



## MEMORANDUM

TO: IRMA Risk Management & Training Department  
IRMA Agents, Contractors, Consultants and Vendors  
IRMA Members

FROM: Margo Ely, Executive Director

DATE: May 26, 2021

RE: COVID-19 Field Services Protocol Directive

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I am pleased to report that the field services by IRMA's Risk Management & Training Department are reopening on a limited basis following suspension due to the COVID-19 pandemic. On a case-by-case basis, the IRMA representative will determine if field services are appropriate or if services can be successfully administered remotely. If it is determined the visit will be onsite, IRMA will only schedule representatives and agents that are fully vaccinated.

IRMA offers services to 71 Members located throughout Northeastern Illinois. The reconstitution of onsite services will require IRMA employees and agents to travel between member locations and by the very nature of training and consultant services we provide, will result in the congregation of potentially large numbers of people. We will continue to work with each member on the planning of the visit and will follow all applicable CDC, IDPH and IDCEO guidelines.

While there are now relaxed guidelines regarding mitigation protocol for fully vaccinated persons, this Protocol Directive requires all employees, agents and participants to remain masked while IRMA representatives are onsite. Each member administers COVID-19 guidelines, protocols and vaccination tracking specific for their operations. It is unreasonable to expect IRMA employees and agents to verify that policies are being followed by all participants when their purpose is to provide training or consultation for municipal safety and risk.

Additionally, the meeting spaces should comply with 6-foot social distancing to accommodate all participants, vaccinated or not. All IRMA representatives have the authority to end or leave a field visit should compliance not be met by the participants or host location. Should such an event occur, this will be immediately reported to me for further handling.

I reserve the right to amend this directive as needed as we continue to progress through the pandemic.

  
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Margo Ely  
Executive Director

5/26/2021  
Date