



COOK COUNTY
**ASSESSOR'S
OFFICE**

Fritz Kaegi, Assessor

General Return to Work Guidelines Regarding COVID-19

In efforts to safeguard and ensure a safe environment for all Cook County Assessor employees, customers, the guidelines below are based on the recommendations of the CDC.

- **Upon Entering Cook County Building (118 N. Clark)** – You will enter through the employee entrance, you may be asked some questions and your temperature will be taken with a no-touch thermometer. Please have your Cook County ID readily available.
- **Stay Home If You Are Sick** – Do not report to work if you are sick, develop COVID-19 symptoms, or believe you may have been exposed by close contact.
- **Vaccination Screening Procedures** – Employees may be asked to verify that they have been vaccinated by showing their vaccination card to Human Resources. For vaccination information, please visit <https://myshotcookcounty.com/>
- **Employees with Symptoms** – If you develop symptoms at your workplace, please notify your supervisor and then leave and seek medical care or COVID-19 testing. Resources for testing are available throughout Cook County's medical providers and testing facilities.
- **Hygiene** – Ensure you are washing your hands frequently and using hand sanitizer. Avoid touching your face. Please make sure to clean workspace on a daily basis.
- **Personal Protective Equipment** – Follow your workplace practices. Face coverings are mandatory. Contact supplies@cookcountyassessor.com to order masks, gloves, wipes and sanitizer.
- **Social Distancing** – Maintain at least 6 feet of distance between you and coworkers and customers. To ensure proper distancing, specific seating assignments may be given. Consult your manager.
- **Minimize in-person meetings** – Continue to use Zoom when applicable. If in-person meetings are necessary, ensure proper social distancing and masking.

