

# CHECKLIST FOR EMPLOYEE TRAINING

HOW TO KEEP YOUR CUSTOMERS  
& EMPLOYEES SAFE IN PHASE 3

## RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State



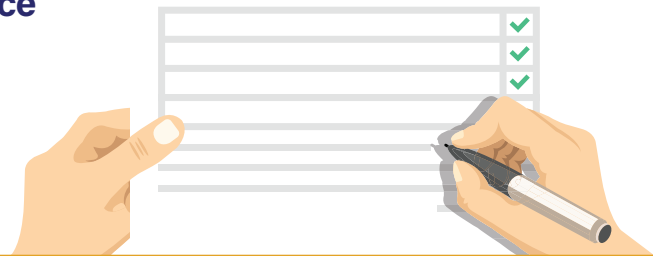
Illinois  
Department of Commerce  
& Economic Opportunity  
JB Pritzker, Governor

### PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

The Recovery Phase of the Restore Illinois public health approach to reopening the Illinois economy includes returning people to work, businesses reopening and group gatherings of 10 or fewer. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

### Best practices for conducting workplace wellness screenings for employees.

All workers must complete a health and safety training related to COVID-19 when initially returning to work.



## TRAINING CONTENT

- Sources of exposure to the COVID-19 virus
- Hazards associated with exposure to the virus
- Best practices to reduce exposure to the virus, including but not limited to general hygiene, social distancing and use of face coverings and other PPE (e.g., how to put on, how to clean and maintain)
- Appropriate workplace protocols to prevent/ reduce likelihood of exposure to the virus, including but not limited to:
  - Disinfection of common workspaces, materials, equipment, etc.
  - Use of face coverings by customers and other visitors
  - Safe work practices
- Symptoms of COVID-19 and what to do if sick
- Definition of high-risk populations
- Isolation of individuals with suspected or confirmed COVID-19
- Reporting of possible cases
- Illinois Phase III workplace-specific guidelines and encouraged best practices

## ADDITIONAL RESOURCES

Sample resources to leverage in developing workplace-specific training:

- OSHA [guidelines for training and control/ prevention](#) of COVID-19
- OSHA [training on PPE](#)
- CDC [overview of high-risk individuals/](#) personal risk factors and OSHA overview of [hazard recognition for workers](#)
- List of [EPA-registered disinfectants](#) for use against COVID-19
- Example OSHA [training resources](#)

**If you have questions or need additional support:**

**Please call our hotline at 1-800-252-2923 or e-mail us at [ceo.support@illinois.gov](mailto:ceo.support@illinois.gov)**