Cook County Personnel Rule Addendum  
Personnel Policy Related to COVID-19 Response

I. **Purpose**

It is the objective of Cook County (County), upon declaring a state of emergency during a pandemic event such as the Novel Coronavirus, COVID-19 pandemic, to provide services to all County residents while ensuring the safety of its employees.

II. **Intent**

This policy is intended to be interpreted consistent with and subject to applicable law. It supersedes all earlier policies and/or memoranda that may have been issued from time-to-time on subjects covered in this policy. This policy is not intended to supersede or limit the County from enforcing programs or provisions in any applicable collective bargaining agreement. Should any provision in this policy conflict with a specific provision (s) in the Time and Attendance Policy, the provision(s) in this policy shall take precedence.

III. **Jurisdiction**

The Bureau of Human Resources (“BHR”) is authorized to develop and issue rules for the effective management of Cook County employees, pursuant to section 44-45 of the Cook County Code of Ordinances.

IV. **Severability**

If any section or provision of this policy should be held invalid by operation of law, none of the remainder shall be affected.

V. **Areas Affected**

This policy applies to County employees in Offices under the President and/or covered by the Cook County Employment Plan.
VI. **Nondiscrimination**

Cook County prohibits the discriminatory application, implementation, or enforcement of any provision of this policy on the basis of race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, gender identity or housing status, or any other protected category established by law, statute or ordinance.

VII. **Absence Due to COVID-19 Pandemic or Isolation/Quarantine Order**

The County may require employees to leave County premises for any of the following reasons related to COVID-19 pandemic:

a. Recent travel to China and/or any country with a Center for Disease Control (CDC) Travel Alert Level 3 in the last 14 days;

b. Employees who live or have had close contact with a Person Under Investigation (PUI) as indicated by the CDC;

c. Employee who had close contact with a person known to have been diagnosed with COVID-19 illness.

d. Employees who have a confirmed diagnosis of COVID-19 illness.

VIII. **Other COVID-19 Related Absence**

a. Essential employees affected by the COVID-19 pandemic due to COVID-19 related circumstances beyond their control (such as school closures) may be granted a paid leave of absence pursuant to Section IX(a) below.

b. Employees who choose to self-isolate or limit physical contact at their worksite for reasons related to the COVID-19 pandemic are required to provide notice to their Supervisor pursuant to the Time and Attendance Policy, and will be required to use the appropriate accrued time for such absences.

IX. **Policy and Procedures**

a. Employees eligible under Section VIII(a) may be granted a paid leave of absence of up to five (5) days to be taken in four-hour increments. Affected employees may complete and submit the COVID-19 Pandemic Absence Request Form to their Department Head (or Designee) for consideration.

b. Employees eligible under Section VIII(b) are required to provide notice to their Supervisors pursuant to the Time and Attendance Policy, and will be required to use the appropriate accrued time for such absences.

c. At the discretion of the Cook County Board President or the Bureau Chief of Human Resources (or Designee), employees may be placed into a paid leave status unless
circumstances require the County to implement a temporary layoff. This does not apply to employees on inactive status or who currently are on a leave of absence.

X. **Family and Medical Leave Act and Reasonable Accommodations**

a. The County’s Personnel Rules, including Rule 6, Leaves of Absence, remain in effect. Similarly, the procedures outlined in the FMLA Policy and Reasonable Accommodation Policy for Employees and Applicants with Disabilities remain in effect.

b. Employees may contact the BHR Special Assistant for Legal Affairs with accommodation-related questions at (312) 603-1314, and the BHR Leave Coordinator with questions pertaining to leaves of absence at (312) 603-4761.

XI. **Return to Work**

a. Employees returning to work from an absence related to Section VII above may be required to submit a corresponding medical certification authorizing them to return to work.

b. Employees returning to work from an absence related to Section VIII above must follow their customary return to work process.

XII. **Supplemental Policies**

Department Heads may prepare and submit to the Bureau Chief of BHR (or Designee) a supplemental policy designed to meet the specific needs of the department. Such supplemental policy shall not be implemented without prior approval by the Bureau Chief of BHR (or Designee).