

Human Resources Management's COVID-19 questions to be asked employee returning from
out of state travel

Dear employee,

The safety of our community members is very important to us. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spread globally, the Village of Hoffman Estates is monitoring the situation closely and will continually update guidance based on current recommendations from the Centers of Disease Control and Prevention and the World Health Organizations.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees we are conducting a simple screening questionnaire. Your cooperation is important to help us take precautionary measures to protect you, your family and your coworkers.

It has come to our attention that you are returning back to work from out of the state travel (outside of Illinois) due to _____. As all of our employees' health and safety is foremost during this period of time in our Country, the Village of Hoffman Estates will be asking you some questions in order to better ensure the safety of our employees, given the COVID-19 Pandemic.

Please reply with the answers to the following questions. If any of your responses are "yes", we will evaluate the need to approve your return to work.

1. Have you or anyone in your household returned from any out of state travel in the last 14 days?
2. Have you or anyone in your household had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
3. Have you or anyone in your household been in close contact with anyone who has traveled within the last 14 days to a foreign country outside of the USA?
4. Do you or anyone in your household have a fever greater than 100.4F OR symptoms of lower respiratory illness such as cough, shortness of breath or difficulty breathing?

Thank you,

Human Resources Management