

Updated IDCEO Recommended Employee Training

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Effective June 26, 2020, Governor Pritzker moved all Illinois counties into Phase 4 of the [Restore Illinois Plan](#). The [DCEO Phase 4 Guidelines](#) outline how to reopen select industries by providing best practices, recommended procedures, and signage to reduce the risk of spreading COVID-19. As employees return to their workplaces in Phase 4, training must be done to ensure employees understand the risks and safety precautions associated with COVID-19. Employees are authorized to complete training in person by following the [DCEO Guidelines on Meetings and Social Events](#), however, the safest format for training is through a combination of video, streaming platforms, uploading digital training documents onto the employer's intranet or SharePoint sites for employee review, or administering live virtual trainings through platforms such as Zoom, Microsoft Teams or GoToMeeting.

DCEO provided this [checklist for employee training](#) outlining the topics related to COVID-19 that all employees should review prior to returning to work. Outlined below are training resources available for certain sections within the training checklist. Note that several of the recommended training topics in the checklist are employer-specific therefore training cannot be successfully created by an outside entity and must be completed internally with the employer's current policies and procedures.

- Sources of exposure to the COVID-19 Virus
 - Videos:
 - [CDC: How Does the Virus Spread](#)
 - [Understanding COVID-19 & How to Stay Safe](#)
 - [Emerging Viruses: The COVID-19 Pandemic](#)
- Hazards Associated with Exposure to the Virus
 - Videos:
 - [Hazard & Prevention of COVID-19 in the Workplace](#)
 - [Coronavirus \(COVID-19\) Prevention in the Workplace](#) (Safety Skills)
 - Literature:
 - [OSHA: Worker Exposure Risk to COVID-19](#)
 - [OSHA: COVID-19 Hazard Recognition](#)
- 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)
 - Videos:
 - [CDC: What You Need to Know About Handwashing](#)
 - [IDOL: How to Break the Germ Cycle](#)
 - [OSHA: Putting On & Taking Off a Mask](#)
 - [How to Wear a Cloth Mask Properly](#)
 - [Guide to Donning & Doffing Gloves](#)
 - [What is Social Distancing](#)
 - [OSHA: Respiratory Protection Training Videos](#)

- Literature:
 - [IDOL: COVID-19 Workplace Health & Safety Guidance for State, Local & Municipal Government Employees](#)
 - [CDC: Stop the Spread of Germs Poster](#)
 - [CDC: Important Information About Your Cloth Face Coverings](#)
 - [CDC: How to Safely Wear and Take Off a Cloth Face Covering](#)
 - [CDC: How to Wash Cloth Face Coverings](#)
- Appropriate workplace protocols to prevent/reduce likelihood of exposure to the virus, including but not limited to: (a) Disinfection of common workplaces, materials, equipment, etc.; (b) Use of face coverings by customers and other visitors; (c) Safe work practices.
 - Videos:
 - [CDC: Six Steps to Prevent COVID-19](#)
 - [Safely Cleaning and Disinfecting at Work](#)
 - [Universal Precautions Against Infection](#)
 - Literature:
 - Updated Member Policies & Procedures
 - [CDC: Cleaning & Disinfecting Your Facility](#)
 - [CDC: Guidance for Cleaning & Disinfecting](#)
 - [EPA: Six Steps for Safe & Effective Disinfectant Use](#)
 - [IDCEO: Checklist for Wellness Screenings](#)
 - BLR: Preventing the Spread in the Workplace Toolbox Talk
 - BLR: 7Minute Safety Trainer – Prevent the Spread
 - Additional Resources:
 - [OSHA Guidance on Preparing Workplaces for COVID-19](#)
 - [OSHA: COVID-19 Control and Prevention](#)
 - [OSHA Protecting Workers During a Pandemic](#)
- Symptoms of COVID-19 and what to do if sick
 - Video:
 - [CDC: Feeling Sick](#)
 - [CDC: Symptoms of Coronavirus](#)
 - Literature:
 - [CDC: Symptoms of Coronavirus](#)
 - [CDC: What to Do if You Are Sick](#)
 - [CDC: 10 Things You Can Do to Manage Your COVID-19 Symptoms at Home](#)
 - Additional Resources:
 - [OSHA: COVID-19 Medical Information](#)
- Definition of high-risk populations
 - Video:
 - [CDC: Are you at a Higher Risk for Severe Illness](#)
 - Literature:
 - [CDC: People Who Are at High Risk for Severe Illness](#)
- Isolation of individuals suspected or confirmed COVID-19
 - Literature:
 - Updated Member Policies & Procedures
 - [CDC: When You Can be Around Others After You Had or Likely Had COVID-19](#)
- Reporting of possible cases
 - Literature:
 - Updated Member Policies & Procedures
 - Additional Resources:
 - [OSHA: Recording Workplace Exposures to COVID-19](#)