



# Illinois Board of Higher Education

JB Pritzker, Governor  
John Atkinson, Chair • Ginger Ostro, Executive Director

## MEMORANDUM

**TO:** Illinois Board of Higher Education Approved Institutions  
**FROM:** The Illinois Board of Higher Education  
**DATE:** March 24, 2020  
**RE:** Executive Order 2020-10

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IBHE urges institutions to make reasonable accommodations for all students and employees, during the [Gubernatorial Disaster Proclamation](#)<sup>1</sup>. During this period, educational institutions may remain open for the purposes of facilitating distance learning, performing critical research, or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible.

IBHE would like to highlight the additional requirements specified Executive Order 2020-10 (“Executive Order”) pertaining to Social Distancing listed in Section 15 (a) (i-iv):

**15. Social Distancing Requirements.** For purposes of this Executive Order, Social Distancing Requirements includes maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.

- a. **Required measures.** Essential Businesses and Operations and businesses engaged in Minimum Basic Operations must take proactive measures to ensure compliance with Social Distancing Requirements, including where possible:
  - i. **Designate six-foot distances.** Designating with signage, tape, or by other means six-foot spacing for employees and customers in line to maintain appropriate distance;
  - ii. **Hand sanitizer and sanitizing products.** Having hand sanitizer and sanitizing products readily available for employees and customers;
  - iii. **Separate operating hours for vulnerable populations.** Implementing separate operating hours for elderly and vulnerable customers; and

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<sup>1</sup> As such term is used in Executive Order in Response to COVID-19 (COVID-19 Executive Order No.2) at <https://www2.illinois.gov/Documents/ExecOrders/2020/ExecutiveOrder-2020-04.pdf> and a copy of the Gubernatorial Disaster Proclamation at <https://www2.illinois.gov/sites/gov/Documents/APPROVED%20-%20Coronavirus%20Disaster%20Proc%20WORD.pdf>

- iv. **Online and remote access.** Posting online whether a facility is open and how best to reach the facility and continue services by phone or remotely.

The Executive Order was proactively issued for the preservation of public health and safety throughout the State of Illinois by limiting exposure of Illinois citizens to COVID-19 through social distancing and by urging people to simply stay at home. In this regard, IBHE strongly encourages all educational institutions to follow the Executive Order, including those provisions highlighted above, and work towards limiting the exposure of COVID-19 to your institution's employees and students. IBHE further encourages institutions to implement measures to allow staff and faculty to work remotely while facilitating distance learning from their homes instead of from campus or main office locations until April 7, 2020.