



**Ford County Public Health Department**  
**235 North Taft Street**  
**Paxton, IL 60957**

**Phone: (217)379-9281 Fax: (217)379-2802**  
**Website: [www.fordcountyphd.org](http://www.fordcountyphd.org)**

**Coronavirus Disease 2019 (COVID-19) Guidance for Financial Institutions**

**Recommendations for Employees and Customers**

- Encourage employees and customers to take preventive measures. There is no current recommendation for any financial institution to wear any personal protective equipment.
- Encourage and monitor social distancing for employees and customers. It is recommended to keep at least six feet between you and others.
- Increase cleaning of high touch surfaces (i.e., doors/doorknobs, counters, pens, computers) For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
- Urge those that handle money to wash their hands frequently and not touch their face. There are no recommendations at this time to disinfect money or documents.
- Ford County Public Health Department encourages drive-through services and limiting public access to the lobby
- Ford County Public Health Department encourages all employers to have employees stay home if they are experiencing any illness symptoms.

**Guidance for Screening Employees**

- Employers may screen employees at the beginning of their shift to monitor for signs and symptoms of COVID-19. This screening may include checking the employee's temperature. Employers can create their own screening process including questioning employees.

Example questions/statements:

1. I have traveled to a location where COVID-19 has been diagnosed or suspected.
2. I have been in close contact with persons who have traveled to a location where COVID-19 has been diagnosed or suspected.
3. I have been sick with a cold or the flu or other respiratory illness.
4. I have had close contact with a person who was diagnosed with COVID-19, or people who are sick with colds or flu.
5. I have had, or currently have, a fever.

It is advised that employees who answer yes to any of the statements be sent home and directed to contact their physician as soon as possible. Employees should not return to work until symptoms resolve and fever free (without fever reducing medicine). The time frame to stay home may be longer depending upon physician and local health department guidance.

**Ways to Receive Updates on COVID-19**

- Please utilize Ford County Public Health Department's website and Facebook page to keep current on COVID-19. [www.fordcountyphd.org](http://www.fordcountyphd.org)
- FCPHD encourages financial institutions to provide our office with a contact person that can be placed on our communication list. This will ensure that the institution receives up to date press releases and recommendations.
- Please utilize Illinois Department of Public Health Department's website. [www.dph.illinois.gov](http://www.dph.illinois.gov) or [www.coronavirus.illinois.gov](http://www.coronavirus.illinois.gov). Additional guidance may be found at: <http://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/business-guidance>
- An additional resource is The American Bankers Association website. It has resources on COVID-19 too.