shots:** Individuals who have received their booster shot do not need to quarantine following an exposure and a negative test.

Retesting may or may not be ordered by the medical provider. If retesting is ordered,

- Staff must receive a negative test result and be asymptomatic before returning to work. An additional test can be obtained by following the [testing](#) procedures outlined above.
- Staff with a positive test result should consult with a physician to determine when to get retested. The timeframe for retesting is dependent upon several factors including severity of symptoms, use of medications, and whether the staff is immunocompromised.
- Generally, retesting may be done when you have no fever, respiratory symptoms have improved, and at least 5 days has passed since your symptoms first appeared. Or if asymptomatic, 5 days has passed since your positive test.

- Staff who have had COVID-19 in the past 3 months or who are fully vaccinated must follow the above testing procedures and/or documented recommendations from their healthcare provider.
- The result should be emailed to [MyCOVIDInfo@anixter.org](mailto:MyCOVIDInfo@anixter.org)
- HR will communicate with the manager an expected return date.

### **STAY AT HOME ORDER, ADVISORIES, MITIGATIONS**

The state of Illinois has a dedicated website detailing the states COVID-19 response: [Home \(illinois.gov\)](https://www.illinois.gov)  
Please visit the site to learn more about:

- Gubernatorial disaster proclamations,
- Executive Orders,
- Vaccinations,
- The number of COVID-19 cases in Illinois and where, and
- COVID-19 testing options.

The Illinois Department of Public Health maintains a COVID-19 website at:

<https://dph.illinois.gov/covid19.html>

The Illinois Department of Public Health issued more restrictive guidance and the City of Chicago Mayor's Office released its "Protect Chicago" strategy.

COVID 19 - Chicago reached phase 5 on June 11, 2021. Testing and treatment are widely available throughout the state. All sectors of the economy reopen with new health and hygiene practices permanently in place. While Phase 5 is set to mark a full reopening, not all restrictions will be lifted. Here's what is still in place:

- Illinois will continue to recommend face coverings for unvaccinated persons, as well as all individuals on planes, buses, trains, and other forms of public transportation; in transportation hubs, such as airports and train and bus stations; in congregate facilities such as veterans' homes, and long-term care facilities, group homes, and residential facilities; and in healthcare settings.
- Businesses and venues should continue to allow for social distancing to the extent possible, especially indoors. Businesses and venues may also continue to put in place additional public health mitigations as they deem appropriate, including requiring face coverings.

More detailed information about each of these communications can be found at the links below.

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

<https://dph.illinois.gov/news/public-health-officials-announce-12657-new-cases-coronavirus-disease>

### **LIVING WITH SOMEONE WHO TESTS POSITIVE**

If someone in your home starts to show symptoms of COVID-19 and/or tests positive for COVID-19, follow the guidelines below.



- Notify your supervisor that you have been exposed to COVID-19. Stay home if you are showing symptoms.
- Separate the person who is sick/tested positive from other people in your home, if possible.
- People in the household should stay separated from the person who is sick/tested positive. If they must be around the person who is sick, they should wear a mask.
- The person who is sick/tested positive should:
  - Stay in a separate room and away from other people and pets
  - Use a separate bathroom (if possible)
  - Wear a mask around others. It is advised that you wear a surgical mask and layer a cloth mask over it, or wear two surgical masks. Make sure your mask [fits right](#).
- Be sure the person who is sick/tested positive:
  - Covers their mouth and nose with a tissue when coughing or sneezing
  - Throws away used tissues in a lined trashcan. Washes their hands often.
  - Does not prepare, serve, or assist in preparing or serving, food to others.
- Staff who have had COVID-19 in the past 3 months or who are fully vaccinated must follow the above quarantine and self-isolation procedures and/or documented recommendations from their healthcare provider.

Caring for someone who is sick or has tested positive can be a daunting task. For more details on how to care for someone who is sick, click the link below.

- <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html>

Seek emergency medical treatment if someone is showing any of the following signs:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

You can return to work when the person is symptom free and you have either received a doctor's note or have quarantined the require number of days from the person's last symptomatic day.

## VACCINATIONS

Starting January 3, public places such as restaurants, gyms, movies in the city of Chicago will **require proof of vaccination**. More information can be found by clicking the following link:

<https://www.chicago.gov/city/en/sites/covid19-vaccine/home/chi-vaccine-requirement.html>

**Effective November 5, 2021, the Centers for Medicare and Medicaid Services (CMS) issued a regulation requiring COVID-19 vaccination for healthcare workers.**

This regulation was paused for a moment due to some court challenges. The pause has been lifted and Anixter Center will have to comply. Initially employees will have needed to have the first dose of the vaccine by December 5, 2021 and be fully vaccinated by January 4, 2022. We are waiting on an updated regarding these dates. If you have already submitted proof of your full vaccination status, no additional

steps are necessary. **If you are completing the weekly testing, please continue to do so.** A member of Human Resources will reach out to you directly with further instructions. If you have applied for a medical or religious accommodation, response to your application will be provided soon.

More information regarding this requirement can be found below:

- Policy: [008 Policy - Mandatory COVID-19 Vaccination.docx](#)
- Procedure: [008.1 Procedure - COVID-19 Documentation Submission.docx](#)
- Procedure: [008.2 Procedure - COVID-19 Vaccination Accommodation Request.docx](#)
- Form: [008.2a Form - COVID-19 Vaccination Medical Accommodation.docx](#)
- Form: [008.2b Form - COVID-19 Vaccination Religious Accommodation.docx](#)

**COVID-19 vaccinations and boosters are widely available.** Most healthcare providers and local drug stores such as Walgreens and CVS have open appointments. When you receive your vaccination or booster shot, please submit your vaccination card or updated vaccination card via the secure link at:

<https://forms.office.com/r/wUdAWkdkzs>



**Getting vaccinated remains our best opportunity to stop COVID-19 in its tracks.**

We have relentlessly and diligently fought off COVID-19 since March 2020, wearing masks, socially distancing, washing our hands, and quarantining. As a result of our efforts, Anixter Center continues to see fewer cases and a lower positivity rate than our neighboring communities. Do not let up now. **We are in this together, so let's get vaccinated together.**

- Check out the [Johnson and Johnson \(Janssen\) Fact Sheet](#)
- Check out the [Pfizer Vaccination Fact Sheet](#)
- Check out the [Moderna COVID-19 Vaccine Fact Sheet](#)
- [CDC COVID-19 Vaccines](#)
- Check out the [IDPH COVID-19 Vaccine FAQs](#)

Also, please consider getting a flu vaccine this season. The CDC is predicting that both the flu and COVID-19 will spread this season causing the healthcare systems to be overwhelmed. While the flu vaccination will not protect against COVID-19, there are many important benefits to getting a flu shot such as:

- Flu vaccines have been shown to reduce the risk of flu illness, hospitalization, and death.

- Getting a flu vaccine can also save healthcare resources for the care of patients with COVID-19.

## FREQUENTLY ASKED QUESTIONS

### 1. What process do I follow when I suspect someone has COVID-19?

If someone has been exposed to COVID-19 by coming into close contact with someone, please report the suspicion to your manager/the manager on-call and [mycovidinfo@anixter.org](mailto:mycovidinfo@anixter.org).

### 2. What is the process to follow when a staff member tests positive?

Report the information to the manager, email [ABowers@anixter.org](mailto:ABowers@anixter.org) and carbon copy [mycovidinfo@anixter.org](mailto:mycovidinfo@anixter.org).

The manager will find out the following:

- Date the person got tested and date of test result
- Source of exposure if they know it (family member, non-Anixter staff person, community event)
- Date the person was last in the Anixter Center location
- Other Anixter Center services that may be impacted (shifts worked, individuals in two programs)

Based on the collected information, others will be identified who need testing based on IDPH guidelines (below).

### 3. What is the process to follow when a person receiving services from us tests positive?

Email [ABowers@anixter.org](mailto:ABowers@anixter.org) and carbon copy [mycovidinfo@anixter.org](mailto:mycovidinfo@anixter.org).

Obtain the following information:

- Date the person got tested and date of test result
- Source of exposure if they know it (family member, non-Anixter staff person, community event)
- Date the person was last in the Anixter Center location
- Other Anixter Center services that may be impacted (shifts worked, individuals in two programs)

Based on the collected information, others will be identified who need testing based on IDPH guidelines (below).

### 4. What is the best method to send information to Star Labs?

The manager can use their fax number, 847-807-4403, and email address [ctherapycare@gmail.com](mailto:ctherapycare@gmail.com). Email is preferable. Carbon copy [mycovidinfo@anixter.org](mailto:mycovidinfo@anixter.org). Be sure to list the address of the testing site as the address on the form.

### 5. What is the process to schedule testing through the Physicians Immediate Care and how do I get the authorization form?

Testing through the Physicians Immediate Care needs to be made by the individual staff via their online system, <https://physiciansimmediatecare.com/>. The authorization form can be obtained by your manager.

**6. How soon should someone get tested after being exposed to someone who is COVID-19 positive?**

After being exposed to COVID-19, staff should quarantine and monitor themselves for symptoms. Testing is recommended when you begin to show symptoms of COVID-19 and/or after a few days has passed since your exposure.

**7. Where can we find a list of testing sites for staff?**

A list of testing sites can be found at <https://www.dph.illinois.gov/testing>. Staff can choose to go to any testing site. We currently use the Physicians Immediate Care facility and Star Labs.

**8. When is a retest required?**

If a retest is ordered by a medical provider, a negative test result must be obtained before returning to work. In the event that a retest is not medically necessary, staff must provide a physicians statement. In all cases, the IDPH guidelines will be followed.

**9. What if an employee is turned away from a testing site?**

If an employee is turned away from a testing site, the employee can choose another testing site from the list.

**10. Who is responsible for getting the individuals receiving services tested?**

Each program leader oversees the testing for the individuals receiving services in their program. HR oversees the testing for staff.

**11. How long do we wait for employees to retest once there is a positive test result?**

Staff with a positive test result should consult with a physician to determine when to get retested. The timeframe for retesting is dependent upon several factors including severity of symptoms, use of medications, and whether the staff is immunocompromised.

**12. How many COVID-19 tests are covered by my insurance?**

Each insurance company is different. Contact you doctor or your insurance company's customer service for specific information. BCBSIL HMO covers all FDA authorized diagnostic testing for the COVID-19 virus with referral and in-network.

**13. Who do I inform that someone has been exposed to COVID-19?**

Inform your manager/the manager on-call and [mycovidinfo@anixter.org](mailto:mycovidinfo@anixter.org)

**14. What is the best way to follow up on whether Star Labs received the faxed test forms or emailed forms?**

Contact Star Labs at their email address [ctherapycare@gmail.com](mailto:ctherapycare@gmail.com) and carbon copy the [mycovidinfo@anixter.org](mailto:mycovidinfo@anixter.org).

**15. When should someone get tested?**

You should get tested for COVID-19 if you have symptoms of possible COVID-19 or you have been exposed to someone who has COVID-19.

Staff who have had COVID-19 in the past 3 months or who are fully vaccinated must follow the above testing requirement and/or the recommendations of their health care provider.

**16. Who do I report anything COVID-19 related to, suspicion, negative or positive test results?**

Please report suspicion and test results to your manager/manager on duty and carbon copy [mycovidinfo@anixter.org](mailto:mycovidinfo@anixter.org)

**17. How do we code an employee's time off for COVID-19? Sick? Quarantined?**

Staff can use their sick time while off for COVID-19 related purposes. If no sick time is available, then they can use their vacation time for COVID-19 related purposes. If neither sick or vacation time is available to use, please contact [mycovidinfo@anixter.org](mailto:mycovidinfo@anixter.org). In any case, the HR team will be in contact with individuals who have to take time off related to COVID-19 to discuss their options.

**18. Will Anixter reimburse the cost of my COVID-19 test?**

Testing protocols identified here should be followed which will result in no cost to staff. In very rare situations, we will reimburse the cost of one COVID-19 test up to \$195 annually.

**Will I be paid for work during the time I am being tested?**

Your time away from work for testing is not considered work time. You may use any available sick time you have for testing.

**19. How do I obtain a letter to travel back and forth to work during a "stay at home" order?**

Contact [mycovidinfo@anixter.org](mailto:mycovidinfo@anixter.org).

**20. What is an incubation period and what is the incubation period for COVID-19?**

The incubation period is the number of days between when you are infected with something and when you might see symptoms. Health care professionals and government officials use this number to decide how long people need to stay away from others during an outbreak. The incubation period for COVID-19 is between 2-14 days.

**21. Do I still have to wear a mask if I am vaccinated?**

Yes. Please continue to follow all COVID-19 prevention practices.

- Hand Washing – Wash often for at least 20 seconds with soap and water.
- Social Distance – Maintain at least 6 feet of distance from others.
- Wear Masks – Wearing a mask helps to protect others in the community. Personal Protective Equipment (PPE) is provided at each location. Make sure your mask [fits right](#), covering both your mouth and nose. It is advised that you wear:
  - A surgical mask and layer a cloth mask over it, or
  - Wear two surgical masks, or
  - Wear a N95 or KN95 mask.

Masks must be worn at all times, even if you are in an open or shared workspace, you must properly wear a mask. If you notice staff or participants not following the mask or distancing rules, contact the supervisor of the department

**22. When can I return to work if I have had COVID-19, recovered, and have been exposed again?**

Our protocol if someone has had COVID-19 and is exposed again, has been for the person to either bring in a note from their doctor stating they are symptom free, additional testing is not required, and they can return to work OR we have required an additional quarantine.

Staff who have had COVID-19 in the past 3 months or who are fully vaccinated must follow the above quarantine and/or documented recommendations from their healthcare provider.

**23. I am fully vaccinated; do I still need to wear a mask?**

Masks are required for both staff and service recipients (residents, day service participants, audiology patients, ACT participants, mental health, etc.)

**24. When will Anixter lift its COVID-19 restrictions?**

Data is changing rapidly, and these protocols will be revisited weekly by the Anixter Center COVID task force.

**25. When will programs operate at full capacity?**

Capacity limits for day services in Anixter Center locations will be based on the number of fully vaccinated and unvaccinated people in the space

**26. How are the variants different than the first COVID-19 strain?**

Internal CDC documents suggest that the variants of COVID-19 are very contagious for both vaccinated and unvaccinated people alike. If you are fully vaccinated, you are at a lower risk of suffering a serious illness or being hospitalized but you can still spread it.

**VIOLATIONS**

Failure to follow the COVID-19 guidance in this document, or as outlined by the Illinois Department of Public Health, local health departments, public health partners throughout Illinois, and federal agencies, including the Centers for Disease Control and Prevention (CDC) may result in disciplinary actions, up to and including termination.

**CONTACTS**

- [MyCOVIDInfo@anixter.org](mailto:MyCOVIDInfo@anixter.org) – Contact and/or include the HR Team regarding all staff COVID-19 information.
- [ABowers@anixter.org](mailto:ABowers@anixter.org) – Contact Amy Bowers and/or include Amy Bowers regarding all COVID-19 information related to individuals receiving services.

- Star Labs - fax number: 847-807-4403 and email address: [ctherapycare@gmail.com](mailto:ctherapycare@gmail.com)
- Physicians Immediate Care - <https://physiciansimmediatecare.com/>

## RESOURCES

- <https://www.dph.illinois.gov/covid19>
- <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- <https://www.chicago.gov/city/en/sites/covid-19/home.html>
- [COVID-19 Accessible Resources Home | Center for Inclusive Design and Innovation \(gatech.edu\)](#)