

ILLINOIS FIRE SERVICE INSTITUTE

University of Illinois at Urbana-Champaign



RECOMMENDATIONS AND CONSIDERATIONS FOR PERSONNEL WORKING ONSITE

BASIC GUIDELINES BEFORE COMING IN AND WHILE AT WORK:

- Don't come to work if you feel you have any symptoms that seem like the cold or flu, such as fever, runny nose, sore throat, cough, etc. Please also consider the individuals you have been around that show similar symptoms before deciding to come in to the office.
- Maintain 6 feet space between you and others while indoors.
- Do not greet each other with any contact that requires touching, even fist or elbow bumps.
- Regularly disinfect common-touch surfaces, including door handles, shared tools, window cranks, phone screens, and computer keyboards.
- Wash your hands regularly. Use hand sanitizer often.
- Wear a mask if you can't refrain from touching your face, nose, or mouth.
- Avoid gatherings outside of your home as much as possible to reduce exposure.

WORKING ONSITE CONSIDERATIONS:

- Focus on projects that must be accomplished in person.
- Maintain a schedule that supports isolation and appropriate distance from other personnel. Be courteous of BSW staff who may need access to building locations impacted by others working.
- Be prepared to work remote, if necessary. Take your laptops and needed support items home at the end of each day to ensure sure we can maintain full operational capacity.

**IF YOU ARE EXPOSED TO THE COVID-19, PLEASE SELF-QUARANTINE FOR A
MINIMUM OF 14 DAYS.**