

Good evening ICC community,

As we continue to address the latest challenges regarding COVID-19, your feedback and questions have helped us continue to develop the plans to serve our students and employees while keeping everyone safe. I appreciate all of your questions and concerns regarding how the COVID-19 updates may impact all of us at ICC. Now that we have had the first confirmed case in our area, we want to provide additional guidance on how we will proceed.

We realize there are many specifics yet to be worked through, the leadership team will continue to focus on these over the next several days.

Our team met today, based on the latest announcements from the Peoria County Department of Health and Governor Pritzker, here is more information on how ICC is addressing the COVID-19 situation.

Until further notice:

- IF YOU ARE CURRENTLY ILL (NON-COVID-19 ILLNESS):
  - If you are currently ill we expect you to stay at home and use our existing policy on sick absences regardless of employee status (FT, PT, Student, etc.).
  
- IF YOU HAVE BEEN EXPOSED OR BELIEVE YOU HAVE BEEN EXPOSED TO COVID-19:
  - If you believe you have been exposed to COVID-19, evaluate your exposure at <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html> (see grid at bottom of webpage). Please know the County Health Departments are monitoring exposure. If they have not contacted you, you are considered to be at low risk. If a local county health department determines you should self-quarantine, you will receive a letter from them regarding self-quarantine. You will be paid for your regular work schedule regardless of your employment status (FT, PT, Student, etc.). You are not at risk for any disciplinary action. If you have any questions, contact the Manager of Benefits (Tim Anderson (309) 694-8911) or [tanderson@icc.edu](mailto:tanderson@icc.edu).
  
- IF YOU ARE IN AN "AT RISK" HEALTH CATEGORY:
  - If you are an "at risk" individual, refer to the link <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html#who-is-higher-risk> for the definition of "at risk" individuals to evaluate your situation and make the best decision for your personal health condition. Contact your supervisor regarding your absence and ability to work from home. If you are unable to work from home, use your paid time off (sick or vacation). Extenuating circumstances will be evaluated on a case-by-case basis. You are not at risk for any disciplinary action.
  
- IF YOU ARE CONCERNED ABOUT COMING TO WORK AT THIS TIME
  - If you do not fit into the previous categories, but are concerned about coming to work, contact your supervisor immediately about the ability to work from home. If you are unable to work from home, use your paid time off (sick or vacation). Rules regarding

advance notice of vacation time are temporarily suspended. You are not at risk for any disciplinary action.

- ENCOURAGE SOCIAL DISTANCING
  - Refer to the “How to Protect Yourself” page at the CDC website <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html> for additional information. Some of which include:
    - Wash your hands
    - Avoid close contact
    - Stay home if you’re sick
    - Cover your cough and sneezes
    - Clean and disinfect
  
- OTHER THINGS YOU SHOULD KNOW
  - View the Faculty resources <https://icc.edu/faculty-staff/teaching-learning-center/>
  - View the ICC webpage on COVID-19 <https://icc.edu/coronavirus/>
  - ICC Childcare Center is currently open. We are aware the state is currently reviewing the status of these types of services. Please begin preparing for alternatives (just in case).
  - ICC Library is currently open to ICC students and employees only.
  - If you have childcare needs due to the state-wide K-12 shutdown through March 30, please notify your supervisor and use paid time off (sick or vacation time).
  - We are developing work from home rules and will communicate those rules as soon as they are available.
  - If you are feeling stressed, the Employee Assistance Plan (EAP) is available to you. Contact Visit: <https://chestnut.personaladvantage.com> (User name: ICC) or call: (800) 433-7916.

Thank you for your continued efforts. Every one of you are going above and beyond to ensure we are doing all we can to provide our students the education they deserve while keeping all of us safe and healthy. Thank you for extending each other some grace, and remember to do the same for yourself, while we all work through this difficult situation.

All of the best always,

Sheila Quirk-Bailey