

Frequently Asked Questions

IDHR Procedures during COVID-19 Pandemic

How do I file a charge of discrimination during the COVID-19 pandemic? *The IDHR strongly encourages filings via EMAIL during this emergency. Filing by mail or fax may delay processing.*

Charges of discrimination can be filed during the COVID-19 pandemic by:

- Email (**Preferred**): an IDHR Complainant Information Sheet (CIS) to:
IDHR.Intake@illinois.gov (Employment cases) or
IDHR.FairHousing@illinois.gov (*Housing cases*)
- Fax: an IDHR Complainant Information Sheet (CIS) to: **312-814-6251**. Attn: Intake Unit.
- Mail: an IDHR Complainant Information Sheet (CIS) to:
Illinois Department of Human Rights (IDHR)
Attn: Intake Unit
100 W Randolph St, STE 10-100
Chicago, IL 60601

You may download an IDHR Complainant Information Sheets (CIS) from the IDHR website: <https://www2.illinois.gov/dhr/Publications/Pages/Forms.aspx>

Will the IDHR conduct Interviews and Fact-Finding Conferences during the COVID-19 pandemic? If yes, how?

Yes, the IDHR will continue to schedule interviews and fact-finding conferences via telephone or WebEx (virtual) as scheduled. If you are unable to participate at the scheduled time as a result of issues relating to COVID-19, please notify your assigned Investigator immediately.

Will the IDHR conduct Mediations during the COVID-19 pandemic? If yes, how?

Yes, the IDHR will continue to schedule and conduct mediation conferences via telephone or WebEx (virtual) as scheduled. If you are unable to participate at the scheduled time as a result of issues relating to COVID-19, please notify your assigned Mediator immediately.

To request mediation, please contact the IDHR Mediation Unit by email to IDHR.Mediation@illinois.gov or by phone at (312) 814-6889. Email is recommended.

How will the COVID-19 pandemic affect deadlines for official responses (requests for information, fact-finding conferences, and interviews)?

IDHR understands the unique challenges the COVID-19 pandemic brings and is willing to adjust deadlines if necessary. To request an extension of a deadline, please contact your assigned Investigator via email or phone. For cases where an investigator has not yet been assigned, please email your extension request to IDHR.Webmail@illinois.gov. All requests for an extension must include the IDHR charge number and the reason for the request.

Frequently Asked Questions cont'd

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How do I determine the status of my case or re-schedule a procedure? How would it impact my case?

To request the status of your case, please contact the assigned Investigator or Mediator directly. For cases where an investigator or Mediator has not yet been assigned, please email IDHR.Webmail@illinois.gov.

In the event a party requests rescheduling of a fact-finding conference or mediation session, the IDHR may request that parties sign a written extension of time to complete the investigation.

Will the COVID-19 pandemic affect the deadline for employers to provide sexual harassment prevention training for their workforce?

No, employers have until December 31, 2020 to conduct required sexual harassment prevention training. To learn more about the release of the training module visit www.illinois.gov/dhr/training.

How will the IDHR protect human rights during the COVID-19 pandemic?

During a public health threat such as COVID-19, there is a heightened potential for fear, stigma and discrimination. For example, people may be subjected to abusive behavior, slurs or other harassment simply because of their race or national origin.

While the COVID-19 pandemic has caused some restrictions on everyday life, it does not justify unlawful discrimination or harassment or other disregard of human and civil rights. If an individual believes they have been the victim of unlawful discrimination, they should contact IDHR to file a charge.

IDHR's mission is to secure for all individuals within the State of Illinois freedom from unlawful discrimination and harassment. IDHR's main function is to investigate charges of discrimination brought forth by persons who feel they were discriminated against in employment, real estate transactions (housing), access to public spaces, financial credit or sexual harassment in education. In these contexts, the Illinois Human Rights Act prohibits discrimination on the basis of race, color, religion, sex (including sexual harassment), national origin, ancestry, military status, age (40 and over), order of protection status, marital status, pregnancy, arrest record, sexual orientation (which includes gender-related identity), unfavorable military discharge and physical and mental disability.

Will the IDHR Training Institute continue to offer trainings during the COVID-19 pandemic? If yes, how do I register for a training class?

Yes, however, all previously scheduled in-person trainings have been canceled and converted to webinar formats. Until further notice, IDHR Training will be held online to support remote learning, prevent large gatherings and promote social distancing.

To register for an IDHR Training Institute online training/webinar please visit: <http://www.illinois.gov/dhr> for a training schedule. You can register for multiple training course offerings. Registered course participants will receive an email confirmation within three to four days of the training date containing an internet link to the training site.

During the COVID-19 pandemic, the IDHR Training Institute is working to expand online course offerings and will continue to post additional trainings as they become available.

Illinois Department of Human Rights

Phone: 312-814-6200 Fax: 312-814-6251

Email: IDHR.Intake@illinois.gov or IDHR.Webmail@illinois.gov

Frequently Asked Questions cont'd

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How will the COVID-19 pandemic affect vendor registration under IDHR's Public Contracts Unit?

IDHR's Public Contracts Unit continues to operate as usual. All first-time registrations and renewals will continue to be processed. If you have general questions regarding registration or renewal, please email IDHR.PublicContracts@Illinois.Gov. If your company is undergoing an IDHR Compliance Review and you have general questions or wish to submit requested documentation, please email IDHR.PublicContracts@Illinois.Gov.

I've lost my job due to COVID-19. What resource are available to me?

Unemployment benefits may be available to some individuals whose unemployment is attributable to COVID-19. The Illinois Department of Employment Security (IDES) recently adopted emergency rules to facilitate access to the unemployment insurance system. For more information, please visit the [IDES COVID-19 webpage](#) or call them at (800) 244-5631.