



CITY OF CHICAGO



DEPARTMENT OF ASSETS, INFORMATION & SERVICES

March 25, 2020

RE: Confirmed Case of COVID-19 for AIS Employee

Dear AIS Team Member,

I am writing to inform you of a recent development regarding the Coronavirus Disease 2019 (COVID-19). We have learned that an AIS colleague has tested positive for COVID-19. At this time, we do not believe that the employee contracted the virus at work. The AIS employee, who worked at 1869 W Pershing Road, has not been in AIS office space or in contact with other AIS employees since Friday, March 20, 2020.

We were notified of the positive COVID-19 test on Sunday, March 22, 2020. To ensure the health and safety of our employees, under Chicago Department of Public Health's (CDPH) guidance, AIS conducted a thorough cleaning and disinfecting at the employee's work location, including all common areas, that same day. The next morning, AIS communicated with all employees who may have been in contact at work with the employee who tested positive. AIS has also expanded telework as an option for more AIS employees and increased the number of locations where employees can swipe in and out.

Employees who have been identified as having been in prolonged close contact with this individual will be notified via a separate communication and instructed to self-quarantine. As a reminder, prolonged close contact is defined as being within 6 feet of an infected person for 10 minutes or more. Those who had brief, casual contact with an infected individual are not considered at great risk of transmission and, for most people, the illness is generally mild and can be safely managed at home. As always, all employees should monitor their health and stay at home if they develop symptoms. Anyone who develops severe symptoms should seek medical care immediately.

We continue to work closely with CDPH and follow the Centers for Disease Control (CDC) guidelines as we ensure proper protocols and preventative measures are in place for the health and safety of our staff and personnel throughout the City.

Public Health Guidance

Symptoms of COVID-19 include fever (temperature greater than 100.4 degrees Fahrenheit), cough, and shortness of breath. If your symptoms are mild and you are at higher risk for severe illness from COVID-19 (over 60 years old or have underlying health conditions such as heart disease, diabetes, or chronic lung diseases), please contact your medical provider to discuss whether you need to be evaluated in person. Individuals who are not high risk and who exhibit mild symptoms do not need to be evaluated in person and do not need to be tested.

If your symptoms are severe, such as difficulty breathing or shortness of breath, persistent pain or pressure in the chest, new confusion or difficulty waking up, or bluish lips or face please seek the closest emergency department or call 9-1-1 immediately.

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Any individuals who are sick or exhibiting symptoms must stay home from work. Stay home and away from others for at least 7 days since your symptoms first appeared and at least 3 days (72 hours) with no fever (without using fever-reducing medications) and improving symptoms.

For any additional COVID-19 questions or support, please visit www.chicago.gov/coronavirus for the most reliable information. If you do not find the information you need on the website, please email coronavirus@chicago.gov. We will continue to ensure all of you receive regular updates.

The health and wellness of our staff continues to be our highest priority of the. Thank you all for your continued and dedicated service to the City of Chicago and its residents.

Sincerely,

David J. Reynolds
Commissioner