



# BUSINESS AND ORGANIZATION TOOLKIT

Ver. 3, 11/6/2020

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# TABLE OF CONTENTS

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# TABLE OF CONTENTS

<b>Introduction .....</b>	<b>4</b>
• Introduction letter .....	5
<b>Responding to COVID-19 .....</b>	<b>6</b>
• Role of businesses and employers in responding to COVID-19 .....	7-8
• Example controls to prevent the spread of COVID-19 in work environments .....	9-10
• COVID-19 Scenarios: Employee / Staff .....	11
• COVID-19 Scenarios: Critical Infrastructure Worker .....	12
• COVID-19 Scenarios: Contact Tracing .....	13
• COVID-19 Scenario: Contact / Contact and Cleaning and Disinfecting .....	14
<b>COVID-19 Outbreak in the Workplace .....</b>	<b>15</b>
• Outbreak process .....	16
• Outbreak checklist .....	17
<b>Overview of Quarantine and Isolation Guidelines .....</b>	<b>18</b>
• COVID-19: Quarantine vs. Isolation .....	19
• Releasing COVID-19 cases .....	20
<b>Frequently Asked Questions .....</b>	<b>21</b>
• Business FAQs .....	22-26
<b>Additional Resources .....</b>	<b>27</b>
• Resources .....	28
<b>Appendix .....</b>	<b>29</b>
• "Wear a mask" flier .....	30
• "Wear a mask" flier (no background, printer friendly).....	31
• "Watch your distance" flier .....	32
• "Watch your distance" flier (no background, printer friendly).....	33
• "Wash your hands" flier .....	34
• "Wash your hands" flier (no background, printer friendly).....	35
• "3 W's" campaign flier.....	36
• "3 W's" campaign flier (no background, printer friendly).....	37

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# INTRODUCTION

# INTRODUCTION

The Kane County Health Department has worked with many business organizations since the start of the COVID-19 pandemic. As the pandemic persists the Kane County Health Department realized a Business and Organization Toolkit was needed. Kane County Health Department created the Business and Organization Toolkit for its business community.

The Business and Organization Toolkit is a reference document that provides support to the business community within Kane County in an effort to prevent exposure to COVID-19 within the workplace as well as to keep all that enter the workplace do so safely.

The guidelines within the toolkit are referenced from the Illinois Department of Public Health (IDPH) and the Illinois Department Commerce & Economic Opportunity (DCEO) which were designed specifically for the workplace relative to COVID-19 prevention of exposure, isolation and quarantine and contact tracing.

Please refer to the resource section for additional helpful information available to support your business in combating COVID-19 within your workplace. For the most up-to-date guidance and information specific to your industry we recommend the [DCEO](#), [CDC](#), and [IDPH](#) websites.

We look forward to working with you to protect the health of your employees during the COVID-19 pandemic.



# RESPONDING TO COVID-19

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# ROLE OF BUSINESSES AND EMPLOYERS IN RESPONDING TO COVID-19 (1/2)

All employers need to take into consideration the best way to slow the spread of COVID-19 and lower its impact in your workplace.

## 1. Prevent and Reduce Transmission Among Employees

Completed	Item
<input type="checkbox"/>	Actively encourage sick employees to stay home
<input type="checkbox"/>	Consider conducting daily in-person or virtual health checks (e.g., symptom and/or temperature screening)
<input type="checkbox"/>	Identify where and how workers might be exposed to COVID-19 at work
<input type="checkbox"/>	Separate sick employees
<input type="checkbox"/>	Take action if an employee is suspected or confirmed to have COVID-19 infection
<input type="checkbox"/>	Educate employees about steps they can take to protect themselves at work and at home
<input type="checkbox"/>	For employees who commute to work using public transportation or ride sharing, consider offering various forms of support (e.g., incentives to minimize close contact, providing CDC guidance, allow employees to shift their hours, ask employees to wash their hands)

## 2. Maintain Healthy Business Operations

Completed	Item
<input type="checkbox"/>	Implement flexible sick leave and supportive policies and practices
<input type="checkbox"/>	Protect employees at higher risk for severe illness through supportive policies and practices

# ROLE OF BUSINESSES AND EMPLOYERS IN RESPONDING TO COVID-19 (2/2)

- Communicate supportive workplace policies clearly, frequently, and via multiple methods
- Assess your essential functions, and determine how you will operate if absenteeism spikes
- Establish policies and practices for social distancing
- If you have multiple business locations, consider giving local managers the authority to take the necessary COVID-19 response actions based on their local conditions

### 3. Maintain a healthy work environment

Completed	Item
<input type="checkbox"/>	Consider improving the engineering controls using the building ventilation system
<input type="checkbox"/>	Ensure the safety of your building water system and devices after a prolonged shutdown
<input type="checkbox"/>	Give employees, customers, and visitors what they need to clean their hands and cover their coughs and sneezes
<input type="checkbox"/>	Perform routine cleaning
<input type="checkbox"/>	Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility
<input type="checkbox"/>	Limit travel and advise employees if they must travel to take additional precautions and preparations
<input type="checkbox"/>	Minimize risk to employees when planning meetings and gatherings

# EXAMPLE CONTROLS TO PREVENT THE SPREAD OF COVID-19 IN WORK ENVIRONMENTS (1/2)

## ADMINISTRATIVE

### Cleaning and Disinfection

- Clean and disinfect frequency touched surfaces (e.g., counters, shelving, displays)
- Provide employees with disposable disinfectant wipes, cleaner, or sprays that are effective against the virus that causes COVID-19

## ADMINISTRATIVE

### Management and Communications

- Monitor state and local public health communications about COVID-19
- Encourage sick workers to report symptoms, stay home, and follow CDC guidance
- Develop strategies to:
  - Manage worker concerns
  - Communicate with workers
- Remind workers of available support services
- Communicate to partners, suppliers, and other contractors on policies and practices
- Encourage social distancing and the use of cloth face coverings (if appropriate) in the workplace
- Use technology to promote social distancing (e.g., telework and virtual meetings)
- Cancel group events
- Close/limit use of shared spaces
- Ask customers who are ill to stay home
- Consider policies that encourage flexible sick leave and alternative work schedules
- Schedule stocking during off-peak hours

## ADMINISTRATIVE

### Training

Provide employees with training on:

- Policies to reduce the spread of COVID-19
- General hygiene
- Symptoms, what to do if sick
- Cleaning and disinfection
- Cloth face covers
- Social distancing
- Use of PPE
- Safe work practices
- Stress management

# EXAMPLE CONTROLS TO PREVENT THE SPREAD OF COVID-19 IN WORK ENVIRONMENTS (2/2)

## Engineering

### Facilities and Equipment

- Assess job hazards for feasibility of engineering controls
- Ensure ventilation and water systems operate properly
- Alter workspaces to maintain social distancing. Examples include:
  - Configure partitions as a barrier shield
  - Move electronic payment reader away from cashier
  - Use verbal announcements, signage, and visual cues to promote social distancing
  - Remove/rearrange furniture
  - Provide remote shopping alternatives (e.g., delivery, pick-up)

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

### PPE

- Conduct workplace hazard assessment
- Determine what PPE is needed for their workers' specific job duties based on hazards and other controls present
- Select and provide appropriate PPE to the workers at no cost

# COVID-19 SCENARIOS

## Scenarios: Employee / Staff

**Note: Employees should not go to work with COVID-like symptoms.**

### SCENARIOS - EMPLOYEE / STAFF

**Scenario 1: An employee within the facility is confirmed to have COVID-19.**

The employee is to be immediately excluded from school. The confirmed positive employee must isolate at home. The employee must be excluded from work until:

- 10 days since symptoms first appeared and
- 24 hours with no fever (without the use of fever-reducing medication) and
- Symptoms have improved

**Scenario 2: Employee within the facility is symptomatic and pending lab results for COVID-19.**

The employee is excluded from work while awaiting test results. If positive, see scenario 1. If negative, the employee must be symptom-free for 24 hours without the use of medications prior to returning to work.

**Scenario 3: An employee within the facility is a close contact to a confirmed COVID-19 case.**

The employee must quarantine for 14 days since the last date of close contact. If symptoms develop, the employee should call their healthcare provider to be tested for COVID-19.

# COVID-19 SCENARIOS

## Scenarios: Critical Infrastructure Worker

### SCENARIOS - CRITICAL INFRASTRUCTURE WORKER

#### **Scenario 1: Determine employees deemed essential when staffing shortage is of concern.**

The Cybersecurity and Infrastructure Security Agency (CISA) guidance contains an advisory list which identifies workers who conduct a range of operations and services that are typically essential to continued critical infrastructure viability. [Additional Information](#)

#### **Scenario 2: Additional actions are to be conducted should an employee be deemed critical infrastructure worker and deemed essential to continue infrastructure viability after exposure to a case.**

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community. [Additional Information](#)

# COVID-19 SCENARIOS

## Scenarios: Contact Tracing

### SCENARIOS - CONTACT TRACING

#### **Scenario 1: Role of local health department and facility.**

If the health department learns of a person who is confirmed or has a probable case of COVID-19 and was in a workplace where close contact with others (employees, customers, or community members) may have occurred, the health department may contact the employer, employees, or customers to let them know of potential exposures. Confidential information about the infected individual, including their name and other persona identifying information, will be safeguarded and not be revealed without their permission. Employers assist the health department by providing further identification of potential contacts who worked in the same area and on the same shift, and by hosting a site visit for health department personnel to observe the workplace in order to make workplace-operation recommendations to help prevent further spread of the virus, and facilitating communication with employees.

#### **Scenario 2: When a case is identified that impacts a workplace, the employer may be asked for assistance to help in various ways.**

The health department may do some of the following:

1. Ask the employer for help in understanding the risk for transmission in the workplace and identifying exposure and contacts in the workplace.
2. Rely on the employer to identify workplace contacts.
3. Conduct workplace contact tracing without directly engaging the employer.

# COVID-19 SCENARIOS

## Scenario: Contact to Contact

### SCENARIO - CONTACT TO CONTACT

**Scenario 1: An employee is identified as a close contact and had contact with another person not exposed to a confirmed case.**

The employee exposed to a known case must quarantine for 14 days since the last date of close contact. An employee not exposed to a known case is not considered a close contact.

## Scenario: Cleaning and Disinfecting

### SCENARIO - CLEANING AND DISINFECTING

**Scenario 1: Cleaning and disinfecting public spaces including your workplace, school, home, and business will require you to develop your plan, implement your plan, maintain and revise your plan.**

The general framework for cleaning and disinfection practice is based on doing the following:

1. Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
2. Disinfection using EPA-approved disinfectants against COVID-19 can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.
3. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of 5.25%-8.25% bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be very dangerous to breathe in. Bleach solutions will be effective for disinfection up to 24 hours. Keep all disinfectants out of the reach of children. Read EPA's infographic on how to use these disinfectant products safely and effectively.

Always read and follow the directions on the label to ensure safe and effective use.



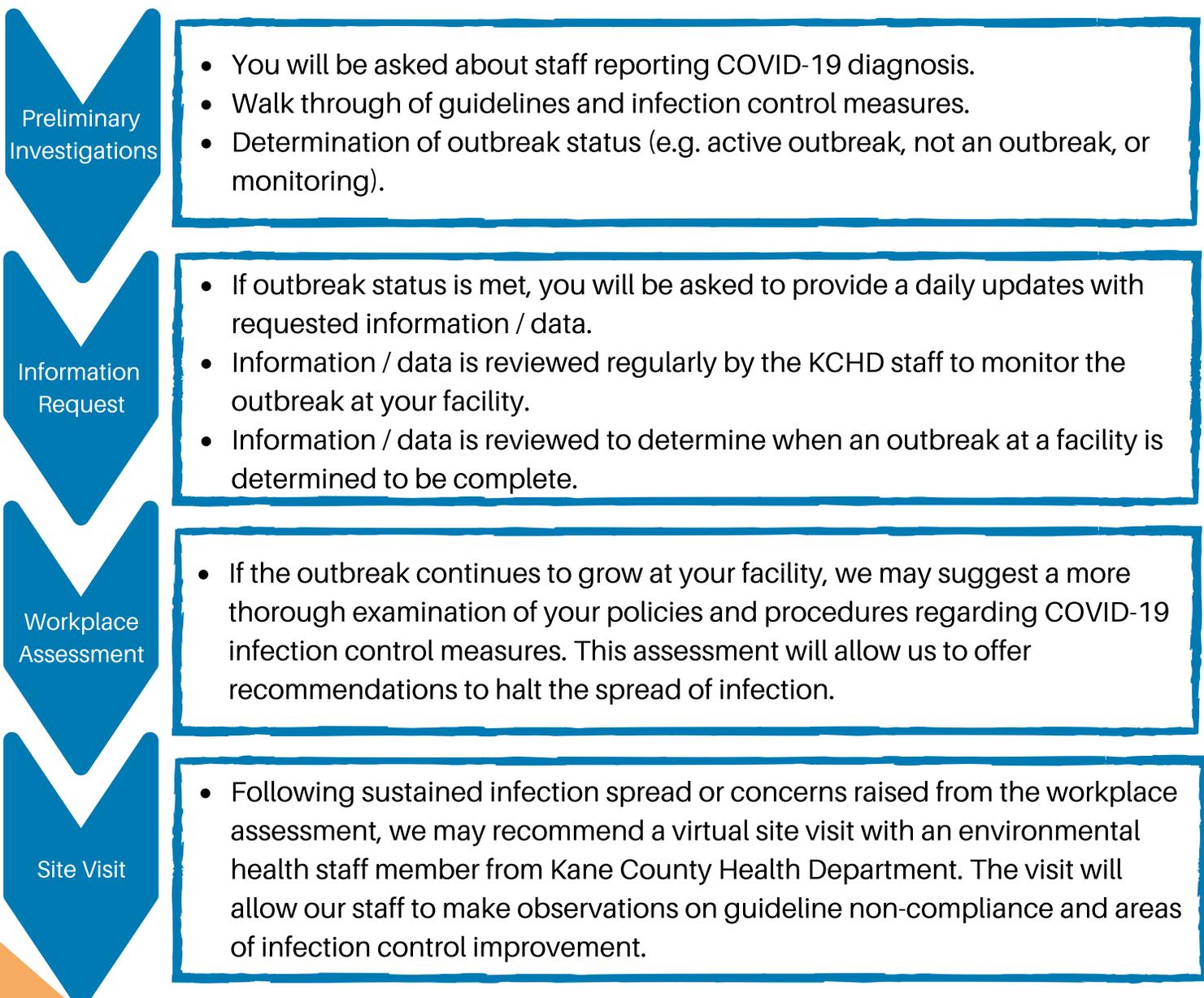
# COVID-19 OUTBREAK IN THE WORKPLACE

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# BUSINESS OUTBREAK PROCESS

An outbreak of COVID-19 is defined as five or more confirmed COVID-19 cases among workers / individuals at a facility with onset of illness within a 14-day period, who are epidemiologically linked, do not share a household, and are not listed as a close contact of each other outside of the workplace during standard case investigation or contact tracing.

Should your workplace be impacted by 5 or more COVID-19 cases within 14 days of each other, please reach out to the Kane County Health Department to report the outbreak and identify mitigation steps to address the outbreak.



# Outbreak Management Checklist

The following recommendations and reporting requirements are being provided to you to assist in the control of the current COVID-19 outbreak at your facility. Please review these basic guidelines with key staff members.

## Early Outbreak Steps

### Communication

- Notify management/administration
- Notify staff of the presence of a COVID-19 case and/or outbreak in facility
- Notify temp staffing agency
- Post COVID-19 educational signage in both English and Spanish in high visibility locations (Accommodate all languages)

### Documentation Preparation

- Complete daily line list for symptomatic staff and lab confirmed cases
- Send completed line lists daily and respond to daily survey
- Send a map of facility to the health dept to assist with the outbreak investigation
- Evaluate environmental cleaning protocols to ensure appropriate measures are being taken to clean and disinfect the facility daily

### General Facility Control Measures

- Implement universal source control measures (masks and other PPE for all staff)
- Increase accessibility of hand hygiene resources
- Implement active screening of staff for COVID-19 symptoms
- Conduct routine cleaning of high touch surfaces and shared equipment

### Staff Management

- Assess **close contacts** of positive case(s) of COVID-19 to assess exposure risks.
  - Close contact is defined as being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before symptom onset (or, for symptomatic patients, 2 days prior to test specimen collection) until the time the case is isolated (CDC). Close contacts should be quarantined for 14 days after last exposure and closely monitored for symptoms.

## Additional Tips

1. Follow the most up to date guidelines found at <https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/>  
Or  
<https://www.cdc.gov/coronavirus/2019-ncov/communication/toolkits/index.html>
2. Ensure that if staff are a close contact to a confirmed COVID-19 case (inside and outside of the facility) that they remain in quarantine for 14 days regardless of test results.





# OVERVIEW OF ISOLATION AND QUARANTINE GUIDELINES

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# COVID-19: Quarantine vs. Isolation

**QUARANTINE** keeps someone who was in close contact with someone who has COVID-19 away from others.



**If you had close contact with a person who has COVID-19**



- Stay home until 14 days after your last contact.



- Check your temperature twice a day and watch for symptoms of COVID-19.



- If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.

**ISOLATION** keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.



**If you are sick and think or know you have COVID-19**



- Stay home until after
  - At least 10 days since symptoms first appeared **and**
  - At least 24 hours with no fever without fever-reducing medication **and**
  - Symptoms have improved



**If you tested positive for COVID-19 but do not have symptoms**



- Stay home until after
  - 10 days have passed since your positive test



If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use a separate bathroom, if available.



# RELEASING COVID-19 CASES FROM ISOLATION AND QUARANTINE

- **Case:** Someone who has tested positive for COVID-19
- **Close contact:** Someone who was within 6-ft. of a COVID-19 positive person for at least 15 minutes or more over a 24-hour period starting from 2 days before symptoms began

## Isolation:

- Separates people who **tested positive** for COVID-19 from people who do not have COVID-19

## Releasing cases:

- Cases must be isolated for a **minimum of 10 days** from onset of symptoms **AND 24 hours with no fever** (without fever reducing medication) **AND symptoms have improved**



## Quarantine:

- Separates and restricts people who **were exposed** to COVID-19 to see if they become sick

## Releasing close contacts:

- Close contacts must be quarantined for **14 days** starting from the most recent date that they came in contact with a COVID-19 positive person





# FREQUENTLY ASKED QUESTIONS

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## FAQS (1/5)

### **Question: What should I do if an employee travels within the United States or outside of the country?**

**Answer:** Travel increases your chance of getting and spreading COVID-19. Staying home is the best way to protect yourself and others from COVID-19.

Depending on your travel history, it may be recommended to quarantine for a period of 14 days from the time you left an area with widespread or ongoing community spread.

CDC provides recommendations on postponing or canceling travel. These are called travel notices and are based on assessment of the potential health risks involved with traveling to a certain area. A list of destinations with travel notices is available at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

You can get COVID-19 during your travels. You may feel well and not have any symptoms, but you can still spread COVID-19 to others. You may spread COVID-19 to other people including your family, friends, and community for 14 days after you were exposed to the virus.

### **Question: If an employee is exposed to a positive case (i.e. a close contact) but not showing symptoms, should I allow them to work?**

**Answer:** Employees have been exposed if they are a “close contact” of someone who is infected, which is defined as being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before symptom onset (or, for symptomatic patients, 2 days prior to test specimen collection) until the time the case is isolated. (CDC)

- Potentially exposed employees who **have** symptoms of COVID-19 should self-isolate and contact their healthcare provider.
- Potentially exposed employees who **do not have** symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.

All other employees should self-monitor for symptoms and wear cloth face coverings when in public. If they develop symptoms, they should notify their supervisor and stay home.

## FAQS (2/5)

**Question: If an employee receives a negative COVID-19 test during their quarantine period, can they return to work before the 14 days are up?**

**Answer:** No, anyone exposed to a positive case should quarantine for 14 days from the last day of exposure. The incubation period for SARS-CoV 2 (the virus that causes COVID-19) is 14 days.

Therefore, if the person becomes infectious during the 14 days they will not be exposing others. **If an employee receives a negative COVID test during their 14 day quarantine, they still need to complete the full 14 day quarantine.** The test is a point in time. Therefore, someone can test negative on day 5 of their quarantine and become infectious on day 11 of quarantine. The 14 day period is to closely monitor and reduce the spread of the infectious disease should the close contact become infectious during the quarantine period.

**Question: When should an employee suspected or confirmed to have COVID-19 return to work?**

**Answer:** Employees should not return to work until they meet the following criteria to discontinue home isolation:

- At least 10 days\* have passed since symptom onset and
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
- Other symptoms have improved.

\*A limited number of persons with severe illness may produce replication-competent virus beyond 10 days that may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts.

**Question: Should I require an employee to provide a doctor's note or proof of positive COVID-19 test?**

**Answer:** Employers should not require sick employees to provide a COVID-19 test result or a healthcare provider's note to validate their illness, qualify for sick leave, or to return to work.

## FAQS (3/5)

Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.

- Under the American's with Disabilities Act, employers are permitted to require a doctor's note from your employees to verify that they are healthy and able to return to work. However, as a practical matter, be aware that healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner. Most people with COVID-19 have mild illness and can recover at home without medical care and can follow CDC recommendations to determine when to discontinue home isolation and return to work.
- The U.S. Equal Employment Opportunity Commission (EEOC) has established guidance regarding Pandemic Preparedness in the Workplace and the Americans with Disabilities Act. The guidance enables employers to take steps to protect workers consistent with CDC guidance, including requiring workers to stay home when necessary to address the direct threat of spreading COVID-19 to others.

### **Question: Should I be screening employees daily for COVID-19?**

**Answer:** Screening employees allows for identifying symptomatic individuals in order to reduce the spread of COVID-19. It is recommended screening be conducted for early detection. Screening and health checks are not a replacement for other protective measures such as social distancing.

Consider encouraging individuals planning to enter the workplace to self-screen prior to coming onsite and not to attempt to enter the workplace if any of the following are present:

- Symptoms of COVID-19
- Fever equal to or higher than 100.4°F\*
- Are under evaluation for COVID-19 (for example, waiting for the results of a viral test to confirm infection)
- Have been diagnosed with COVID-19 and not yet cleared to discontinue isolation

\*A lower temperature threshold (e.g. 100.0°F) may be used, especially in healthcare settings.

## FAQS (4/5)

If implementing in-person health checks, conduct them safely and respectfully. Employers may use social distancing, barrier or partition controls, or personal protective equipment (PPE) to protect the screener.

Complete the health checks in a way that helps maintain social distancing guidelines, such as providing multiple screening entries into the building.

Follow guidance from the Equal Employment Opportunity Commission regarding confidentiality of medical records from health checks.

- To prevent stigma and discrimination in the workplace, make employee health screenings as private as possible. Do not make determinations of risk based on race or country of origin and be sure to maintain confidentiality of each individual's medical status and history.

### **Question: What are my responsibilities as an employer?**

#### **Answer:**

- Communicate with employees. Employers should inform employees that the health department will contact persons diagnosed with COVID-19 or those in close contact with someone testing positive for COVID-19. Employers should encourage employees to work with the health department to discuss their illness, exposures, and contacts so the health department can limit further spread of COVID-19.
- Notify employees if they have been a close contact (i.e. exposed) to COVID-19 in the workplace. Employers should adhere to medical privacy laws and protections. Do not share names or any personal or medical information of the positive case with close contacts. Close contact should follow quarantine guidance and should not return to work for 14 days following the exposure.
- Cooperate with your local health department. This may include health department-initiated interviews, site visits, and record reviews to better understand risks for transmission within the workplace (e.g., barriers to social distancing or use of cloth face coverings).

## FAQS (5/5)

- Comply with reporting requirements outlined in the Joint Committee on Administrative Rules - Administrative Rules. This may include daily reporting to the health department on employees who have tested positive for COVID-19, employees who are experiencing COVID-19-like symptoms, and demographic data (including but not limited to employee's name, date of birth, gender, phone number, and county of residence).

**Question: Is providing information to the health department a violation to HIPPA?**

**Answer:** Per subsection (d)(3) of section 690.200 of the Communicable Disease Administrative Code of Illinois, "As outlined in the Privacy Rule (Standards for Privacy of Individually Identifiable Health Information) of the Health Insurance Portability and Accountability Act of 1996 (HIPPA), health information may be disclosed to public health authorities when required by federal, tribal, state, or local laws. This includes the requirements set forth in this Part that provide for reporting disease or conduction public health surveillance, investigation, or intervention. For disclosures not required by law, a public health authority may collect or receive information for the purpose of preventing or controlling disease. (CD Administrative Code)



# ADDITIONAL RESOURCES

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# RESOURCES

## **CDC Resuming Business Toolkit:**

- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/Resuming-Business-Toolkit.pdf>

## **CDC Worker Safety Support:**

- <https://www.cdc.gov/coronavirus/2019-ncov/community/worker-safety-support/index.html>

## **DCEO COVID-19 Resources for Businesses:**

- <https://dceocovid19resources.com/for-businesses/>

## **Differences in Masks:**

- <https://www.cdc.gov/niosh/npptl/pdfs/UnderstandDifferenceInfographic-508.pdf>

## **Executive Order 2020-32 on Masking and Social Distancing:**

- <https://www2.illinois.gov/Pages/Executive-Orders/ExecutiveOrder2020-32.aspx>

## **Guidance for Employers and Employee's on Workers' Rights and Safety:**

- <https://www.dph.illinois.gov/sites/default/files/COVID-19%20Guidance%20for%20Employers%20on%20Workplace%20Rights%20and%20Safety.pdf>

## **IDPH Employee Workplace Screening Form (Non-Healthcare, English version):**

- <http://dph.illinois.gov/sites/default/files/forms/covid-19sx-screening-workplace19b.pdf>

## **IDPH Employee Workplace Screening Form (Non-Healthcare, Spanish version):**

- <http://dph.illinois.gov/sites/default/files/forms/COVID-19%20screening%20Workplace%20ES.pdf>

## **IDPH Travel Guidance:**

- <https://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/travel-guidance#:~:text=When%20you%20do%20travel%2C%20practice,least%206%20feet%20from%20others.>

## **Part 690 Control of Communicable Disease's Administrative Code:**

- <https://ilga.gov/commission/jcar/admincode/077/07700690sections.html>



# APPENDIX

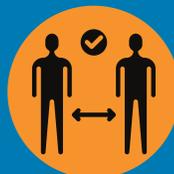


# WEAR A MASK

#MASKUP  
KANE COUNTY



WEAR  
a mask <sup>30</sup>



WATCH  
your distance



WASH  
your hands



# WEAR A MASK

#MASKUP  
KANE COUNTY



WEAR  
a mask



WATCH  
your distance



WASH  
your hands

31



6 ft or 2m

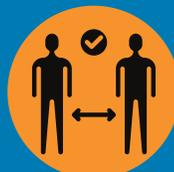


# WATCH YOUR DISTANCE

#MASKUP  
KANE COUNTY



WEAR  
a mask

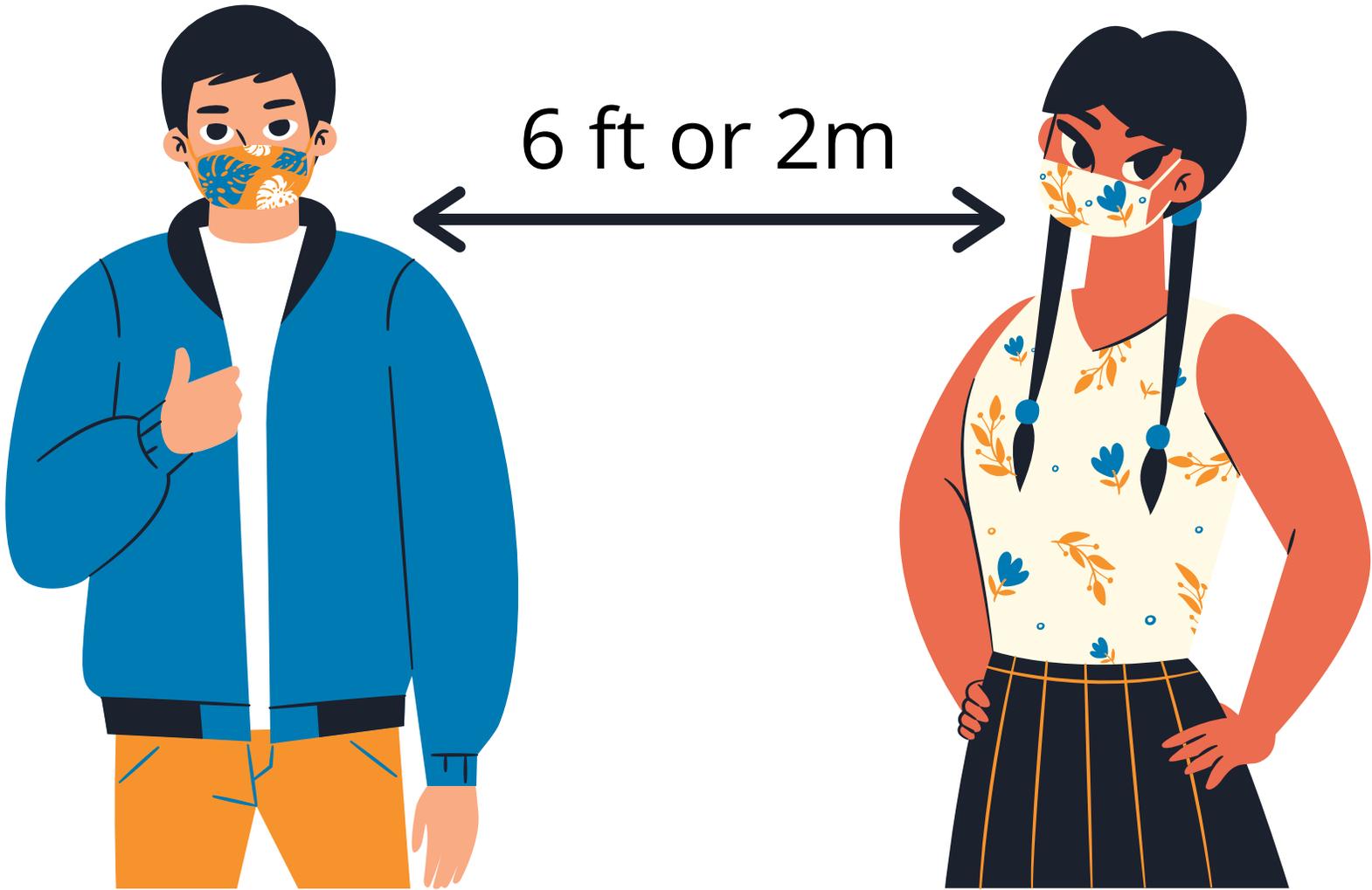


WATCH  
your distance



WASH  
your hands

32



# WATCH YOUR DISTANCE

#MASKUP  
KANE COUNTY



WEAR  
a mask



WATCH  
your distance



WASH  
your hands



# WASH YOUR HANDS

#MASKUP  
KANE COUNTY



WEAR  
a mask



WATCH  
your distance



WASH  
your hands

34



# WASH YOUR HANDS

#MASKUP  
KANE COUNTY



WEAR  
a mask

35



WATCH  
your distance

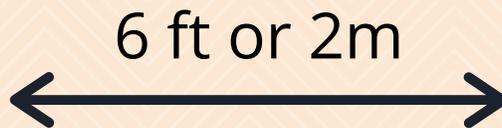


WASH  
your hands



**WEAR A MASK**

**WASH YOUR HANDS**



**WATCH YOUR DISTANCE**

**#MASKUP**  
**KANE COUNTY**



**WEAR**  
a mask



**WATCH**  
your distance



**WASH**  
your hands



**WEAR A MASK**

**WASH YOUR HANDS**



6 ft or 2m



**WATCH YOUR DISTANCE**

**#MASKUP**  
**KANE COUNTY**



**WEAR**  
a mask



**WATCH**  
your distance



**WASH**  
your hands