



OAK-LEYDEN DEVELOPMENTAL SERVICES
411 Chicago Avenue
Oak Park, IL 60302
(708) 524-1050
www.oak-leyden.org

DATE: July 6, 2021
TO: Oak-Leyden Staff
FROM: Nancy Thomas, Human Resources Director
RE: COVID-19 protocols update

The Safety of our Staff, Participants and Team is one of our top priorities. The purpose of this communication is to provide updates in accordance with DDD and Illinois Department of Public Health guidelines regarding our Life Long Learning Centers, CILA Homes, Children Services and Administrative work sites. Following are protocols that are required at each work site.

- In congregate settings like our Life Long Learning Centers, mask wearing/shields and social distancing are to be continued and followed by all staff, participants, and visitors at the Oak Park and Elmwood Park sites. This is regardless of Vaccination status.
- At CILA Homes and 319 office, unvaccinated staff are required to wear a mask. Vaccinated staff do not need to wear a mask.
- At 411, in the common areas masks are to be worn and social distancing is to be continued. In private offices or conference rooms, if all who are present are vaccinated, than masks do not need to be worn. People who aren't vaccinated need to wear a mask at all times.
- 411 Children Services staff and families must follow the CS Illness and Safety Policy regarding mask wearing, temperature taking, and procedures.
- The Health Assessments and temperature taking at all work sites ends as of the date of this memo. The exception is the Children Services required procedures.
- If you start feeling sick during or before your shift immediately notify your supervisor.