

Open DuPage

DuPage County, COVID-19 Reopening Guide

COMMERCIAL OFFICE SPACE

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THE FOLLOWING IS A DRAFT

The following is intended to serve as a planning guide for reopening “non-essential” facilities in DuPage County.

In no way does this document give the authority for businesses to open and all State of Illinois Executive Orders apply.

The information is taken from industry experts, in accordance with federal, state, and county guidelines. As resources and guidelines are constantly changing, please consult the most recent documents prepared by these agencies for guidance.



CURRENT STATE OF COVID-19 FOR COMMERCIAL OFFICE SPACE

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CURRENT STATE OF COVID-19 FOR RETAIL

- Currently, all businesses and operations in the State, except for Essential Businesses and Operations, are required to cease all activities except Minimum Basic Operations according to IL Executive Order 10.
- Other businesses may operate in a work-from-home setting under the executive order issued by Governor Pritzker.
- The latest executive order, includes modifications effective May 1.



MODIFICATIONS TO EXECUTIVE ORDER

NEW ESSENTIAL BUSINESSES

- Greenhouses, garden centers and nurseries may re-open as essential businesses.
- These stores must follow social distancing requirements and must require that employees and customers wear a face covering.
- Animal grooming services may also re-open.



MODIFICATIONS TO EXECUTIVE ORDER

NON-ESSENTIAL RETAIL

- Retail stores designated as non-essential businesses may re-open to fulfill telephone and online orders through curbside pick-up and/or delivery.



MODIFICATIONS TO EXECUTIVE ORDER

ESSENTIAL BUSINESSES & MANUFACTURING

- Essential businesses and manufacturers will be required to provide face-coverings to all employees who are not able to maintain six-feet of social distancing.
- They will also need to follow new requirements that maximize social distancing and prioritize the well-being of employees and customers.
- This will include occupancy limits for essential businesses and precautions such as staggering shifts and operating only essential lines for manufacturers.

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MODIFICATIONS TO EXECUTIVE ORDER

FACE COVERINGS

- Individuals will be required to wear a face-covering or a mask when in a public place where they can't maintain a six-foot social distance.
- Face-coverings will be required in public indoor spaces, such as stores.
- This new requirement applies to all individuals over the age of two who can medically tolerate a face-covering or a mask.

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RECOMMENDED REOPENING GUIDELINES FOR BUSINESSES IN COMMERCIAL OFFICE SPACES

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Open DuPage recommends that offices in DuPage County, currently listed as non-essential, reopen in a gradual or phased approach, when the following criteria have been generally met....

CRITERIA FOR REOPENING

1. Downward trajectory of the percentage of COVID-19 tests that are positive in DuPage County.
2. Downward trajectory of new COVID-19 hospitalizations at hospitals in DuPage County.
3. The healthcare system can safely care for all patients, including having appropriate personal protective equipment for healthcare workers.
4. There is sufficient capacity to interview and isolate all new cases and to identify and notify each case's contacts in order to prevent future spread.



PHASED REOPENING PLAN

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PHASED REOPENING PLAN

PHASE 1

PREPARE A
PLAN FOR
REOPENING

PHASE 2

REOPEN
WITH
ESSENTIAL
EMPLOYEES

PHASE 3

REOPEN
WITH
SUPPORTING
STAFF

PHASE 4

REOPEN
WITH FULL
STAFF

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PHASED REOPENING PLAN

- Recognizing the vast differences in commercial office spaces, each business will have a unique plan for reopening.
- All plans should incorporate guidelines recommended by the CDC, State of Illinois and DuPage County Health Department.
- A timeline for transitioning between phases shall be based on State of Illinois Executive Orders, and health data determined by the DuPage County Health Department, and the Open DuPage Advisory Council.
- After Phase One is completed, businesses shall submit their plan to the DuPage County Health Department for review and recommendations.

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PHASE ONE

PREPARE A PLAN FOR REOPENING

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STEP ONE: PREPARE OFFICE SPACE FOR REOPENING

- Designate a COVID-19 Company Representative or Team to plan for and oversee all aspects of reopening strategy for their office, as well as communicate with employees, vendors, and building management.
- Contact building management to identify what steps they have taken to comply with the federal, state and county guidelines including:
 - Policies for social distancing in common areas
 - Policies for disinfecting and cleaning building in a 24-hour period
 - Changes made to HVAC and/or other areas of the building



STEP ONE: PREPARE OFFICE SPACE FOR REOPENING

- Ensure your business has access to CDC recommended personal protection equipment, and EPA recommended cleaning supplies.
- Review, monitor, and update procedures and practices for your business operations based on updated information prepared by the CDC, FDA, EPA, OSHA, Department of Labor, Illinois Department of Public Health and DuPage County Health Department.



STEP TWO: DEVELOP A REOPENING PLAN

Incorporate the guidelines and recommendations from Step One and recommendations from Cushman & Wakefield's "The Safe Six: Workplace Readiness Essentials" including:

- Introduce planning to support social distancing
- Specify seating assignments to ensure staff adheres to minimum work distances
- Redesign spaces for social distancing, including adding panels between desks
- Enforce stringent cleaning protocols for shared spaces
- Reduce capacity of spaces (e.g. remove some chairs in large conference rooms)
- Prohibit shared use of small rooms and convert to single occupant use only
- Designate and signpost the direction of foot traffic in main circulation paths



STEP TWO: DEVELOP A REOPENING PLAN

Develop a plan to reduce touch points & increase sanitation:

- Maintain enhanced cleaning and disinfecting practices
- Supply disinfectants near or on each work area, particularly those shared
- Remove food & beverages, consider restocking with single-serve items
- Enable DIY cleaning through hand sanitizer, disinfectant wipes, etc.
- Sanitize all workspaces
- Limit in-person meetings
- Consider low- or no-touch switches, doors, drawers, etc.
- Remove high-touch, shared tools (e.g. whiteboard markers, remotes, etc.)
- Institute a clean desk policy
- Create secure, designated storage areas for personal items
- Designate an enclosed room to isolate any person with symptoms



STEP TWO: DEVELOP A REOPENING PLAN

Develop a plan to control workplace access, including:

- Control entry points, including deliveries
- Reconfigure gathering and lobby areas for social distancing
- Install plexiglass shields as appropriate
- Clearly communicate building protocols through signage and floor markings
- Consider temperature screening
- Provide sanitizer, wipes, and personal protective equipment as appropriate
- Disable touchscreens



STEP TWO: DEVELOP A REOPENING PLAN

Develop a COVID-19 communications plan that fully advises on all policies and practices within the business. This plan should be disseminated at all levels within the business and should include, but is not limited to:

- HR policies related to COVID-19
- Phasing strategy
- Expectations
- Emergency plans
- Guest and visitor policies
- Building policies

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STEP THREE: IDENTIFY A GRADUAL & PHASED APPROACH TO REOPENING

- Identify employees that are:
 - Essential employees and must be in the office
 - Employees that can work-from-home
 - Employees that need to be on-site on a limited basis
 - Employees that have flexibility with their work environment and schedule
 - Employees that might need special accommodations based on health or other circumstances
- Examine the gradual operational needs of the business, and phase employees accordingly.
- Determine a phased response for the above groups to return.



STEP FOUR: NOTIFY THE DUPAGE COUNTY HEALTH DEPARTMENT

- All non-essential businesses that are currently closed will be required to submit notification to DuPage County Health Department prior to reopening.
- Businesses must submit their re-opening plan with attestation that they have reviewed and implemented the recommendations outlined in the DuPage Reopening Guidance.



STEP FOUR: NOTIFY THE DUPAGE COUNTY HEALTH DEPARTMENT

- The submitted plan should also indicate:
 - Planned reopen date
 - Attestation they have implemented recommendations.
 - A point-of-contact at company for operational plans
 - Acknowledgement that the DCHD or municipality, will follow up on any complaints or cases identified and linked to the business
- The DCHD will identify specific points of contact for questions or technical assistance to develop reopening plans. For questions, or to notify the DCHD, please email COVID19business@dupagehealth.org.
- For technical assistance implementing guidance, contact your local municipal economic development representative.
- Employers should post their plan and guidelines in a location that is visible to customers and employees.



PHASE TWO

REOPEN WITH ESSENTIAL EMPLOYEES

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PHASE TWO: REOPEN WITH ESSENTIAL EMPLOYEES

- After the DuPage County Health Department reviews a business's Reopening Plan, and based on State of Illinois Executive Orders, DuPage County Health Department, and the Open DuPage Advisory Council, Phase Two will be implemented.
- It will be at the discretion of the business as to what employees are considered essential, but a gradual approach to returning to the office is recommended.



PHASE THREE

REOPEN WITH SUPPORTING STAFF

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PHASE THREE: REOPEN WITH SUPPORTING STAFF

- Based on State of Illinois Executive Orders, DuPage County Health Department, and the Open DuPage Advisory Council, Phase Three will be implemented.
- In this phase, it is recommended that employees that can or need to work-from-home continue to do so.



PHASE FOUR

REOPEN WITH FULL STAFF

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PHASE FOUR: REOPEN WITH FULL STAFF

- Based on State of Illinois Executive Orders, DuPage County Health Department, and the Open DuPage Advisory Council, Phase Four will be implemented.
- This phase allows for opening with full staff, at the discretion of the business and in compliance with the guidelines of the CDC and DuPage County Health Department for social distancing.



ADDITIONAL RESOURCES

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- State of Illinois Executive Orders and other COVID-19 resources [Click here](#)
- CBRE's [Mobilizing a Cross-functional Recovery Team](#)
- For access to PPE suppliers, visit [IMA Manufacturing Resource Center](#)
- [CDC Coronavirus Business Guidance CDC Resource for Business to Plan, Prepare & Respond to COVID-19](#)
- The FDA's [Best Practices for Food Safety During Covid-19](#)
- [EPA List of Covid-19 Disinfectants](#)
- OSHA [Guidelines for Preparing Workplaces for COVID-19](#)
- Department of Labor [COVID-19 Resources](#)
- Illinois Department of Public Health [Coronavirus Business Guidance](#)
- DuPage County Health Department [COVID-19 Information for Businesses](#)
- Cushman & Wakefield's [The Safe Six: Workplace Readiness Essentials](#)
- Cushman and Wakefield's [How To Guide For Reopening Your Workplace](#)
- CBRE's [Reopening the World's Workplaces](#)
- State of Illinois' [FAQ for businesses concerning use of face coverings](#)

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