



Village of Maple Park

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MEMORANDUM

TO: Village President and Board of Trustees

FROM: Village Administrator Dawn Wucki-Rossbach 

DATE: June 25, 2020

SUBJECT: PHASE IV RE-OPENING MAPLE PARK – BARS/RESTAURANTS/PERSONAL SERVICE/RETAIL ESTABLISHMENTS AND VILLAGE FACILITIES AND BUSINESS OPERATIONS

BACKGROUND

On Monday, July 22, 2020, Governor Pritzker issued re-opening guidelines for Phase IV of the Restore Illinois Plan. Phase IV begins on Friday, June 26, 2020. Listed below are the guidelines on Phase IV re-opening.

Bars and Restaurants

1. The Village will provide the following street closures so that the bars and restaurants on Main Street may open up their operations and have outdoor seating: Pleasant Street between Main Street and the north side of the railroad tracks and Kennebec Street and Kennebec Street and Kennebec Street and Main Street, see the Village of Maple Park Re-Opening Map and Resolution 2020-09 Village Street Closures.
2. Businesses should have wellness screenings in place for employees that follows Illinois Department of Public Health (IDPH) COVID-19 Outdoor Dining Guidelines for Staffing and Attendance.
3. Employees must wear face masks when in the presence of others and maintain social distancing of six (6) feet apart whenever possible.
4. Businesses must display signage at the entry of the establishment that states that face coverings are required and social distancing protocols should be followed.
5. Businesses are required to follow IDPH's COVID-19 Outdoor Dining Guidelines for Physical Workspaces.
6. Seated areas: 10-person party limit; area capacity determined by having seating 6' apart.
7. Standing areas: 25% of standing area capacity.
8. Bar seating: spaced 6' apart to maintain social distancing.
9. Live music is permitted, but employees and performers should follow social distance guidelines. Performers should wear face coverings when possible.
10. Food and alcoholic beverage orders from bars and restaurants must be taken to the designated outdoor dining areas marked in brown on the Village of Maple Park Re-Opening Map.

11. Bars and restaurants must monitor and keep patrons in designated dining areas when they are consuming food and beverages, especially alcoholic beverages. If patrons are located outside of the designated dining areas with open alcohol, they should be asked by to return to the dining area, if patrons refuse to comply with request the Police Department should be contacted. An establishment may be required to shut down their outdoor dining area if patrons are found outside of the area and the Police Department has to respond.
12. Fencing and tables must be provided by bar and restaurant owners and there are to be no more than six (6) guests per table. Tables must be six (6) feet apart.
13. Tables and seating in the designated areas must be sanitized after each guest/group of guests is no longer seated and has left the area. Sanitation is the responsibility of the bar and restaurant owners.
14. Portolets and hand sanitizing stations are to be monitored and serviced weekly. Business owners will pay the cost of the portolets and hand sanitizing stations from June 3, 2020 through Tuesday, September 8, 2020 by 12:00 Noon.
15. Open condiments should not be left on outside tables; the use of disposable packets is encouraged.
16. Bar and restaurant owners are responsible for the removal of all paper and food waste generated by their designated outdoor seating area.
17. Bar and restaurant owners, and outdoor street dining customers, will comply with the Village's Noise Control Ordinance, 5-7-3 where noise may be emitted during the following hours:

Sunday through Thursday	7:00 A.M. to 10:00 P.M.
Friday through Saturday	7:00 A.M. to 11:00 P.M.
18. Before 12:00 Noon on Tuesday, September 8, 2020, the bars and restaurants owners of Maple Park shall complete a cleaning detail of the surrounding neighborhood to ensure that it is clean and debris free.

Barber Shops and Salons

This is applicable to all hair salons, hair braiders, barber shops, nail salons, spas, massage parlors, waxing centers, tattoo parlors, tanning salons, and other providers of personal care services. Services shall be performed when both customer and employee are wearing a face covering over their nose and mouth. Massage or body treatments are 30 minutes or less.

1. Employers should have a wellness screening program in place for employee that follows Illinois Department of Public Health (IDPH) COVID-19 for Personal Care Service Guidelines.
2. Service providers shall configure space to allow for a six (6) feet apart between customers and impermeable barriers between work stations if possible.
3. Maximum of 50% capacity.
4. Waiting area should be cleared of any shared items such as magazines.
5. No beverages shall be served and water fountains should be deactivated, single-service bottles.
6. Limit occupancy of common areas/break rooms to allow for social distancing of six (6) feet.
7. Cleaning guidelines identified in the IDPH COVID-19 Personal Care Service Guidelines shall be followed.

Retail/Commercial Businesses

This is applicable to customer-facing stores engaged in retailing merchandise and services. Examples include: jewelry stores, clothing stores, hardware stores, pharmacies, department stores, grocery stores, etc.

1. Employers should have a wellness screening program in place for employee that follows Illinois Department of Public Health (IDPH) COVID-19 for Retail Guidelines.
2. Retailers should display signage at all entry points informing customers of facing covering requirements, social distancing guidelines and cleaning protocols in place.
3. Employees shall wear face coverings over their nose and mouth and practice six (6) foot social distancing requirements when practical.
4. Display visual markers six (6) feet apart at checkout points.

5. All shared products, such as tester units, be removed from displays.
6. Disinfecting of establishments shall be in compliance with CDC protocols.
7. Cleaning guidelines identified in the IDPH COVID-19 Retail Guidelines shall be followed.

Offices

This is applicable to non-customer facing office spaces, stand alone or multi-tenant buildings. Examples include: legal services, accounting services, insurance services, etc.

1. Employers should have a wellness screening program in place for employees that follows Illinois Department of Public Health (IDPH) COVID-19 for Office Guidelines.
2. Employees should wear face coverings over their nose and mouth when within six (6) feet of others.
3. The practice of social distancing six (6) feet apart shall be maintained between non-household individuals are appropriate.
4. Maximum occupancy is 50% of room capacity.
5. Multi-tenant buildings landlords must display signage at building entrances informing occupants and clients of face covering requirements, social distancing requirements and the cleaning protocols that are in place.
6. Display visual markers six (6) feet apart at queue points (elevators, building entrances)
7. Tenants must also display face covering, social distancing and cleaning protocols at their entrance.
8. Water fountains are to be deactivated.
9. Vending machines, if any in common areas, should be sanitized after each use.
10. Cleaning guidelines identified in the IDPH COVID-19 Offices Guidelines shall be followed.

Village Meetings

For Village Board, Board Committee and Plan Commission Meetings:

1. All Village Board, Committee and Commission Meetings resume holding meetings in the Civic Center on Tuesday, July 7, 2020.
2. Phase IV limits gatherings of fewer than 50 people or 50% of room capacity.
3. Meeting attendees should wear face coverings over nose and mouth, except while seated throughout the meeting.
4. Meeting attendees will be asked if they feel well and will be screened with an infrared thermometer prior to entering the meeting room.

Village Hall Offices

Our commitment to quality service is important; but, the safety of our employees is paramount. In order to open the Village Hall on June 3, 2020, and ensure everyone's safety, the following safety protocols will be enacted:

1. Village employees will be screened per the wellness screen program outlined in the Illinois Department of Public Health (IDPH) COVID-19 for Office Guidelines.
2. The Village will display a sign at all entry points of the Civic Center and Police Department that requires customers to wear face coverings and practice social distancing of six (6) feet apart.
3. Village Hall customers will be reminded that they should complete a self-assessment prior to entering the Civic Center. If they have fever, chills and other COVID-19 symptoms they should return home and follow COVID-19 stay-at-home protocol.
4. Employees should wear face coverings over their nose and mouth when within six (6) feet of others.
5. Gatherings of 50 or 50% of the room capacity whichever is less is allowed for Village sponsored meetings, when needed.
6. Village Staff, this includes the Village Clerk and Village Accountant/Village Treasurer, will interact with public behind a translucent shield.

7. Village Staff will be responsible for cleaning the shield and counter areas as needed after servicing customers.
8. Village Staff may utilize gloves when handling external documents.
9. There will be separate hand sanitizer for use by the public as well as for employees.
10. There will be pens available for public use so as not to share pens with the public.
11. There will be a display of visual markers six (6) feet apart for the counter and through the atrium area leading into Village offices.
12. If Village Hall counter and atrium areas becomes too congested, we may create an enter/exit direction. Signage will be provided, and employees remind the public about traffic patterns.
13. Public Works will establish a cleaning schedule for common areas and surfaces; this will include mid-day cleaning of the restrooms.

Park Facilities, Gym and Civic Center Rooms

This is applicable to all Village park shelters, the Civic Center Gym and Civic Center meeting rooms.

1. Park playground equipment and ballfield benches and fencing opened on June 1, 2020.
2. Use of park shelters and restrooms will not open until Phase V.
3. No outside meetings or use of the Civic Center building will be permitted, except for authorized Village meetings, until Phase V when more than 50 people may gather.

Public Works, Building Permit Review and Building Inspections

This is applicable to Public Works personnel responding to calls for service regarding water and sewer services, meter reading and for calls for service on such things as flooded streets. For Public Works situations the following will be enacted:

1. Village employees will be screened per the wellness screen program outlined in the Illinois Department of Public Health (IDPH) COVID-19 for Office Guidelines.
2. If the Village receives a call for service, customers will be asked to wear face coverings and maintain social distancing of six (6) feet apart when Staff is accessing the work that is needed and/or while work is being completed.
3. Village Staff will wear face coverings and practice social distancing of six (6) feet apart from customers or contractors in the case of a building inspection or building permit review.
4. Village Staff will frequently use hand sanitizer, if handwashing is not possible.
5. Village Staff may utilize gloves when handling external documents.

Police Department

This is applicable to Police Department personnel and Village residents and other customers.

1. Village employees will be screened per the wellness screen program outlined in the Illinois Department of Public Health (IDPH) COVID-19 for Office Guidelines.
2. Residents are encouraged to contact the Police Department by phone for non-emergency matters in order to determine availability of Police Personnel and to prevent any unnecessary trips to the Police Department should personnel not be available. Residents should call: (815) 827-3286
3. The Village will a display a sign at all entry points of the Civic Center and Police Department that requires customers to wear face coverings and practice social distancing of six (6) feet apart.
4. If residents need to come to the Police Department, they will be reminded that they should complete a self-assessment prior to entering the Civic Center. If they have fever, chills and other COVID-19 symptoms they should return home and follow COVID-19 stay-at-home protocol.
5. Residents shall wear face coverings and practice social distancing of six (6) feet apart.
6. Police Department personnel will follow Administrative Order 20-01 while on-duty.