



**ILLINOIS INTERNATIONAL
PORT DISTRICT**

3600 E. 95th Street
95th and the Lakefront
Chicago, IL 60617-5193
773-646-4400
773-221-7678 (FAX)

INTEROFFICE MEMORANDUM

TO: ALL PERSONNEL OF AND VISITORS TO THE IIPD

FROM: CLAYTON HARRIS ~~III~~, EXECUTIVE DIRECTOR

SUBJECT: CORONAVIRUS GUIDELINES AT THE IIPD

DATE: MARCH 12, 2020

CC: ILLINOIS INTERNATIONAL PORT DISTRICT BOARD

Currently there is a lot of uncertainty regarding the coronavirus and the proper protocol addressing control over the spreading of the disease. What we do know is that this disease is highly contagious, mimics influenza symptoms and can have dire consequences without proper treatment. As a result of these factors, the Illinois International Port District (IIPD) is publishing guidelines for activities at the Port.

Following the Center for Disease Control's guidelines, the IIPD recommends the following for all of our tenants:

- **Actively encourage sick employees to stay home**
- **Separate sick employees**
- **Emphasize staying home when sick**
- **Emphasize respiratory etiquette and hand hygiene by all employees**
- **Perform routine environmental cleaning**

Here at the IIPD, other factors that are of concern is the transient nature of Port operations. To this end the IIPD recommends the following:

- **Always maintain a safe environment by having operators to either stay in or near their vehicle while on the Port**
- **Limit physical skin to skin touching**
- **Perform routine environmental cleaning after interaction with individuals passing to and through the Port**

It should be noted that this is an evolving policy that is aimed at keeping people safe and healthy. People should use their good and common sense.

