



GLENVIEW'S BACK TO BUSINESS GUIDE

VILLAGE OF GLENVIEW

REVISED March 22, 2021

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GLENVIEW'S BACK TO BUSINESS GUIDE

GUIDE OVERVIEW

The purpose of this plan is to provide guidance and resources to local Glenview businesses in preparation to re-open as the State of Illinois enters each phase of Governor J.B. Pritzker's 5-phased re-opening plan. The State is currently in Phase 4 of the re-opening plan. [Please see page 14 for Phase 4 business guidelines.](#)

In addition to reviewing this guide, businesses should carefully evaluate their own crises management plans to determine additional steps needed to ensure full customer and employee safety.

As with any plan, the information provided in this guidance is subject to change based on newly acquired information or circumstantial changes revolving around COVID-19.

VILLAGE OBJECTIVES

1. **SERVE** the public safely while delivering services through the back-to-business phases
2. **REVIEW and REVISE** the latest State and Federal guidance and update Glenview's Back to Business Guide accordingly
3. **INFORM** businesses on available resources and business support

VILLAGE COMMUNICATION

Communication Resources

Local information regarding the Village's COVID-19 resources can be found at the Village website by visiting www.glenview.il.us/Pages/coronavirus-businesses.aspx. Additionally, please subscribe to [eGlenview](#), the Village's electronic newsletter, to receive the most up-to-date local information on COVID-19 as well as any other important announcements. The Village also frequently posts communications on other social media platforms, so consider following these links to the Village's accounts including: including:

- [Twitter](#)
- [Instagram](#)
- [Facebook](#)
- [LinkedIn](#)
- [The Village's "Go Glenview" Economic Development Portal](#)

COVID-19 Business Hotline

As the nature of the pandemic evolves, the Village asks for its businesses to be proactive in communicating concerns or issues with Village staff. Please contact the Village's COVID-19 Business Hotline at (847) 904-4301 to receive clarifications on any pending or current announcements. The hotline will be available from 8:30 a.m. to 4:30 p.m., Monday through Friday, and Community Development staff will try to assist with any questions you may have. Additionally, keep the Village up to date with your contact information as staff will be emailing businesses with any upcoming information.

I. STATE OF ILLINOIS REOPENING PLAN – RESTORE ILLINOIS

The state of Illinois is implementing Restore Illinois which is a five-phase approach to reopening the state summarized in the Diagram A (review the State’s plan by clicking on the Restore Illinois Cover Page to the right). The phased approach provides a preliminary framework guided by forthcoming data, health metrics, and research development; thus, the plan is subject to evolve and adjust based on the changing nature of the Coronavirus. Moving to subsequent phases is fully dependent on the state’s ability to conduct widespread testing and its ability to quickly implement efficient contact tracing systems. For this reason, the primary goal of the Restore Illinois Plan is to mitigate and maintain social distancing until we have met the criteria in fully re-opening the state.

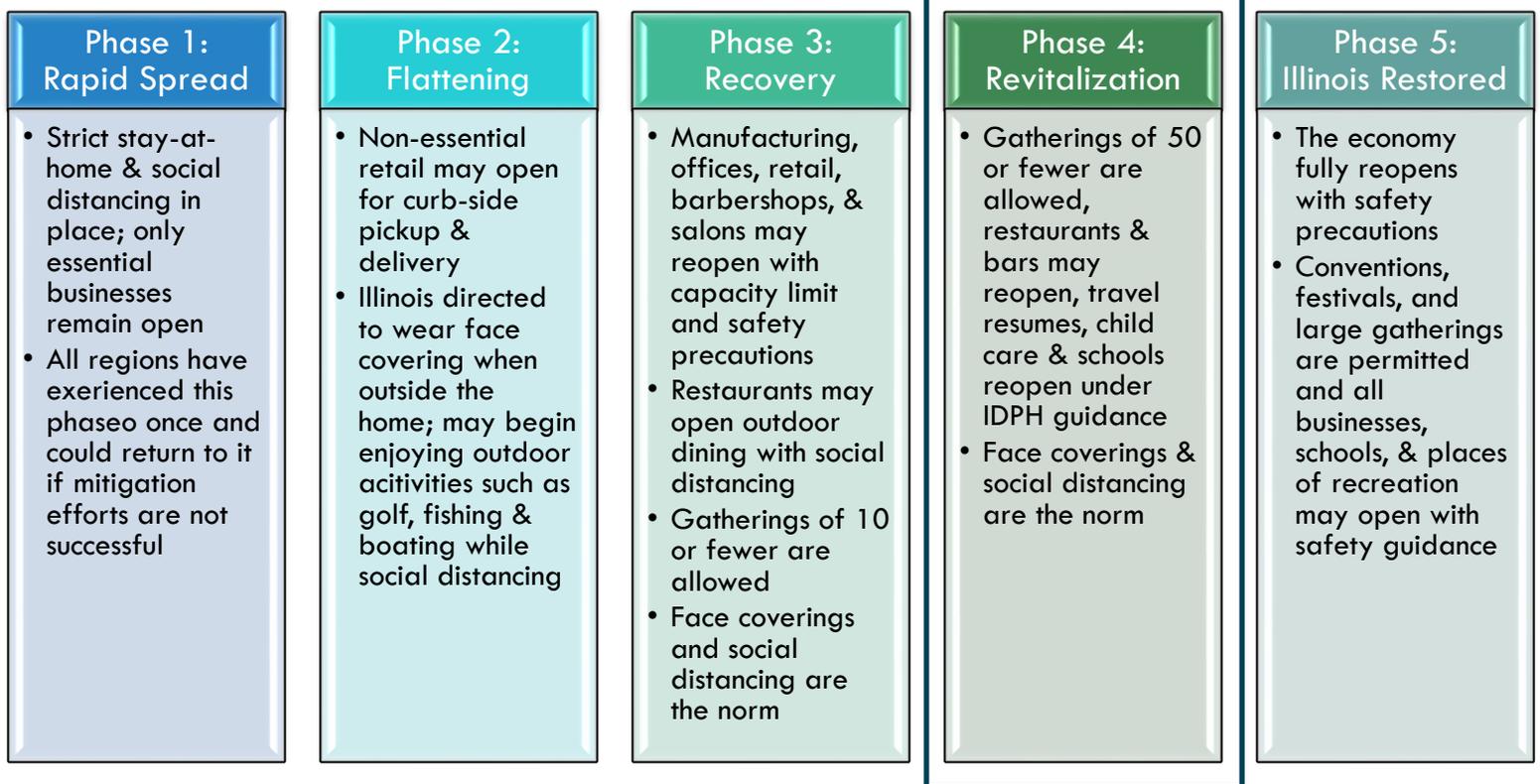
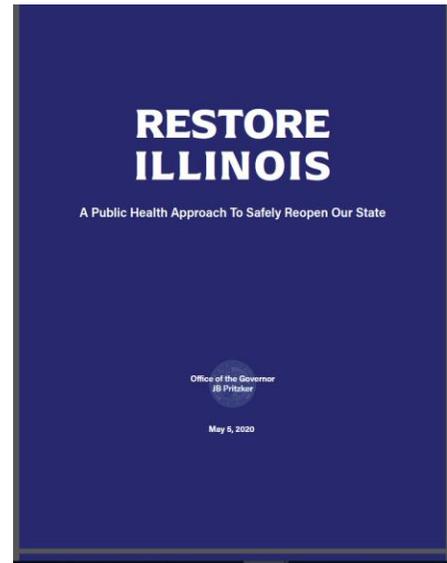
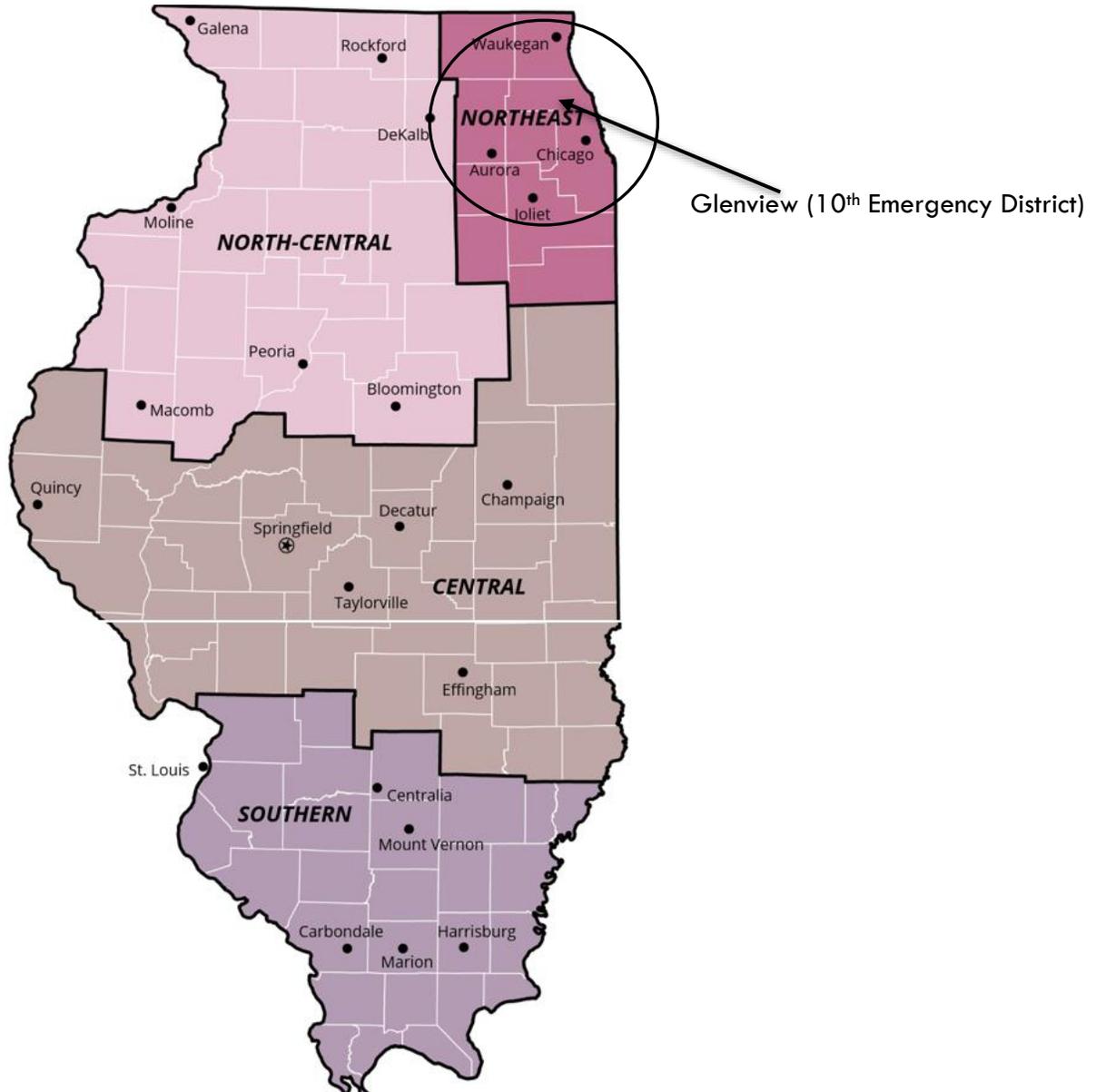


Diagram A. Restore Illinois 5 Phase Approach

Husain, Nausheen, et al. "How Will Illinois Reopen? Three Charts Breaking down Pritzker's Plan." Chicagotribune.com, Chicago Tribune, 6 May 2020

The State plan has organized the state into four different emergency regions based on the Illinois Department of Public Health's 11 Emergency Medical Service regions shown in the map below; each of the four regions will independently move through the five phases since the virus has had distinct impacts on each of the regions. Glenview is part of tenth emergency district, therefore, its incorporated businesses are governed by the Northeast region.

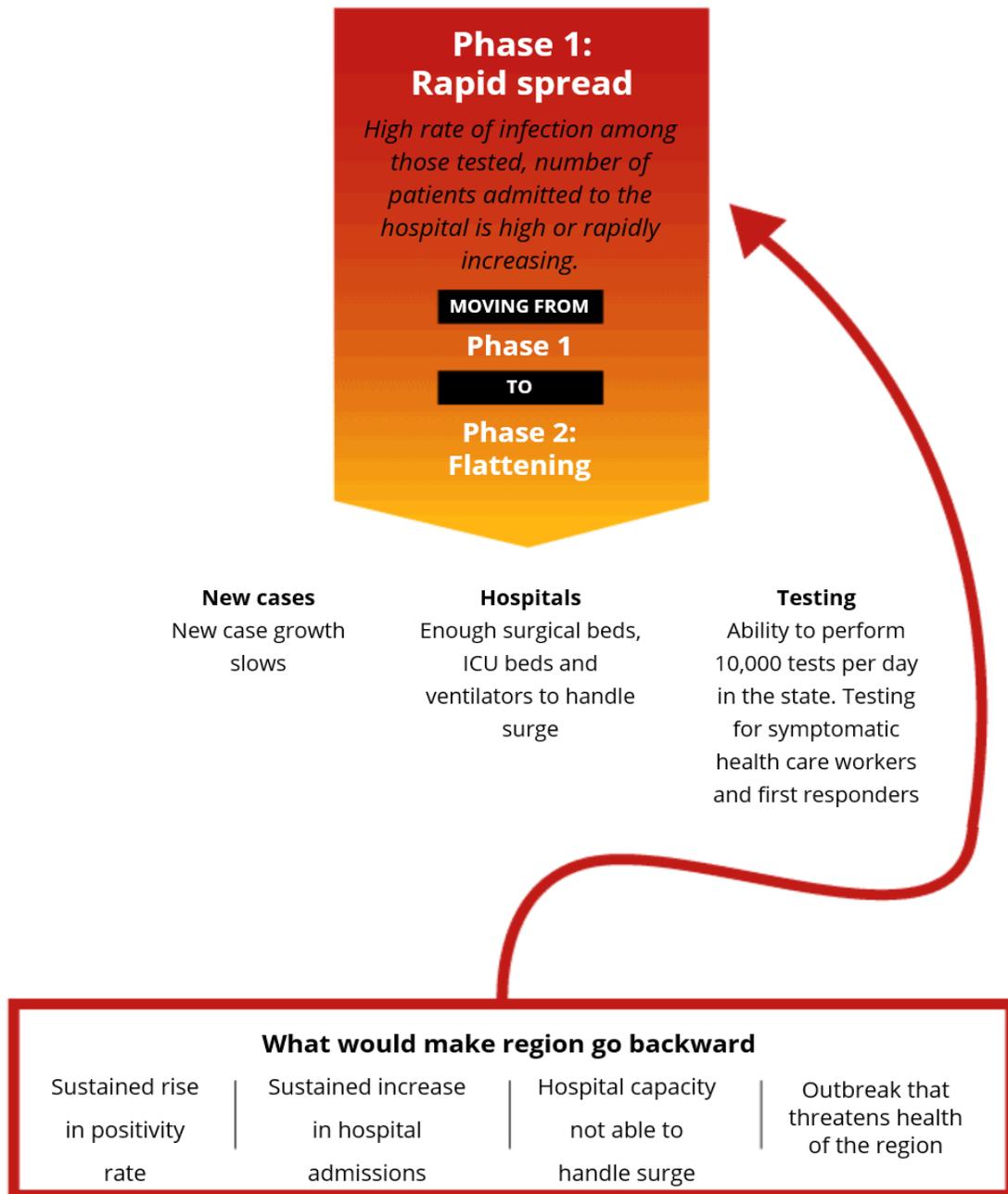


Husain, Nausheen, et al. "How Will Illinois Reopen? Three Charts Breaking down Pritzker's Plan." Chicago Tribune, 6 May 2020

Prior to moving to a next phase, specific, identified criteria will need to be met in order to prevent regions from worsening the spread of the virus and reverting to a

previous phase. The Restore Illinois Plan has outlined critical criteria which will determine a region’s eligibility to reopening its economy. While the State is currently experiencing flattening of the curve, reverting is inevitable if safety recommendations loosen earlier than the criteria is fully met. The below graphic outlines the State’s criteria in moving from one phase to the other.

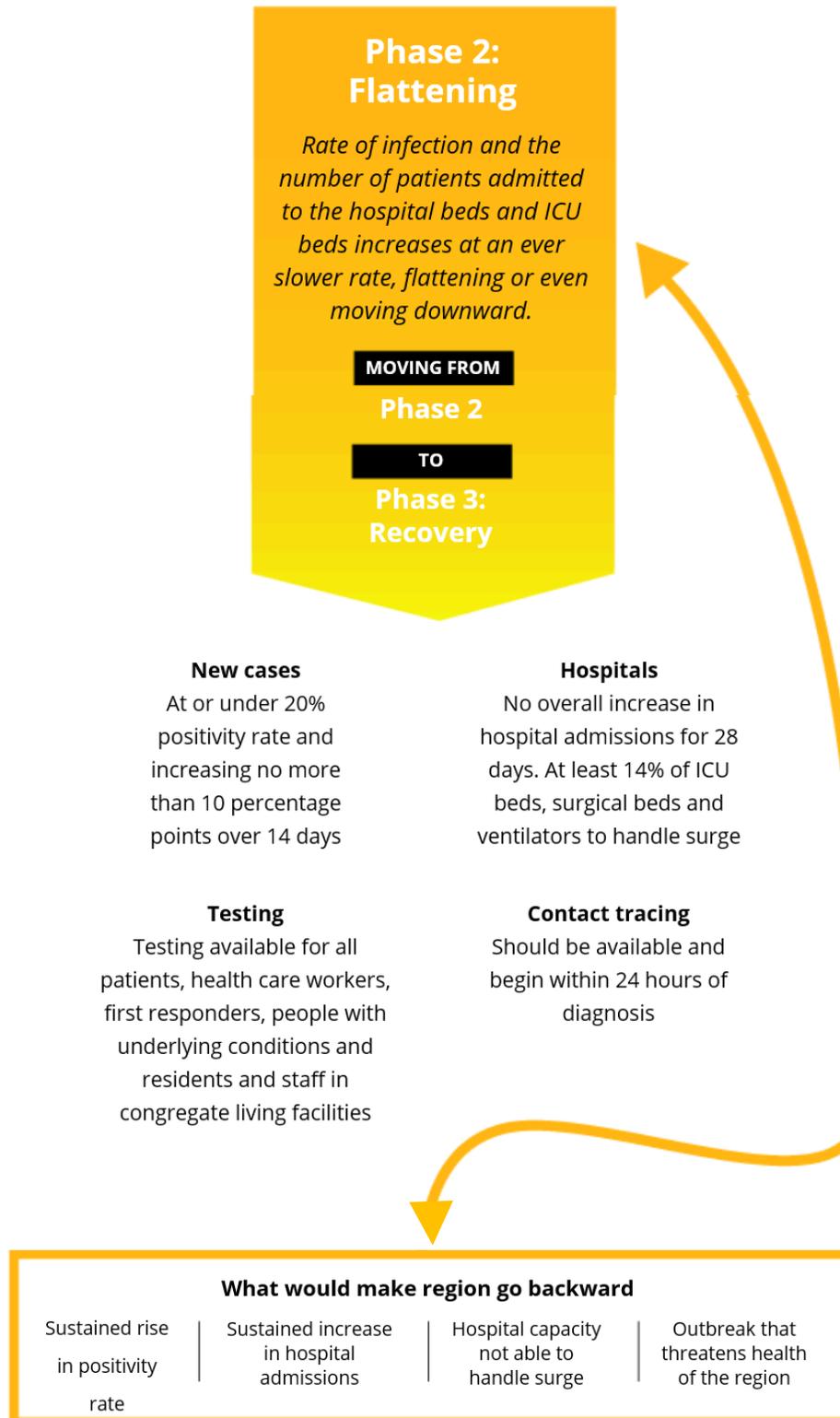
A. STATE OF ILLINOIS REOPENING PLAN: PHASE 1 CRITERIA



Restore Illinois 5 Phase Approach

Husain, Nausheen, et al. "How Will Illinois Reopen? Three Charts Breaking down Pritzker's Plan." Chicagotribune.com, Chicago Tribune, 6 May 2020

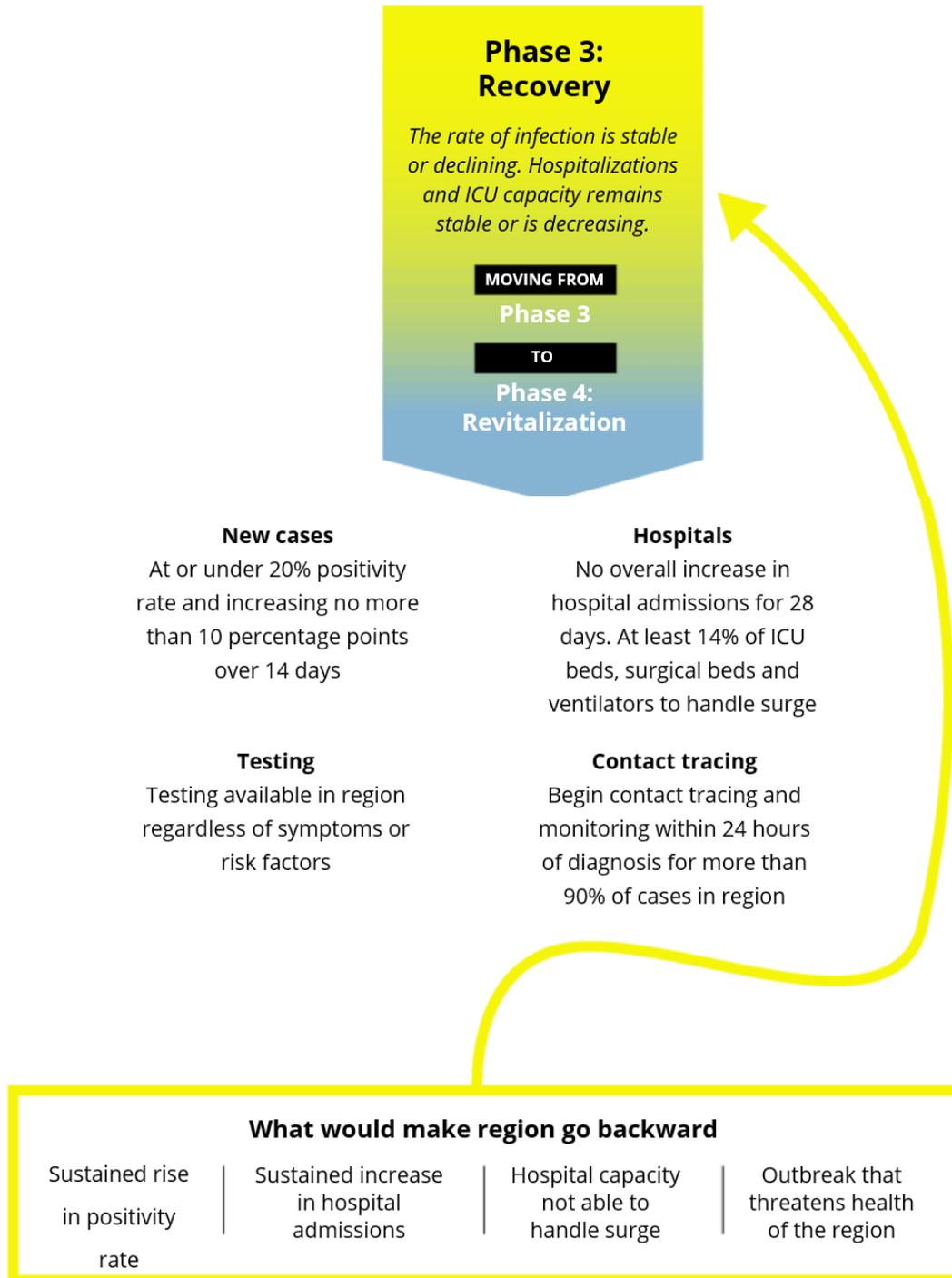
B. STATE OF ILLINOIS REOPENING PLAN: PHASE 2 CRITERIA



Restore Illinois 5 Phase Approach

Husain, Nausheen, et al. "How Will Illinois Reopen? Three Charts Breaking down Pritzker's Plan." Chicagotribune.com, Chicago Tribune, 6 May 2020

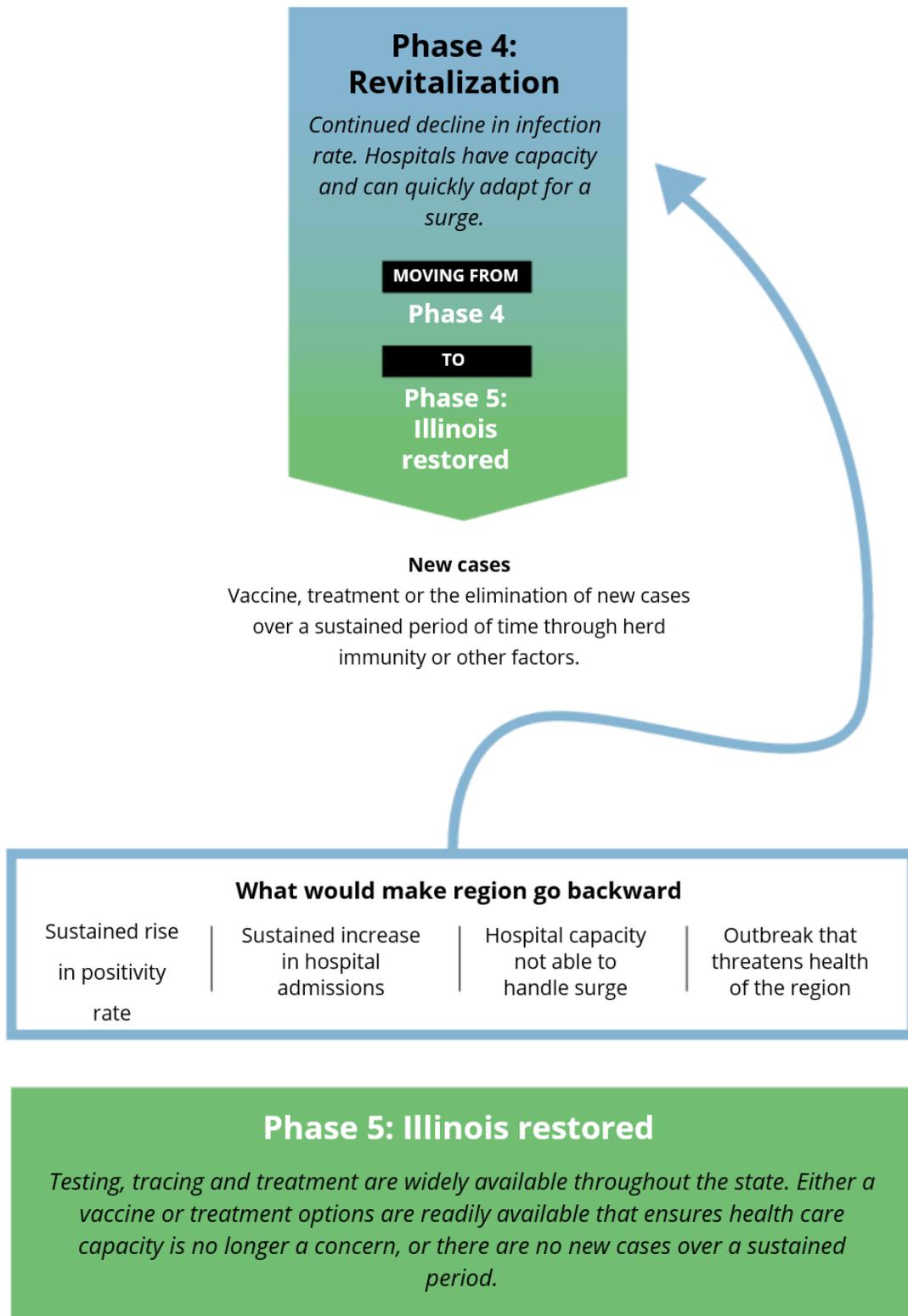
C. STATE OF ILLINOIS REOPENING PLAN: PHASE 3 CRITERIA



Restore Illinois 5 Phase Approach

Husain, Nausheen, et al. "How Will Illinois Reopen? Three Charts Breaking down Pritzker's Plan." Chicagotribune.com, Chicago Tribune, 6 May 2020

D. STATE OF ILLINOIS REOPENING PLAN: PHASE 4 CRITERIA



Restore Illinois 5 Phase Approach

Husain, Nausheen, et al. "How Will Illinois Reopen? Three Charts Breaking down Pritzker's Plan." Chicagotribune.com, Chicago Tribune, 6 May 2020

E. CURRENT STAGE

The state of Illinois is currently in Phase 4: Revitalization of the reopening plan. The state of Illinois is currently in Phase 4: Revitalization of the reopening plan. All hygiene and health safety measures shall continue being carried out by all businesses to lessen the risk of reverting back to a previous phase. The following below summarizes the mitigation requirements under Phase 4 and is subject to change based on forthcoming information.

| |
|---|
| Bars, Restaurants, Country Clubs, Grocery Stores |
| <ul style="list-style-type: none"> Indoor service capacity limited to the lesser of 50 patrons or 50% capacity |
| <ul style="list-style-type: none"> Food must be available at all times for indoor service |
| <ul style="list-style-type: none"> No more than 6 people per table outdoor and indoor |
| <ul style="list-style-type: none"> Tables and bar seating must be 6 feet apart |
| <ul style="list-style-type: none"> Customers (unless eating) and staff must be masked at all times |
| <ul style="list-style-type: none"> No congregating of patrons when waiting |
| Meetings, Social Events and Gatherings |
| <ul style="list-style-type: none"> Indoor and outdoor service capacity limited to the lesser of 50 patrons or 50% capacity |
| <ul style="list-style-type: none"> Dance floors must remain closed |
| Indoor and Outdoor Activities: Parks, Outdoor Spaces, Sports Arenas |
| <ul style="list-style-type: none"> Outdoor space: limited to the lesser of 50% capacity or a maximum of 100 people, social distanced |
| <ul style="list-style-type: none"> Indoor spaces limited to the lesser of 50% capacity or maximum of 50 people |
| <ul style="list-style-type: none"> Outdoor group activities limited to 50 people per group with total capacity of 100 people |
| <ul style="list-style-type: none"> Zoos limited to 25% capacity |
| Indoor and Outdoor Activities: Flea Markets |
| <ul style="list-style-type: none"> Venue capacity limited to 25% |
| <ul style="list-style-type: none"> Operators must have a wellness screening program and screen vendors every 5 hour shift. Operators must also provide vendors with safety materials |
| Indoor and Outdoor Activities: Indoor Recreation including Movie Theaters and Performance Venues |
| <ul style="list-style-type: none"> Indoor spaces limited to the lesser of 50% capacity or maximum of 50 people per space |
| <ul style="list-style-type: none"> Outdoor component: limited to the lesser of 50% capacity or a maximum of 100 people, social distanced |
| Bowling |
| <ul style="list-style-type: none"> Capacity at lesser of 200 people or 50% capacity of premises |
| <ul style="list-style-type: none"> Groups of bowlers of up to 50 people will be separated to 2 lanes |
| Museums |
| <ul style="list-style-type: none"> Capacity limited to 25% |
| <ul style="list-style-type: none"> 50 people per group for guided tours |
| Health and Fitness Centers |
| <ul style="list-style-type: none"> Indoor spaces limited to the lesser of 50% capacity |
| <ul style="list-style-type: none"> Staff and members masked at all times unless eating or drinking |
| <ul style="list-style-type: none"> Common area gatherings or no more than 50 people while social distanced |
| <ul style="list-style-type: none"> Indoor classes limited to 20 people |
| <ul style="list-style-type: none"> Outdoor classes limited to 50 people while social distanced |

| |
|---|
| <ul style="list-style-type: none"> Locker rooms may stay open with proper sanitation |
| <ul style="list-style-type: none"> Rooms without the accommodation of social distancing (such as saunas or steam rooms) must remain closed |
| Personal Services (spas, nail salons, hair salons, etc.) |
| <ul style="list-style-type: none"> Indoor spaces limited to the lesser of 50% capacity or maximum of 50 people while social distanced |
| <ul style="list-style-type: none"> If services require customers to remove masks, employees must be wearing eye and facial coverings |
| Retail Stores |
| <ul style="list-style-type: none"> General merchandise, big box stores that offer groceries and pharmacy, and convenience stores are limited to 50% capacity |
| <ul style="list-style-type: none"> Grocery stores and pharmacies are limited to 50% capacity |
| <ul style="list-style-type: none"> Gatherings of customers and employees at check points are limited to 50 people while social distanced. |
| <ul style="list-style-type: none"> Retail tobacco or hookah lounges may remain open limited to 50% capacity of 50 people per room while social distanced. |
| Office Buildings |
| <ul style="list-style-type: none"> If possible, continue remote work |
| <ul style="list-style-type: none"> If not possible to remote work, limit capacity to 50% in indoor spaces |
| <ul style="list-style-type: none"> Limit gathering in common areas to the lesser of 50% capacity of a maximum of 50 people |
| Businesses |
| <ul style="list-style-type: none"> Limit gathering in common areas to a maximum of 50 people while ensuring social distancing. |

Please review Cook County's COVID-19 Mitigation Order 2021-5 for more specific information on the mitigation efforts in Phase 4 at this link: https://cookcountypublichealth.org/wp-content/uploads/2021/03/CCDPH-COVID-Order_2021-5_030221.pdf.

COVID Resurgence Plan

While the State has been one of the most proactive in mitigating the spread of the virus, there recently has been a rise in positive cases throughout the country, including in Illinois. As a precaution, Governor Pritzker and the Illinois COVID-19 Resurgence Department of Public Health have proactively put forth a resurgence mitigation plan; this plan, organized in three tiers, will apply to each of the 11 EMS regions independently based one of the two resurgence criteria:

1. Continuous increase in positivity rate and ONE of the following:
 - a. Continuous increase in hospital admissions
 - b. Reduction in hospital capacity which will threaten surges, OR
2. $\geq 8\%$ positivity rate over three consecutive days (7 day rolling)

IDPH will continuously track the positivity rates of each region over a 14-day period to determine if additional mitigation efforts are required. If after 14 days the positivity rate averages greater than or equal to 8 percent, more stringent mitigation efforts will be implemented. To monitor the positivity rates for your region, please visit <https://dph.illinois.gov/regionmetrics>.

Each of the 11 regions will follow the below tiered mitigation efforts if resurgence criteria is met.

| SETTING | TIER 1 | TIER 2 | TIER 3 |
|--|--|---|---|
| <i>Bars & Restaurants</i> | <ul style="list-style-type: none"> • Opening hours of 6am to 11pm • No indoor service • Only outdoor seating • No congregating at bar (no bar stools) • Tables should be 6 ft apart • No congregating indoors or outdoors while waiting for a table or exiting • No dancing or standing indoors • Reservations required per party • No seating of multiple parties at one table | <ul style="list-style-type: none"> • Further limitation on in-person dining | <ul style="list-style-type: none"> • No indoor dining • Opening hours of 6am to 11pm • Tables should be 6 ft apart • No seating of multiple parties at one table • No congregating indoors or outdoors while waiting for a table or exiting • Reservations required per party • No congregating at bar (no bar stools) • Outdoor seating not to exceed 6 people |
| <i>Hospitals</i> | | <ul style="list-style-type: none"> • Reduce elective surgeries & procedures • Limit hospital visitations • Implement twice daily bed-reporting | <ul style="list-style-type: none"> • Suspend elective surgeries & procedures • Assess need to open Alternate Care Facility • Implement surge capacity |
| <i>Hotels</i> | | | <ul style="list-style-type: none"> • Registered guests only with max allowance permissible by fire code. • Fitness centers closed or by reservations (25% capacity) • Event & meetings rooms closed |
| <i>Meetings, social events, & gatherings</i> | <ul style="list-style-type: none"> • Limit to lesser of 25 guests or 25% of room capacity indoors & outdoors • No party buses • Gaming & casinos close at 11pm, capacity at 25%, following mitigations for bars & restaurants, if applicable | <ul style="list-style-type: none"> • Greater limits on gathering & room capacity | <ul style="list-style-type: none"> • No gatherings at public places such as meeting rooms, banquet halls, country clubs, private party rooms, etc. • Funerals are limited to 10 family members |
| <i>Offices</i> | <ul style="list-style-type: none"> • Encourage telework as much as possible | <ul style="list-style-type: none"> • Institute remote work for high risk employees • Reduce office capacity & resume remote work if possible | <ul style="list-style-type: none"> • Institute remote work for all who can work remote |
| <i>Organized group</i> | <ul style="list-style-type: none"> • Sports Guidance effective August 15, 2020 | <ul style="list-style-type: none"> • Suspend organized indoor recreational activities | <ul style="list-style-type: none"> • Health & fitness centers operate at 25% capacity |

| | | | |
|---|---|--|--|
| <i>recreational activities & gyms</i> | <ul style="list-style-type: none"> • Outdoor activities continue per DCEO guidance | | <ul style="list-style-type: none"> • No indoor classes • Face coverings worn at all times • Reservations required • Locker rooms closed • Indoor recreational activities and sports on pause (applies to park district & travel leagues) • Outdoor recreational activities 25% capacity • Group activities limited to 10 people |
| <i>Retails</i> | | <ul style="list-style-type: none"> • Suspend in-person, non-essential retail; online & curbside pick-up available | <ul style="list-style-type: none"> • Retail stores at 25% capacity • Grocery stores & pharmacies at 50% capacity |
| <i>Salons & personal care</i> | | <ul style="list-style-type: none"> • Institute temporary shutdown with broad mitigations | <ul style="list-style-type: none"> • Operate at the lesser of 25 clients or 25% of capacity • Face coverings worn at all times • Physical, occupational and massage therapy only allowed if deemed necessary by a medical provider; appointments spaced out by 15 minutes and deep sanitizing after each session |

<https://coronavirus.illinois.gov/s/restore-illinois-mitigation-plan>

II. BUSINESS RESOURCES

Overview

The Village has compiled a list of various resources to remind local businesses of the resources available to assist in recouping some of the losses experienced through the pandemic. While not all of the economic devastation can be recovered through the existing federal, state, and county programs, some businesses may be eligible to receive relief through the following programs; click through each link to learn more.

i. Federal Resources

- a. [Small Business Owner Guide to the CARES Act](#)
- b. [SBA Express Bridge Loans](#)
- c. [Economic Injury Disaster Loan Program](#)
- d. [Emergency Economic Injury Grants \(advance on EIDL loans\)](#)
- e. [SBA Small Business Debt Relief Program](#)
 - i. [7\(a\) Loan Program](#)
 - ii. [504 Loan Program](#)
 - iii. [SBA Microloan Program](#)
- f. [Employee Retention Tax Credit](#)
- g. [Employer Payroll Tax Deferral](#)
- h. [Business Counseling \(+ Assistance with Applications\)](#)
 - i. [Illinois Small Business Development Center at West Side Forward](#)
 - ii. [Women's Business Development Center](#)
 - iii. [Minority Business Development Agency Business Center](#)
 - iv. [Illinois Department of Commerce & Economic Opportunity](#)
- i. [CARES Act Social Security Tax deferral](#)
- j. [Federal Reserve Main Street Lending Program \(for larger businesses or property owners\)](#)

ii. State Resources

- a. [Illinois Small Business Emergency Loan Fund](#)
- b. [Illinois Hospitality Emergency Grant Program](#)
- c. [State of Illinois Sales Tax Relief for Bars and Restaurants](#)
- d. [Local Economic Support Program CURE](#)

iii. County

- a. [Cook County Relief Package](#)
- b. [Suburban Cook County Business Recovery Fund](#)

iv. Other

- a. [GoFundMe Small Business Relief Fund](#)
- b. [Chicago's North Shore Deal of the Day Survey](#)

- c. The Village's "Go Glenview" Economic Development Portal has been created to provide a supportive infrastructure to our business community.
- d. **Restaurants and Brewpubs:** On January 19, 2021, the Village Board of Trustees approved three relief programs for restaurants and brewpubs impacted by COVID-19 including:
 - 1. Waiver of 2021 fees for certain food service establishment inspections;
 - 2. Refund of certain 2021 liquor license fees for restaurants and brewpubs;
 - 3. For restaurants and brewpubs which experienced a reduction in revenues of more than 25% from April through September, a refund of 50% of local share of 2019 sales tax payments.

You may view the January 19, 2021 Board meeting video and the detailed Village Board memo regarding the programs at: https://glenview.granicus.com/MediaPlayer.php?view_id=2&clip_id=2341&meta_id=102382.

Restaurants and Grocery Store Lists:

If you are a Glenview restaurant or grocery store owner/manager and your business hours change, please contact Zhanna Badasyan, Management Analyst, with your new information via phone at (847) 904-4137 or by email at zbadasyan@glenview.il.us. Staff will update the posted restaurant and grocery store lists on the Village website with your new information to inform customers of the restaurants and grocery stores which have adjusted their hours.

Additionally, Staff is collecting information on purchase services such as curbside pick-up availability, third party delivery availability, drive-through options, and the availability of outdoor dining; this information will also be included on the lists. Please find the updated restaurant and grocery store lists as well as Glenview's interactive business services map at the below links.

- Restaurants List:
<https://tinyurl.com/VoGRestaurantList>
- Grocery Stores List:
<https://tinyurl.com/VoGGroceryList>
- Business Services Map:
<https://tinyurl.com/VoGBusinessMap>

III. DEPARTMENT OF COMMERCE & ECONOMIC DEVELOPMENT (DCEO) REOPENING GUIDELINES

The Village is following the Department of Commerce and Economic Development reopening guidelines. DCEO is Illinois' governing body for business development and support during the COVID-19 pandemic. Business owners are encouraged to regularly review the DCEO's guidelines and recommendations as the changing nature of COVID-19's impacts may alter the current guidelines. As a further reminder, guidelines are subject to change based on the State's districts meeting or not meeting the criteria. Below are some helpful DCEO's links for businesses to follow.

- General DCEO Business Resources and Support
 - Main website for DCEO:
<https://www2.illinois.gov/dceo/Pages/default.aspx>
 - FAQs and guidelines for reopening essential businesses:
<https://www2.illinois.gov/dceo/Pages/EssentialBusiness.aspx>
 - Resources for businesses including grants and loans:
<https://dceocovid19resources.com/for-businesses/>
 - Resources and guidance for the workforce:
<https://dceocovid19resources.com/for-workers/>
 - Phase 3 toolkit for all business types:
<https://dceocovid19resources.com/assets/Restore-Illinois/businessstoolkits/all.pdf>

- Specific Business Guidelines and Toolkits
 - Boating and Fishing:
 - [Guidelines](#)
 - Day Camps:
 - [Guidelines](#)
 - Toolkits (coming soon)
 - Golf:
 - [Guidelines](#)
 - Health and Fitness Centers:
 - [Guidelines](#)
 - [Toolkits](#)
 - Manufacturing:
 - [Guidelines](#)
 - [Toolkits](#)
 - Offices:
 - [Guidelines](#)
 - [Toolkits](#)
 - Outdoor/Indoor Tennis:
 - [Guidelines](#)
 - Outdoor Recreation:
 - [Guidelines](#)
 - Toolkits (coming soon)
 - Personal Care Services:
 - [Guidelines](#)
 - [Toolkits](#)
 - Restaurants and Bars:
 - [Guidelines](#)
 - [Toolkits](#)
 - Retail:
 - [Guidelines](#)
 - [Toolkits](#)
 - Service Counters:
 - [Guidelines](#)
 - [Toolkits](#)
 - Specialty Schools:
 - [Guidelines](#)
 - Youth Sports:
 - [Guidelines](#)
 - [Toolkits](#)

Phase 4: Specific Business Guidelines

- Social Events:
 - [Guidelines](#)
- Indoor and Outdoor Recreation:
 - [Guidelines](#)
- Indoor and Outdoor Dining:
 - [Guidelines](#)
- Museums:
 - [Guidelines](#)
- Zoos:
 - [Guidelines](#)
- Theaters and Performing Arts:
 - [Guidelines](#)
- Youth and Adult Sports:
 - [Guidelines](#)
- Amusement Park
 - [Guidelines](#)
- Seated Spectator Events:
 - [Guidelines](#)
- Film Production:
 - [Guidelines](#)
- Manufacturing:
 - [Guidelines](#)
- Offices:
 - [Guidelines](#)
- Retail:
 - [Guidelines](#)
- Service Counters:
 - [Guidelines](#)
- Health and Fitness Centers:
 - [Guidelines](#)
- Personal Care:
 - [Guidelines](#)
- Day and Overnight Camps:
 - [Guidelines](#)
- Outdoor Markets & Festivals
 - [Guidelines](#)
- Meetings, Conventions, & Trade Shows
 - [Guidelines](#)

* Signs are included in this guide, but you may also find signage on the DCEO website at: <https://dceocovid19resources.com/assets/Restore-Illinois/signage4/24x36.pdf>.

IV. BUSINESS OPERATIONAL GUIDANCE

Business associations and national organizations have compiled guidance and resources to assist businesses in preparedness for the impacts of COVID-19 and mitigation. The below links provide templates, PPE guidance, different signage, and more to ensure that businesses are prepared to reopen and safely operate.

Employee Health Screening

-  [Guidelines for Business Owners with Positive COVID-19 Employees](#)
-  [Employee Health Screening Questionnaire](#)
-  [IDPH Worker Symptom Diary Log](#)

Retail Resources

-  [ICSC Re-opening Best Practices](#)
-  [Illinois Retail Merchants Association Resources](#)
-  [Retail Industry Leaders Association](#)

Manufacturing Resources

-  [Illinois Manufacturer's Association](#)
-  [National Association of Manufacturers](#)

Cleaning and Disinfecting Guidance

-  [CDC Cleaning and Disinfecting Decision Tool](#)
-  [CDC Cleaning and Disinfecting Guidance](#)
-  [EPA Certified Disinfectant Guide](#)
-  [Minimizing Mold and Legionella Risk Management Guidance](#)
-  [Water Flushing Guide](#)

Office Resources

-  [CDC Workplace Decision Tree](#)
-  [Return to Work Guidance \(Perkins & Will\)](#)

Restaurant Resources

-  [IDPH Food Service Guidance](#)
-  [Illinois Restaurant Association Resources](#)
-  [National Restaurant Association](#)
-  [Curbside Pick-up Poster](#)
-  [Temporary Outdoor Dining Policy \(pg. 40\)](#)

Other Business Resources

-  [Beauty/Grooming Resources \(Professional Beauty Association\)](#)
-  [Wellness Center Resources & Guidance \(Medical Fitness Association\)](#)
-  [Grocery Store Guidance \(IDPH\)](#)
-  [Grocery Store Guidance \(National Grocers Association\)](#)

Appendix

| | |
|---|-----------|
| Employee Health Screening Form..... | 20 |
| <i>The Employee Health Screening Form may be utilized by employers to screen employees for COVID-19 symptoms.</i> | |
| Building Reopening - Water Safety Best Practices (Flushing)..... | 21 |
| <i>As buildings reopen after an extended period time, proper reopening procedures will be needed to verify that water systems and equipment are in safe working order. Please see the Water Safety Best Practices sheet for more information.</i> | |
| Printing Services..... | 22 |
| <i>Please see the attached printing services sheet for local and nearby print shops for COVID-19 signage and stickers for your place of business.</i> | |
| COVID-19 Safety Guideline Signs..... | 23 |
| <i>Please find COVID-19 signage which may be printed and posted at your place of business.</i> | |
| COVID-19 Floor Signs..... | 74 |
| <i>Please find COVID-19 floor signage which may be printed and posted at your place of business to provide social distancing reminders.</i> | |
| Temporary Outdoor Dining Policy..... | 77 |
| <i>Please find Glenview's Temporary Outdoor Dining Guide to accommodate and assist restaurants during the COVID-19 pandemic.</i> | |
| Daily Tent Self-Inspection Checklist..... | 88 |
| <i>Many bars and restaurants have considered serving customers outdoors in tents in order to properly socially distance. Please review the attached Daily Tent Self-inspection Checklist to ensure tent requirements are being adhered to.</i> | |
| DECO Specialty Schools Guidance..... | 90 |
| <i>Please find DCEO's COVID-19 guidance on Specialty Schools during the ongoing Phase 3 of the Restore Illinois plan.</i> | |
| Chicago's North Shore Convention Bureau Fall & Winter Marketing Guide..... | 91 |
| <i>Chicago's North Shore Convention Bureau's Fall and Winter Marketing packet offers helpful marketing guidance for restaurants.</i> | |

Employee Health Screening Form

Business:

Person completing form:

Date:

Screen each employee for these symptoms before they start work and at the end of their work day. Circle an answer (y=yes, n=no) for each symptom for each employee. If an employee reports any of the symptoms:

1. Send employee home immediately.
2. Increase cleaning in your facility and promote social distancing (staff at least 6 feet apart from one another).
3. Exclude employee until they are fever-free (without medication) for 72 hours and 7 days have passed since their first symptom.
4. If multiple employees have these symptoms, contact your local health department.

| Employee Name | Start of Workday | | | | End of Workday | | | | Notes (describe other symptoms) |
|---------------|------------------|-------|---------------------|----------------|----------------|-------|---------------------|----------------|------------------------------------|
| | Fever | Cough | Shortness of breath | Other symptoms | Fever | Cough | Shortness of breath | Other symptoms | |
| | Y N | Y N | Y N | Y N | Y N | Y N | Y N | Y N | |
| | Y N | Y N | Y N | Y N | Y N | Y N | Y N | Y N | |
| | Y N | Y N | Y N | Y N | Y N | Y N | Y N | Y N | |
| | Y N | Y N | Y N | Y N | Y N | Y N | Y N | Y N | |
| | Y N | Y N | Y N | Y N | Y N | Y N | Y N | Y N | |
| | Y N | Y N | Y N | Y N | Y N | Y N | Y N | Y N | |
| | Y N | Y N | Y N | Y N | Y N | Y N | Y N | Y N | |
| | Y N | Y N | Y N | Y N | Y N | Y N | Y N | Y N | |
| | Y N | Y N | Y N | Y N | Y N | Y N | Y N | Y N | |

Village of Glenview

Building Reopening - Water Safety Best Practices (Flushing)

May 2020

A note from the Village's Public Works Department as buildings begin to reopen-

Extended periods of inactivity in buildings can cause lead leaching or legionella (bacteria) growth in water pipes and taking proper steps can help minimize potential exposure to these contaminants. As buildings reopen, businesses, school districts and property management teams will begin the process of restarting building systems that have been dormant for a significant amount of time. Proper reopening procedures help in verifying that water systems and equipment are in safe working order.

The general purpose of flushing is to bring fresh water into all sections of a building. This will require running water through all fixtures long enough to replace stagnant water. The time needed to complete this is location-specific and may range from a few minutes for smaller buildings to more than 30 minutes for larger or more complex plumbing systems.

The Village strongly encourages large building owners and operators to adopt a proactive approach that includes proper flushing procedures, adjustment of hot water temperature, and proper maintenance of building plumbing and heating/cooling systems. Proper flushing of plumbing before reoccupying these buildings is essential to maintain water quality in the internal plumbing system and should be performed biweekly while the building is closed, if possible, and again the days immediately prior to opening.

Consistent with EPA and industry guidance, the Village strongly recommends bringing fresh water into the building, and flushing individual fixtures, including:

- Toilets: flush at least twice.
- Faucets: run both hot and cold water at full flow for at least 2 minutes. Longer times may be needed depending on location.
- Showers: run both hot and cold water at full flow for at least 2 minutes. Longer times may be needed depending on location.
- Other Appliances/Apparatus: we recommend flushing other appliances and apparatus thoroughly, at full flow, bringing fresh water into the system. If you have an appliance such as a refrigerator or ice maker that has a filter, follow manufacturer's instructions to replace water filters after completion of flushing.

For additional information on flushing you can go to the [Environmental Protection Agency's Flushing Best Practices](#); the [Center for Disease Control web page](#); or the [American Water Works Association](#). The Village's Resolution Center can also be reached at (847) 724-1700 for other general questions

Printing Services

American Solutions for Business

307 S Milwaukee Ave.,
Wheeling, IL 60090
P: (847) 729-7220

Copy, Set, Print

1801 E Oakton St.,
Des Plaines, IL 60018
P: (847) 768-2679

Lightbox Fine Art Printing

1400 Patriot Blvd., Box 2157
Glenview, IL 60025
P: 847-551-9931

Midwest Print and Imaging

1625 Glenview Rd., Ste 309,
Glenview, IL 60025
P: (847) 520-0580

Printwell Printing & Copying

1717 Chestnut Ave.,
Glenview, IL 60025
P: (847) 998-8998

Print-Xpress

8058 Lincoln Ave.,
Skokie, IL 60077
P: (847) 677-5555

Schiele Group

1900 Arthur Ave.,
Elk Grove Village, IL 60007
P: (847) 434-5455 x 267

The Printing Shop

1220 Waukegan Rd.,
Glenview, IL 60025
P: (847) 998-6330



COVID-19 Safety Guideline Signs

USE PAPER TOWEL TO OPEN DOOR



PHASE 4: REVITALIZATION

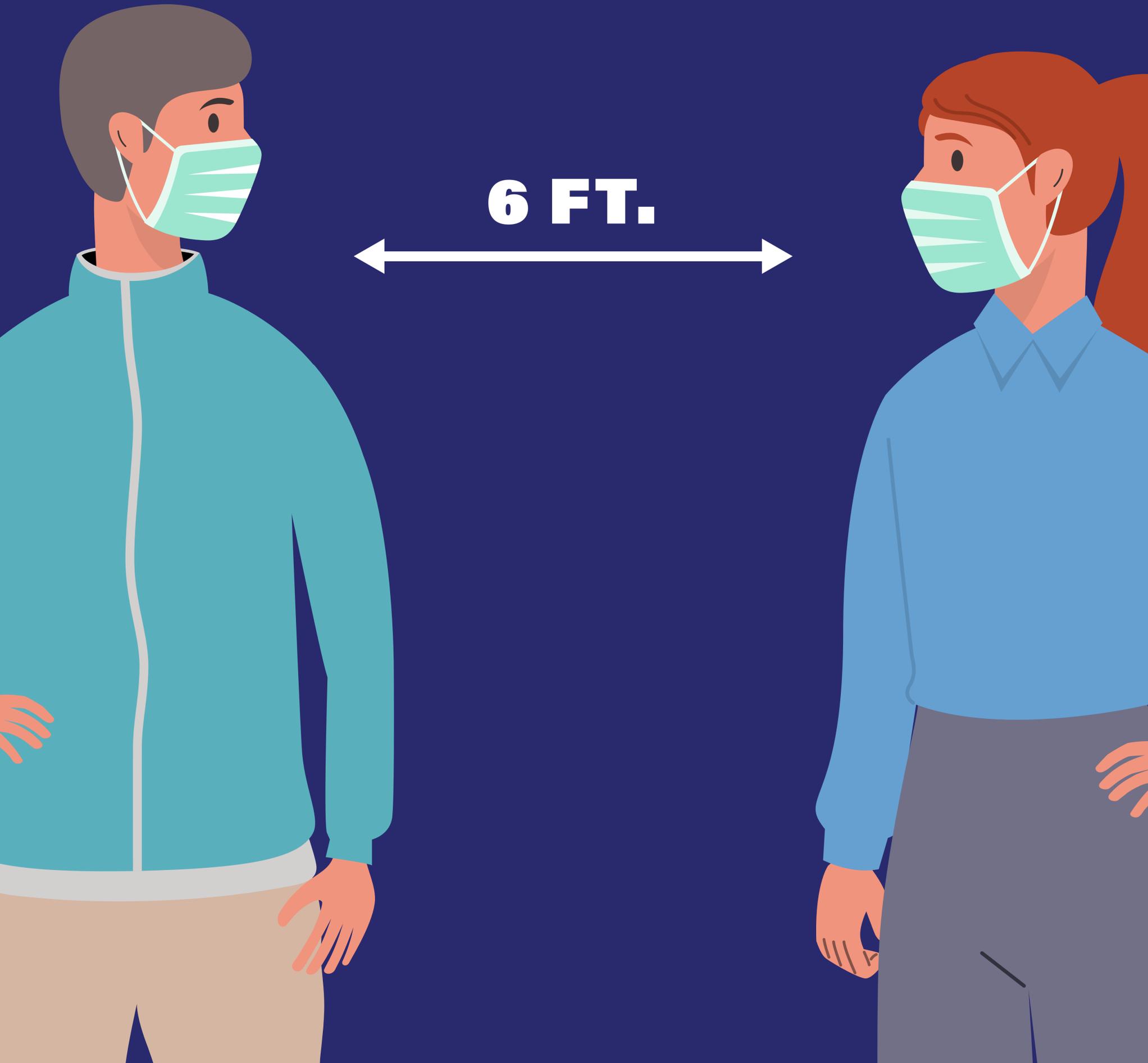


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RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

KEEP YOUR DISTANCE



PHASE 4: REVITALIZATION



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NO GATHERING IN CROWDS



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NO GROUPS OF MORE THAN 50 PEOPLE



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WASH YOUR HANDS FREQUENTLY



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BE A HERO WEAR A MASK



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STAY SAFE OUTDOORS



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STAY HOME AND SAVE LIVES



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PROTECT YOURSELF AND OTHERS



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FACE COVERINGS ENCOURAGED in accordance with IDPH guidelines



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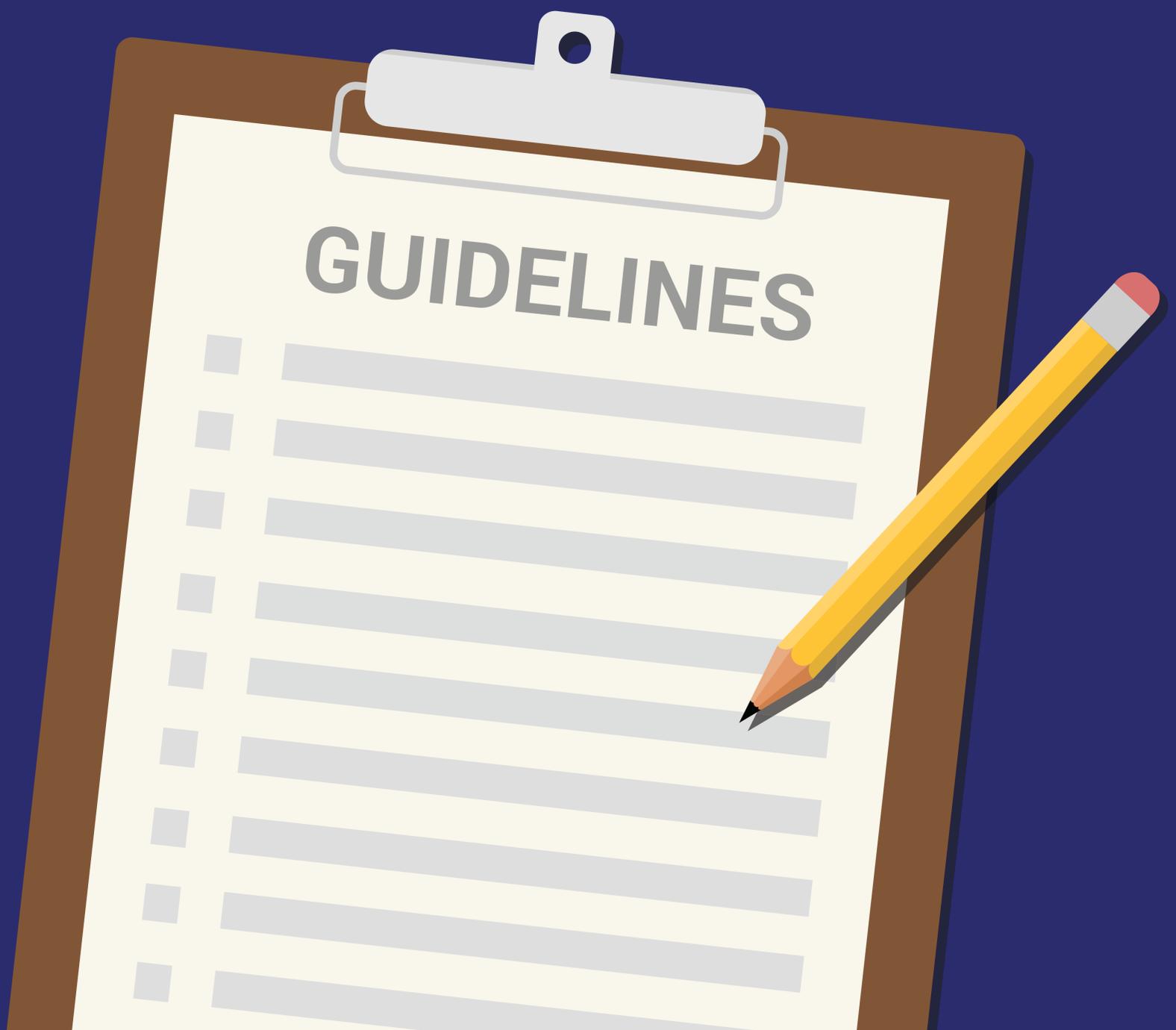
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WE HAVE A PLAN.

This business practices IDPH approved safety guidelines



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EXHIBITING SYMPTOMS? DO NOT ENTER.



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EXHIBITING SYMPTOMS? PLEASE STAY HOME.



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SYMPTOMS? DO NOT ENTER.

Please notify your
supervisor and/or go
home immediately



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WE CONDUCT PRE-SHIFT SCREENINGS



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KEEP YOUR MASK ON DURING SERVICES



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PREMISES HAVE BEEN SANITIZED



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SANITIZE HIGH TOUCH POINT AREAS REGULARLY



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PROTECT YOUR FAMILY



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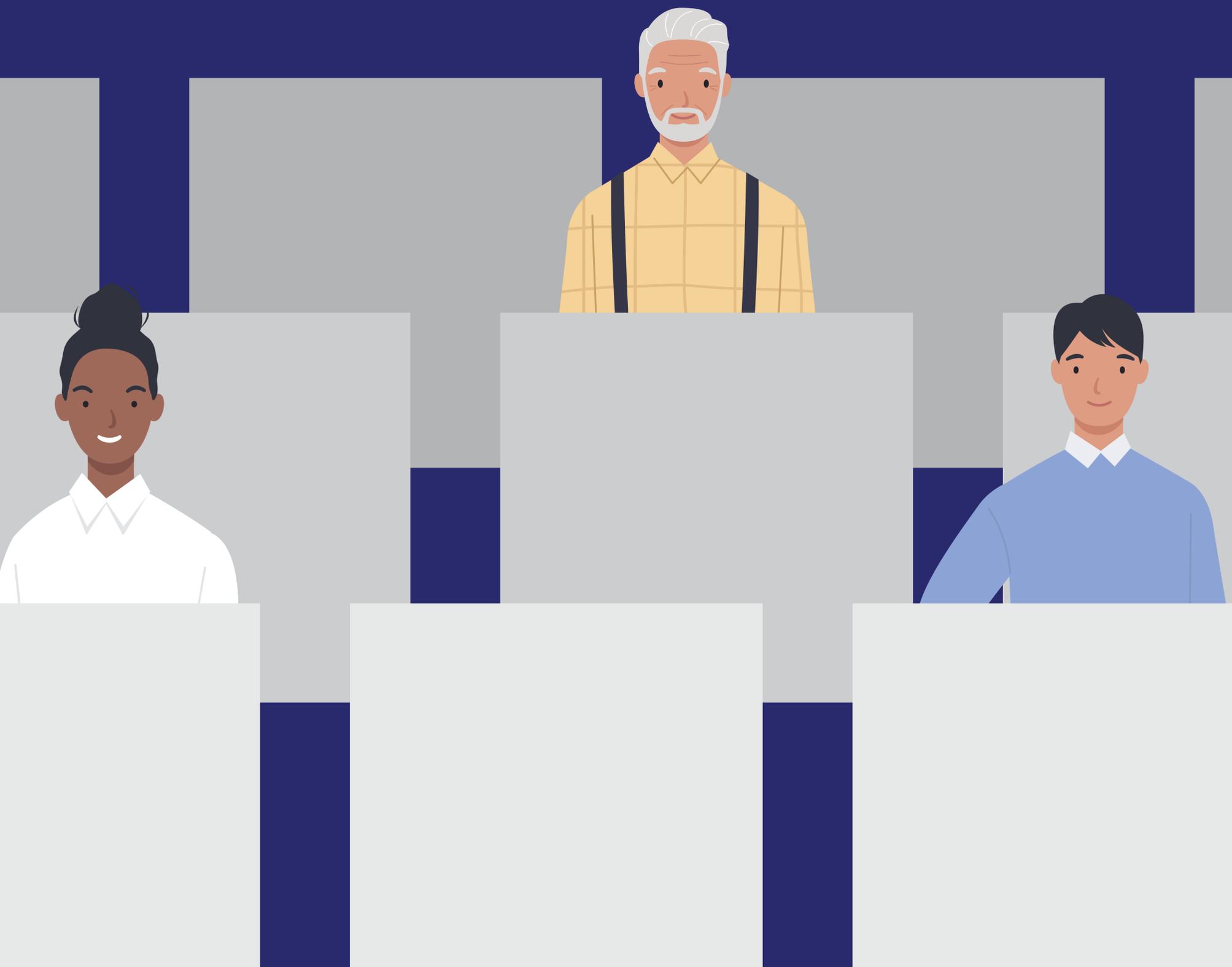


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MAXIMUM OCCUPANCY OF 50%



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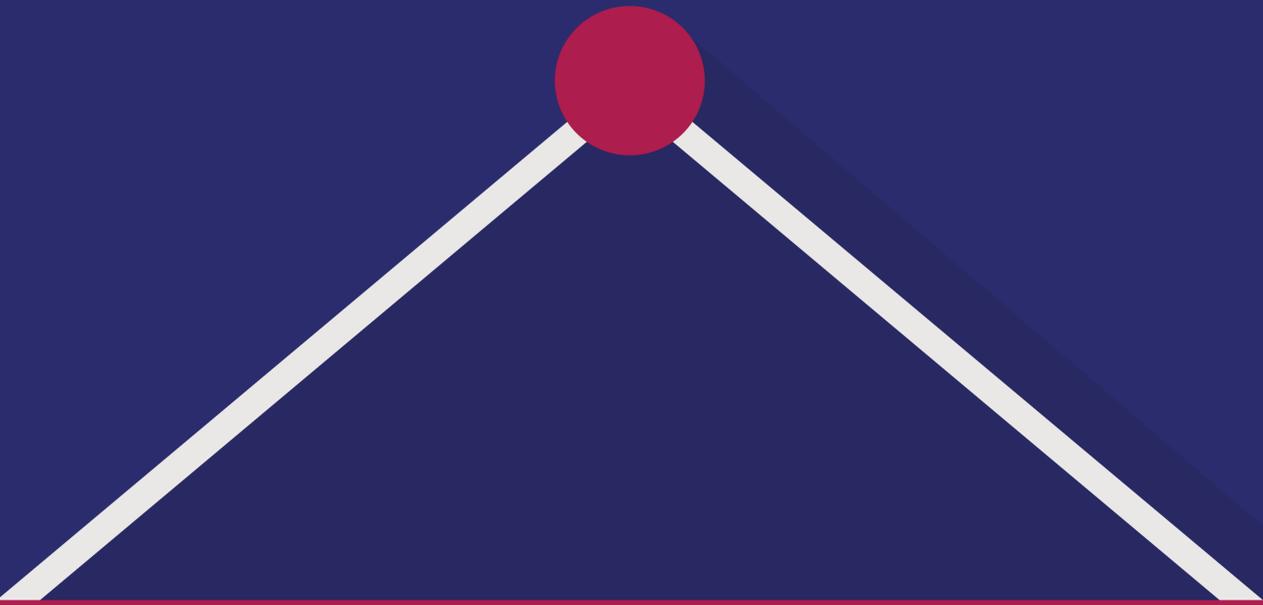


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THIS AREA IS CLOSED



CLOSED

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THIS EQUIPMENT IS CLOSED



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PLEASE CLEAN EQUIPMENT BEFORE AND AFTER EACH USE



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ONE WAY



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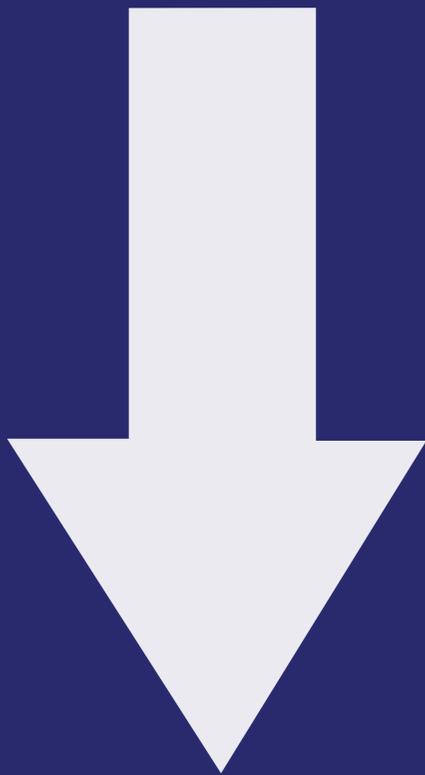
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ONE WAY

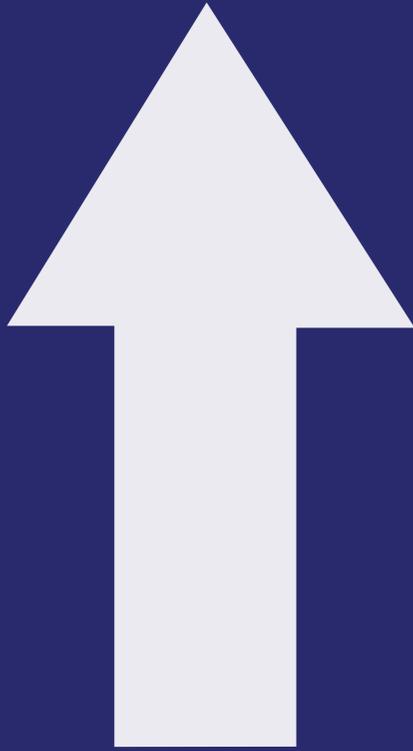


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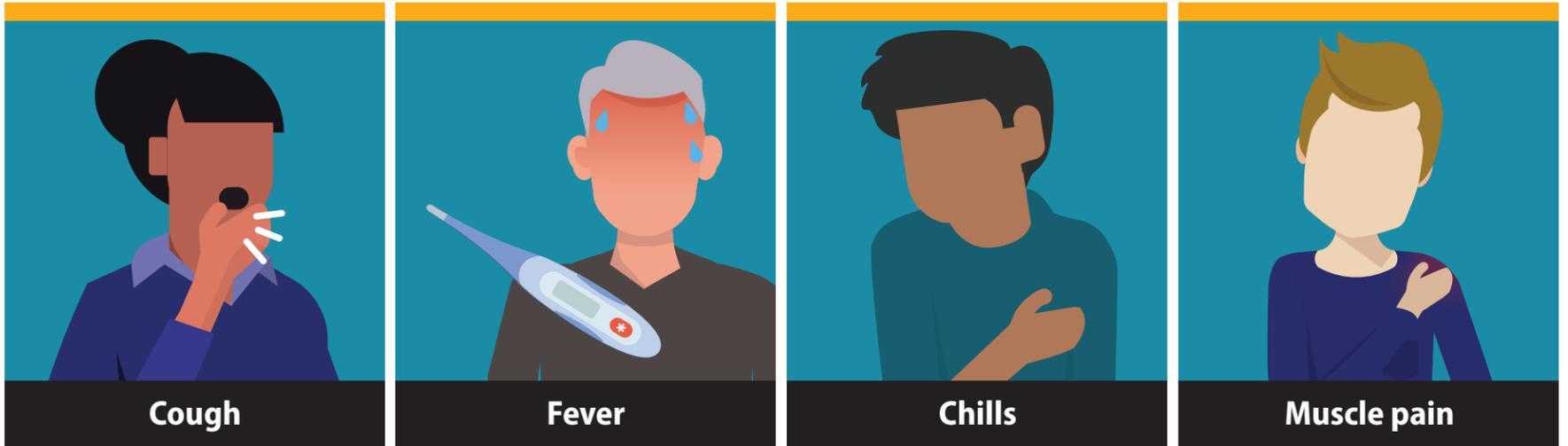
ONE WAY



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Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

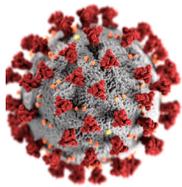
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
 - See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>



Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately.**

Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.



If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.



Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.



Clean all “high-touch” surfaces everyday.

- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.



High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**

- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Most EPA-registered household disinfectants should be effective.

How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
 - **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)AND
 - other symptoms have improved (for example, when your cough or shortness of breath has improved)AND
 - at least 10 days have passed since your symptoms first appeared.
 - **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use of medicine that reduces fevers)AND
 - other symptoms have improved (for example, when your cough or shortness of breath has improved)AND
 - you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.



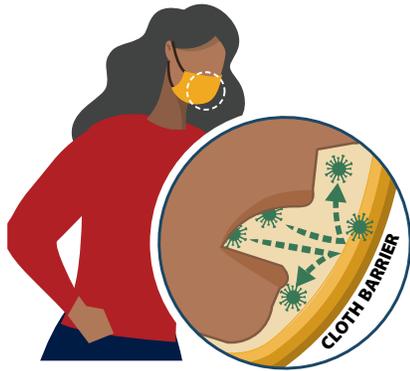
In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

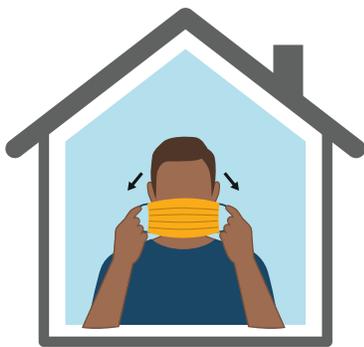


USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



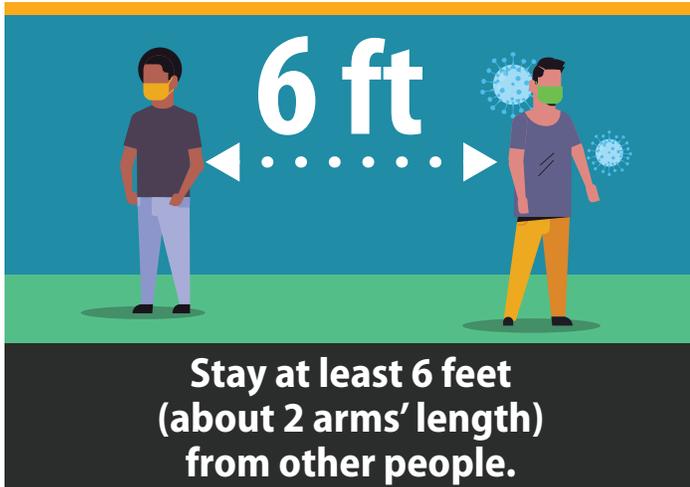
Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



cdc.gov/coronavirus

GLOBAL HEALTH ALERT: Protect Yourself and Others



Stay home if you're sick.



Wash your hands often.



Cover coughs and sneezes.





Hands that look clean can still have icky germs!



WASH YOUR HANDS!



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

CLEANING FOR COVID-19

COVID-19 (novel coronavirus 2019) is a respiratory illness that primarily spreads through the air and through personal contact with surfaces and infected people. COVID-19 is an enveloped virus, meaning it is easily compromised by proper cleaning and sanitizing. It is unknown how long COVID-19 can survive on surfaces, but it is recommended to clean and sanitize high contact surfaces at home, school, and the work place.



Remove visible soil and dirt from surfaces using soap and water.



Apply an EPA registered disinfectant to kill pathogens, including COVID-19. Common cleaners include:

- Clorox Disinfecting Wipes
- Lysol Brand Bleach Multi-Purpose Cleaner
- Purell Multi Surface Disinfectant



For effective sanitizing, wait the proper contact time as indicated on the product label.





PREVENT CORONA VIRUS (COVID-19). REMEMBER TO:

W

**WASH HANDS WITH SOAP & WATER
FOR ATLEAST 20 SECONDS**

A

**AVOID CONTACT WITH SICK
PEOPLE**

S

**SANITIZE FREQUENTLY TOUCHED
SURFACES**

H

**HOME - STAY THERE IF YOU ARE
SICK**

U

**USE TISSUE OR ELBOW TO COVER
COUGHS & SNEEZES**

P

**PUT YOUR HANDS DOWN AND AWAY
FROM EYES, NOSE & MOUTH**

ALWAYS REMEMBER TO **WASH** YOUR HANDS



WATER AND SOAP



PALM TO PALM



BETWEEN FINGERS



FOCUS ON THUMBS



BACK OF HANDS



FOCUS ON WRISTS

PREVENT **CORONAVIRUS**

CORONAVIRUS PREVENTION



**PLEASE USE HAND SANITIZER WHEN ENTERING OR LEAVING ANY
BUILDINGS**

**Do not enter if you have symptoms
such as fever, cough, sore throat,
runny or stuffy nose, muscle or body
aches, headaches, or fatigue.**

THANK YOU



The Village of
Glenview

Guidelines for Protecting Yourself

Effective 5/01/2020

In order to protect yourself throughout the COVID-19 outbreak, Illinois Governor J.B. Pritzker has issued Executive Order 2020-30, which continues and extends his prior COVID-19 Executive Orders (including the Stay-at-Home Executive Order) through May 29, 2020. The Village of Glenview recommends implementing the following protocols so you can continue supporting your community by working safely.

Emphasize respiratory etiquette and hand hygiene by all employees



Honor appropriate social distancing recommendations



Frequently washing hands with soap and water for at least 20 seconds or with alcohol-based hand sanitizer that contains at least 60% alcohol if hand washing is not available.



CDC guidelines state that sick employees (or those with sick family members) must not come to work.

Emphasize respiratory etiquette and hand hygiene by all employees, including covering coughs and sneezes.



Regularly clean and disinfect all high touch surfaces in the workplace, such as work stations, countertops, and doorknobs.



Beginning on May 1, individuals over the age of 2 will be required to wear a face covering or a mask when in a public place.

FACE COVERING SAFETY



*Please wear a face covering
when social distancing cannot
be maintained or guranteed*



While visiting any open business, remember to...

WEAR A MASK OR FACE-COVERING



MAINTAIN SOCIAL DISTANCING



OBSERVE ONE-WAY CIRCULATION AS DIRECTED



USE CREDIT/DEBIT CARDS TO LIMIT CONTACT



WASH YOUR HANDS BEFORE AND AFTER YOU SHOP





Face Covering Required

HELP KEEP OUR COMMUNITY SAFE

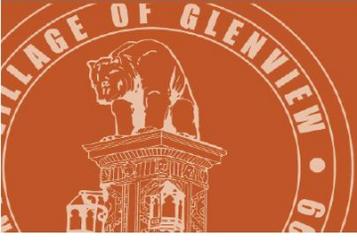
Please
do not enter
without a
face covering.

Wear a homemade mask, scarf, bandana or handkerchief that covers your nose and mouth.



#WearAMask

glenview.il.us



When utilizing curbside pickup, remember to...

WEAR A MASK OR FACE-COVERING WHEN INTERACTING



CALL OR CONTACT THE BUSINESS VIA A SPECIFIED METHOD TO NOTIFY THEM OF YOUR ARRIVAL



PAY AHEAD OF TIME USING CREDIT/DEBIT CARDS TO LIMIT CONTACT WITH EMPLOYEES



MAINTAIN SOCIAL DISTANCING IF YOU EXIT VEHICLE



HAVE THE ITEMS PLACED IN TRUNK OR BACK SEAT



Face Covering Do's and Don'ts:

DO:



- ✓ Make sure you can breathe through it
- ✓ Wear it whenever going out in public
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using

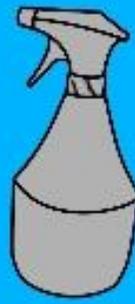
DON'T:

- ✗ Use if under two years old
- ✗ Use surgical masks or other PPE intended for healthcare workers



cdc.gov/coronavirus

Sanitize reusable customer articles between use



Maintain 6 ft social distance between workspaces

Only allow 5 clients per 1,000 sq. ft.



OUR SALON/SPA PROMISES TO:

Wear face coverings at all times



Not allow any walk-in clients



Remove all shared items from the wait area



Regularly review safety protocols with staff

OUR PATRONS PROMISE

TO:

A - Wear face coverings at all times

B - Maintain 6 ft social distance

C - Be Patient & Courteous

D - Review & follow salon/spa guidelines



Safety is our Commitment!

AT OUR RESTAURANT WE PROMISE TO:

- 1** Wear face coverings in presence of others
- 2** Outdoor dining & drinking only
- 3** Maintain social distance: 6 ft between tables & no more than 6 people per party
- 4** Employees wash hands for 20 seconds every 30 minutes
- 5** Clean and disinfect high touch areas every 30 minutes, and tables, chairs and multi-use items between parties
- 6** Regularly review safety protocols with staff



OUR PATRONS PROMISE TO:

- A** Wear face coverings in presence of others
- B** Maintain 6 ft social distance
- C** Be patient and courteous

RETAIL SAFETY TIPS

WE PROMISE TO FOLLOW THESE RULES



Maintain 6 ft distance between each other



Only allow 5 customers per 1,000 sq ft.



Clean and disinfect register area after each customer



Wear face coverings in the presence of others



Sanitize high-touch areas every 2 hours



Regularly review safety protocols with staff

OUR PATRONS PROMISE TO:

- 1 Wear face coverings or masks
- 2 Maintain 6 ft social distance
- 3 Be Patient & Courteous
- 4 Follow store guidelines



COVID-19 Floor Signs

STAY SAFE

6 FEET

APART!

SUPPORT SOCIAL DISTANCING

SOCIAL DISTANCING IN EFFECT



PLEASE STAY

< 6FT >

APART





Village of Glenview Temporary Outdoor Dining Policy



The following temporary policy applies to all outdoor dining operations within the Village of Glenview through November 30, 2021.

A. Temporary accommodations to assist businesses during the COVID-19 pandemic

1. *Abatement of Fees:* The Village has abated fees for the 2021 Outdoor Dining season.
2. *Operations guidance:* See the below reference materials applicable to operations during COVID-19:
 - a. CDC Considerations for Restaurants and Bars: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/bars-restaurants.html>
 - b. National Restaurant Association Reopening Guidance: <https://restaurant.org/downloads/pdfs/business/covid19-reopen-guidance.pdf>
 - c. IDPH Food Service Guidance – [Website Link](#)
 - d. Outdoor Dining information and signage for Restaurants and Bars as part of Phase 4 of the Restore Illinois Plan can be found at the Illinois Department of Commerce and Economic Opportunity at the following link: <https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/indoor-and-outdoor-dining/>
3. *Curbside pickup:* The Village will identify and provide signage for areas in Downtown Glenview and The Glen Town Center for curbside pickup near restaurants.
4. *Liquor:* In accordance with temporary State liquor provisions, the Village has allowed the sale of packaged liquor with the appropriate Liquor License. The 2021 liquor license fees were abated for 2021.
5. *Restaurant Inspection Fees:* The Village has abated inspection fees for 2021.
6. *Temporary requirements for new or expanded outdoor dining areas:* The following temporary requirements apply to any new or expanded outdoor dining areas for restaurants. **See Section C.**

B. Required submittals for Temporary Outdoor Dining Permit

1. Complete and remit the Temporary Outdoor Dining Application form available on the Village website at the following URL: <https://www.glenview.il.us/Documents/CD-POutdoordiningapp.pdf>
2. The applicant for a temporary outdoor dining permit must submit a completed & signed Unconditional Agreement and Consent form. **See Exhibit 1.**

3. Provide one copy of a site plan (drawing, simple sketch, aerial with markups) noting the general location of tables and chairs and dimensions showing a minimum of 6' distance among them. Note the location of any fencing/barriers surrounding the outdoor dining area, if applicable. **See Exhibit 3.**
4. *Tents are optional* – If a tent is proposed, see the additional requirements below under Structures Outdoor Dining Guidance. **See Section C.**
5. *If the outdoor dining area is within a public sidewalk or parking spaces* –
 - a. The applicant must provide a policy of insurance that names the Village of Glenview as an additional insured, with minimum liability limits of \$3,000,000 for the general aggregate and \$1,000,000 for each occurrence. The insurance company issuing the policy of insurance naming the Village as an additional insured must have a Best rating of A 7.
 - b. Applicant must submit a signed hold harmless agreement. **See Exhibit 2.**
6. Other materials as deemed necessary by the Village to evaluate compliance with all applicable local, state, and federal laws, rules, and regulations, as amended.

Submit the above information and application via email to Michelle House, Senior Planner, at mhouse@glenview.il.us. For questions, please email or contact Michelle at (847) 904-4307.

C. Temporary guidance for all outdoor dining

1. Restaurants may not expand outdoor dining in front of neighboring businesses without receiving written authorization from Village staff.
2. Parking requirements will be temporarily waived to allow outdoor dining in parking spaces upon written authorization from Village staff. Once Illinois' Northeast Region has reached Phase 5 of the State of Illinois *Restore Illinois* plan, the Village may require, at its sole discretion, removal of temporary outdoor dining areas, or any portion thereof, and that required parking be re-established. Use of outdoor dining in parking spaces will continue to be evaluated by Village staff in accordance with the latest State guidance for restaurants, and regulations concerning parking space use are subject to change.
3. Unless closed to vehicular traffic by written authorization from Village staff, streets may not be utilized for outdoor dining.
4. The permissible hours of operation shall be from 7:00 a.m.-11:00 p.m. Sunday through Thursday and from 7:00 a.m.-12:00 a.m. (midnight) on Friday and Saturday.
5. Driveways, drive aisles, drive-thrus or other means for traffic circulation may not be impeded or blocked without receiving written authorization from Village staff.
6. The Village reserves the right to make changes and adjustments to this Policy as necessary and without notice at any time in order to address issues that may arise.

Social Distancing Requirements

7. Outdoor dining must maintain proper social distancing with a minimum of six (6) feet between customer tables/chairs and/or other seating areas. Pedestrian walkways, waiting areas, and common aisles/corridors should be kept clear at all times and should be a minimum of 6.0 feet away from any tables and chairs. Each table may seat a maximum of ten (10) guests.
8. Signage noting required social distancing should be posted at the entrance to the outdoor dining area.
9. The temporary outdoor dining area shall be accessible to persons with disabilities and shall comply with all applicable federal, state, and Village laws, ordinances, regulations concerning accessibility and nondiscrimination in providing of services.
10. Restaurants should consider providing fencing and/or other methods of protecting their outdoor dining patrons. Additionally, the use of flowers or other decorative elements is encouraged.
11. Temporary barriers to safely delineate the seating area from an existing parking area do not require additional permitting so long as the temporary barriers do not pose a safety hazard to occupants or

traffic. Restaurants proposing to utilize on-street public parking spaces within a Village right-of-way (e.g. Glenview Road in the downtown and Tower Drive in The Glen Town Center) should contact Village staff to coordinate the installation of temporary barriers.

Outdoor Speaker/Amplifier Requirements

12. The use of outdoor speakers and/or amplifiers, outdoor live music, or similar uses are not permitted without prior special event approval through the Village Manager's Office. Additional information regarding special events can be found at the following URL:
<https://www.glenview.il.us/Documents/Special%20Events%20Application.pdf>

Utility Requirements

13. Permanent plumbing, electrical, and lighting fixtures shall not be installed.
14. Any temporary lighting shall be directed in a manner to not impair visibility on nearby streets and not shine toward nearby residences.
15. Extension cords shall be maintained in good condition, be rated for the environment, not exceed 100 feet in length, and not be rated less than the ampacity of the portable appliance connected (IFC 604.5.3).
16. Extension cords shall be a grounding type plugged directly into an approved GFCI receptacle, power tap, or multi-plug adapter and shall serve only one portable appliance (IFC 604.5.1).
17. Cords shall be routed as to not present a trip or safety hazard and if run overhead shall be carried by a messenger wire or other approved method (NEC 400).
18. All cords and wiring must comply with National Electric Code (NEC 400).

Health Recommendations

19. Employees should wear face coverings over their nose and mouth at all times when within 6 feet of others.
20. Employers should provide hand washing capability or sanitizer to employees and customers.
21. Bar and restaurant employees should wash hands for 20 seconds every 30 minutes, upon arrival to work, prior to and during food preparation, when switching between tasks, before donning gloves to work with food or clean equipment and utensils, after using the restroom, after handling soiled dishes and utensils, when visibly soiled, after coughing, sneezing, using a tissue, touching face, after eating or drinking, after smoking or vaping, and after handling a cell phone.
22. Provide disposable menus to customers and make menus available digitally so that customers can view on a personal electronic device, if possible. If disposable menus cannot be provided, property disinfect menus before and after customer use.
23. Provide disposable or take-away containers for outdoor dining customers. If these cannot be provided, property disinfect all dinnerware before and after customer use.
24. Discontinue pre-setting tables with napkins, cutlery, glassware, food ware, etc. These should be supplied individually to customers as needed.
25. Suspend use of shared food items such as condiment bottles, salt and pepper shakers, etc. and provide these foods in single serve containers, if possible. Where not possible, shared items such as condiment bottles, shakers, etc. should be supplied as needed to customers and disinfected after each use.
26. Pre-roll utensils in napkins to use by customers. Employees must wash hands before pre-rolling utensils in napkins. The pre-roll should be stored in a clean container. After customers are seated the pre-rolled utensils should be put on a table by an employee who recently washed their hands.
27. Items should be delivered to tables on service trays to minimize hand contact wherever possible.
28. Tables should be immediately bussed/cleaned following a party leaving the table.
29. Restaurants are required to provide their own tables and chairs for use in their outdoor dining area.

30. Restaurants are required to maintain their outdoor dining area(s).
31. If practical, install permeable barriers (e.g. plexiglass) between the street and/or sidewalk traffic, between tables and in close-contact areas.
32. Customers should wait for services off premises, either outdoors while maintaining social distance of 6 feet with use of recommended face coverings or in their vehicles until accommodations are available.
33. Applicants allowing alcohol consumption must obtain the local liquor commissioner's approval to provide temporary outdoor service and comply with all directives issued by the local liquor commission or state liquor control authorities.
34. Outdoor dining shall comply with all guidance provided by health department, Centers for Disease Control (CDC), Illinois Department of Public Health, Illinois Department of Commerce and Economic Development (DCEO), and other official authorities as authorized and amended.
35. An adequate supply of soap, disinfectant, hand sanitizer, and paper towels must be available.
36. Gloves should be worn by staff preparing food per pre-COVID food handling protocols, such as handling ready to eat (RTE) foods.
37. Inspections of the outdoor dining areas are required. Outdoor dining patios will be conditionally approved until inspections are completed by Village staff. Village staff will provide an outdoor dining permit for display once an inspection is completed to verify safe social distancing between tables.
38. Failure to comply with the terms of the conditions of this Policy or any permit issued pursuant to this Policy shall provide the Village grounds to suspend or terminate a permit issued pursuant to this Policy, in addition to all other remedies available to the Village at law or in equity.



Tent with enclosed sides



Tent with two open sides

Structures

Temporary outdoor structures, including tents and pods, are allowed on private property or upon the public right-of-way in accordance with the following regulations:

1. During Tier 1 restrictions restaurants are not permitted to have indoor dining which includes tents with greater than 2 sides enclosed. Once Tier 1 restrictions are lifted temporary outdoor structures are permitted to be fully enclosed provided a.) all parties are seated at least 6.0 feet apart including separations from common aisles; and b.) no party is comprised of more than ten (10) people.
2. Fully enclosed structures must post placards advising about increased risk of transmission within an enclosed space.
3. Temporary structures must be weighted/ballasted, anchored, or secured to the ground but cannot be anchored with any method that requires screwing, cutting, staking, or drilling into the public right-of-way or public sidewalks. The weight of any ballast shall be noted on the plans.
4. All structural materials should have a fire-resistant certification or flame certification showing material is fire-rated or noncombustible.

5. After any severe weather event (wind, snow, etc.) the structure should be inspected for unsafe conditions. Accumulated snow must be removed before occupancy of the structure.
6. Lighting within the proposed structure is suggested for safety of patrons and staff. Lighting is required at all exits.
7. All enclosed structures are required to have a minimum of two (2) exits on opposing ends of the structure. If the structure can hold more than 200 people, a minimum of three (3) exits are required. Exits are required to be a minimum of 36.0 inches wide. If the exits are not open the covering is required to be a flame resistant curtain or doors that swing out and away from the tent. Exits must be clearly marked and illuminated with a minimum of 1 foot-candle.

Heating Devices

Heating devices are allowed, but must meet the following operational regulations:

8. The locations of heating equipment must be shown on site plans submitted with the permit application.
9. Within any structure/tent/canopy/membrane structure, only listed and labeled portable electric space heaters shall be used, plugged directly into an approved receptacle and shall not use an extension cord. Heaters shall also maintain proper clearances per the manufacturer (IFC 604.10.1–605.10.3). If a heating device requires new electrical wiring, the device it must be installed by a licensed electrical contractor who will first obtain an electrical permit from the Village. If an approved receptacle is not available extension cords may be reviewed on a case by case basis by the Inspectional Services Manager.
10. Portable outdoor gas-fired heating appliances are prohibited inside of a structure/tent/canopy/membrane structure, within 10 feet of a building, overhang, awning, umbrella, etc. The appliance shall not be located within 10 feet of an exit or exit discharge (IFC 603.4.2).
11. Heating appliances shall be installed and maintained per manufacturer’s instructions. The heating element or combustion chamber shall be permanently guarded to prevent accidental contact by persons or materials (IFC 603.5).
12. Heating equipment should be unplugged or disconnected for overnight storage and stored 10.0-feet or greater away from the building, and employees should be trained in proper installation of fuel tanks and in detecting leaks (if applicable).
13. The applicant shall maintain clearances between heaters and all other objects, including tent sides. Required minimum clearance distance depends on heating device; at least 10.0 feet is recommended if a greater clearance is not specified.



Propane Heater



Electric Heater

Electrical Devices & Extension Cords

14. Extension cords shall be maintained in good condition, be rated for the environment, not exceed 100 feet in length, and not be rated less than the ampacity of the portable appliance connected (IFC 604.5.3).
15. Extension cords shall be a grounding type plugged directly into an approved GFCI receptacle, power tap, or multi-plug adapter and shall serve only one portable appliance (IFC 604.5.1).
16. Cords shall be routed as to not present a trip or safety hazard and if run overhead shall be carried by a messenger wire or other approved method (NEC 400).
17. All cords and wiring must comply with National Electric Code (NEC 400).
18. Applicants are permitted to utilize Village-owned street light poles to provide power to outdoor dining areas, if applicable.

Safety Considerations

Follow these additional safety considerations to ensure responsible operations:

19. Enclosed areas with heating devices must have clearly marked entrances and exits.
20. Businesses must have sufficient fire extinguishers to cover indoor and outdoor spaces.
21. Restaurants should suspend service ahead of and during major weather events. The tent shall also be inspected following major weather events to ensure safety.
22. Public walkways as well as access to entrances and exits of enclosed spaces must be kept clear for snow removal. The tent location cannot block drive aisles or parking spaces unless approved as part of the permit but should allow for snow accumulation outside of any available parking spaces or drive aisles.
23. No open or exposed flames are permitted.

D. Temporary Protocols for Outdoor Dining on Public Property

1. Sidewalks may be utilized for outdoor dining provided there is still means for an accessible route for pedestrian traffic that maintains a 6 foot social distance.
2. Businesses should encourage social distancing and enhance spacing at establishments by encouraging drive-thru, delivery, curbside pick-up, spacing of tables/stools, limiting party sizes and occupancy, avoiding self-service stations, restricting employee shared spaces, and rotating or staggering shifts, if feasible.

E. Temporary Protocols for Outdoor Dining on Private Property

1. Restaurants may utilize their parking lot for outdoor dining and will be reviewed by staff on a case by case basis.
2. Restaurants that do not own their parking lot or other outdoor areas shall secure correspondence from the property owner or property manager granting permission to use the area for outdoor dining.
3. Restaurants within a strip mall, plaza shopping center or other multi-tenant space shall secure correspondence from the property manager or owner prior to expanding outdoor dining into common parking, pedestrian or greenspace areas.
4. Accessible parking spaces are required and access to/from those spaces shall not be impeded.

**Unconditional Agreement and Consent
Temporary Outdoor Dining Permit**

TO: The Village of Glenview, Illinois (“**Village**”)

WHEREAS, _____ (“**Applicant**”) sought approval of a temporary outdoor dining area (“**Temporary Use**”) located at _____, Glenview, IL (“**Property**”);

WHEREAS, the permit dated _____, 2021, grants approval of such Temporary Use, subject to certain conditions (“**Permit**”); and

WHEREAS, the Applicant desires to evidence to the Village its unconditional agreement and consent to accept and abide by each of the terms, conditions, and limitations set forth in the Permit.

NOW THEREFORE, the Applicant does hereby agree and covenant as follows:

1. the Applicant hereby unconditionally agrees to accept, consent to and abide by all terms, conditions, restrictions, and provisions of the Permit;
2. the Applicant acknowledges and agrees that the Village will not be, in any way, liable for any damages or injuries that may be sustained as a result of the Village’s approval of the Permit by the Applicant, and that the Village’s approval of any such request does not, and will not, in any way, be deemed to insure the Applicant against any damage or injury of any kind and at any time;
3. the Applicant acknowledges and has considered the possibility of penalties provided for noncompliance with Permit conditions, and agrees not to challenge any such penalties on the grounds of any procedural infirmity or any denial of any procedural right;
4. the Applicant agrees to and does hereby hold harmless and indemnify the Village, the Village’s corporate authorities, and all Village elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of such parties in connection with (a) the Village’s approval of the Permit, including its conditions, (b) the procedures followed in connection with the approval of the Permit, and (c) the performance of the Applicant of its obligations under this Unconditional Agreement and Consent;
5. the Applicant does hereby, agree to pay all expenses incurred by the Village in defending itself with regard to any and all claims mentioned in this Unconditional Agreement and Consent. These expenses will include all out of pocket expenses, such as attorneys’ and experts’ fees, and will also include the reasonable value of any services rendered by any employee of the Village.

APPLICANT

SUBSCRIBED and SWORN to
Before me this _____ day of
_____, 2021

Notary Public

USE OF PROPERTY
AND HOLD HARMLESS AGREEMENT

Whereas, the _____ (“Applicant”) desires to use the Village of Glenview’s (“Village”) property located at _____ (“Premises”) for a temporary outdoor dining area (“Temporary Use”).

Whereas, the Village agrees to allow the Applicant to use the Premises for the Temporary Use in consideration of the Applicant agreeing to assume all risk and liability pertaining to the Temporary Use.

Now therefore, the Applicant agrees as follows:

To the fullest extent permitted by law, the Applicant hereby indemnifies, defends, and holds harmless the Village and its officials, employees, agents and volunteers from and against any and all liability or claim of liability, loss or expense, including defense costs and legal fees and claims for damages of whatsoever character, nature and kind, whether directly or indirectly arising from the Temporary Use or connected with an act or omission of the Applicant, or an agent, invitee, guest, employee, or anyone in, on or about the Premises invited by and/or with the permission and consent of the Applicant, with respect to the Premises or the operations, activities or services, of any nature whatsoever, of the Temporary Use, including, but not limited to, liability expense and claims for: bodily injury, death, personal injury, or property damage caused by the negligence, creation or maintenance of a dangerous condition of property, or intentional infliction of harm or violation of state and federal laws.

Nothing set forth in this Agreement shall be deemed a waiver by the Village of any defenses or immunities that are or would be otherwise available to the Village or its officials, employees, agents or volunteers under the provisions of the Illinois Local Government and Governmental Employees Tort Immunity Act, or that are otherwise available to local governments and their corporate authorities, officers, employees, agents and volunteers under the common law of the State of Illinois or the United States of America. The provisions of this Section shall survive the expiration or earlier termination of this Agreement or renewal thereof.

Without limiting the Applicant’s indemnification of the Village as provided above, the Applicant shall provide and maintain at its own expense for the Temporary Use the below listed policies of insurance or liability coverage covering the activities, services or operations relating to the Temporary Use. All such insurance of the Applicant and the insurance of the owners/operators shall be secured through a carrier(s) satisfactory to the Village. Satisfactory evidence of such insurance and any required endorsements, including the insurance required of the owners/operators, will be delivered to the Village Manager prior to commencement of the Temporary Use. The Village’s insurance or liability coverage shall always be deemed excess over any other insurance or liability coverage whether primary, excess, pro rata, contingent or any other basis.

a. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, property damage and personal injury with a general aggregate of \$3,000,000 limit. The Village, its officials, employees, agents and volunteers shall be named as an additional insured on a primary and non-contributory basis under the policy or coverage by original endorsement signed by a person authorized to bind coverage.

b. Liquor Liability: in an amount required by the Village of Glenview and on forms approved by the Village, written on a per occurrence basis for the sale of alcoholic beverages and require that any other party selling or serving alcoholic beverages during the Temporary Use shall provide Liquor Liability insurance in the same amount, all with the Village, its officials, employees, agents and volunteers named as additional insured on a primary and non-contributory basis by original endorsement signed by a person authorized to bind coverage.

All policies of insurance or liability coverage shall contain a waiver of subrogation as against the Village, its official, employees, agents and volunteers except with respect to the sole negligence of the Village.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Use of Property and Hold Harmless Agreement on behalf of the Applicant.

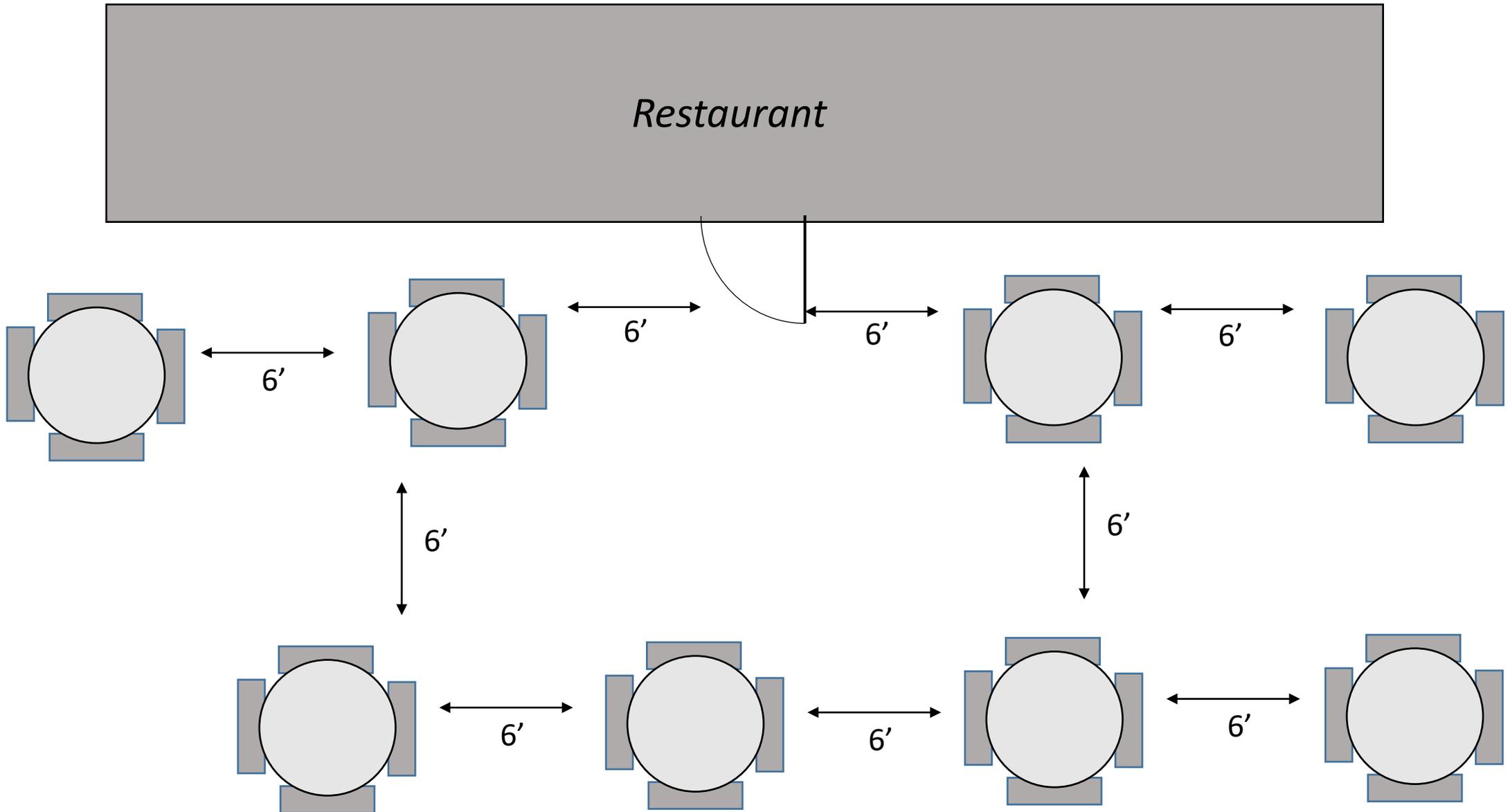
Agreed this _____ day of _____, 2021.

(Name of Applicant)

Signature of Authorized Person

Title

Exhibit 3: Example Site Plan





RECOMENDED DAILY TENT SELF-INSPECTION CHECKLIST

Business Name: _____

Address: _____

Inspector: _____

Date / Time: _____

| Items | Acceptable | N/A | Requires Attention |
|---|------------|-----|--------------------|
| General Tent Requirements | | | |
| Has the tent location been moved due to weather/use? | | | |
| Is the weather exceeding the manufacturers specifications in regards to wind and snow loads? | | | |
| Are the guy lines tight or have they loosened due to wind and movement? | | | |
| Is additional tightening or ratcheting of the webs necessary (should be no movement at all)? | | | |
| Do the guy lines have frays or tears? | | | |
| Are there any wrinkles in the tent that can cause water or snow to accumulate on tent roof? | | | |
| All tents must have a fire-resistant certification. Is the fire-resistant label still in place and visible? | | | |
| Fully enclosed tents must be vented to provide adequate air flow. Is your tent ventilated properly? | | | |
| When ballast is used for a tent, the proper weight is required. General rule of thumb to determine ballast weight is calculated by using the following formula – (tent square footage x 10) / number of anchors = weight of each ballast. | | | |
| Have the ballast weights moved? | | | |
| Are the stakes bent, removed or withdrawn from the earth, or extend out of the earth more than 6”? | | | |
| Make sure all poles including the center pole are stable and secured in place. | | | |
| Did any bolts or pins shake loose from wind? All holes should have bolts or pins in them. | | | |
| Are there any cuts, tears or rips in the tent fabric? | | | |
| A 3ft wide walking path is available around all objects and at all entrances and exits. | | | |
| Weather and Tent Maintenance | | | |
| After each rain or snow event check all sides of tent roof for accumulations and immediately remove if present. | | | |
| Operator is aware of the limitations of enclosure in regard to inclement weather (particularly regarding ice, snow, rain and wind). | | | |

| | | | |
|---|--|--|--|
| No third walls permitted. Three walls cause a wind sock effect that makes the tent less safe unless they are properly vented. | | | |
| Is there an evacuation plan in place? All tents need to be evacuated when the wind is 30 MPH or more. | | | |
| Fire, Electrical, and Heating | | | |
| Ornamental lighting allowed for low wattage bulbs only, not greater than fifty lumens. | | | |
| Exit signage posted, illuminated, and working? Use test button. | | | |
| Emergency lighting posted and working? Use test button. | | | |
| Are there a minimum of two clear exits at opposite ends of the tent? | | | |
| Are the fire extinguishers clearly visible and obtainable? | | | |
| Is the fire hydrant on site unobstructed 6' radius of clearance. | | | |
| All overhead extension cords are at least 10ft above pedestrian paths. | | | |
| Extension cords are required to be listed heavy duty usage, 3-pronged and a minimum of 12 gauge in good condition. | | | |
| Extension cords and temporary outdoor lighting is GFCI protected and protected from weather. | | | |
| Are extension cords plugged directly into the outlet? | | | |
| Are extension cords are limited to one cord per outlet? | | | |
| Are multiple cords chained together? This is not allowed. | | | |
| Verify that open flame heaters or storage of fuel tanks are not within 10' of the tent. | | | |
| Are all of the fuel storage tanks enclosed and secured? | | | |
| Do the heating elements have clearance per manufacturer's specifications? | | | |
| Is the electrical heating equipment marked "UL listed" or "UL classified"? | | | |
| Solid fuel burning heaters or fireplaces are not allowed. | | | |
| Open flames of any kind, including candles are not allowed | | | |
| Site Conditions | | | |
| Is the right-of-way free of all tripping hazards? (extension cords, obstructions, etc.) | | | |
| Are the accessible parking spaces available for parking? | | | |
| Does the sidewalk around tent have a 5ft clearance? | | | |

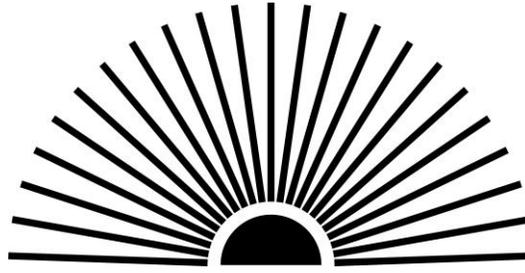


Reopening Guidelines – Specialty Schools (DCEO)

June 2020

The State of Illinois has provided specific guidance for specialty school operations during the ongoing Phase 3 of the Restore Illinois plan. Effective immediately, your indoor business operations will be permitted to proceed subject to strict compliance with the State’s new guidelines provided at the following restrictions:

- a. Specialty training businesses including driving schools, art studios, tutoring businesses, and music/dance lessons are permitted indoors in groups of up to 10 people (including the instructor), provided further there shall be no more than one student per 200 square feet of floor area within your business.
- b. All participants who are not members of the same household should maintain separations of at least 6 feet at all times. In circumstances where that is not feasible, masks must be worn at all times (except where exempted by State law). In regard to driving instruction within a vehicle, only one student per instructor is permissible and both should wear masks at all times. In regard to dance instruction, paired dancing shall be permissible with members of one’s household only, and masks should be worn if social distancing cannot be maintained.
- c. Employers should provide handwashing amenities and/or hand sanitizer for all employees and customers.
- d. All commonly used equipment and work areas should be thoroughly sanitized after each use.
- e. Restrooms and other high-touch surfaces should be thoroughly sanitized every 30 minutes.
- f. No food or beverage service shall be allowed indoors.
- g. Additional applicable requirements for employee health screening, documentation, monitoring, and other minimum operational standards can be reviewed on the IDCEO website at the following URL:
<https://dceocovid19resources.com/assets/Restore-Illinois/businessstoolkits3/retail.pdf>



CHICAGO'S
**NORTH
SHORE**

CITY LIFE, ELEVATED.
CONVENTION & VISITORS BUREAU

**Zoom Educational Event
Restaurants, Attractions and Retailers:
Fall And Winter Marketing
Wednesday, October 14, 2020, 2:00pm**





The colder weather is coming and Covid-19 is still here.

We will be living within the state's Phase 4 guidelines until at least Spring 2021.
Groups will be limited to 50 people or less for event space and
even less if guests cannot safely distance.

For restaurants/bars, groups of 10 or less with tables spaced 6-feet apart in
seated areas and with standing areas at no more than 25% of capacity.

Retailers are limited to 50% capacity.





RESTAURANTS

Outdoor dining will continue – but limitations as to how many can do this and if people will still want to eat outside when temperatures dip.

We have changed our listings to keep up to date with amenities.



Avli Restaurant

566 Chestnut St. Winnetka

(847) 446-9300

Enjoy traditional Greek favorites such as egg-lemon soup, house-made lamb and beef Gyros, and perfectly grilled octopus or try an out-of-the-ordinary regional dish s... [MORE](#)

✓ Dine-in ✓ Takeout ✓ Delivery ✓ Outdoor Dining





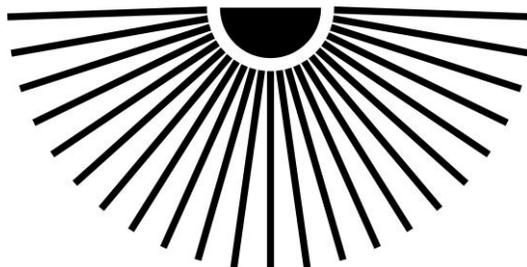
Dine-in

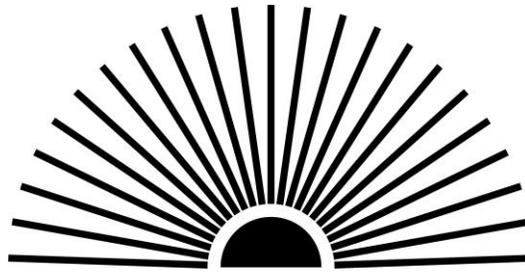
People have been eating outdoors as it's a great option during the summer.

Restaurants have very much stepped up their game!

However, surveys show that only 20-25% of respondents feel comfortable dining inside.

WE NEED THOSE DINERS TO EAT IN RESTAURANTS AND COMMUNICATE
THEIR POSITIVE EXPERIENCE TO THEIR PEERS.

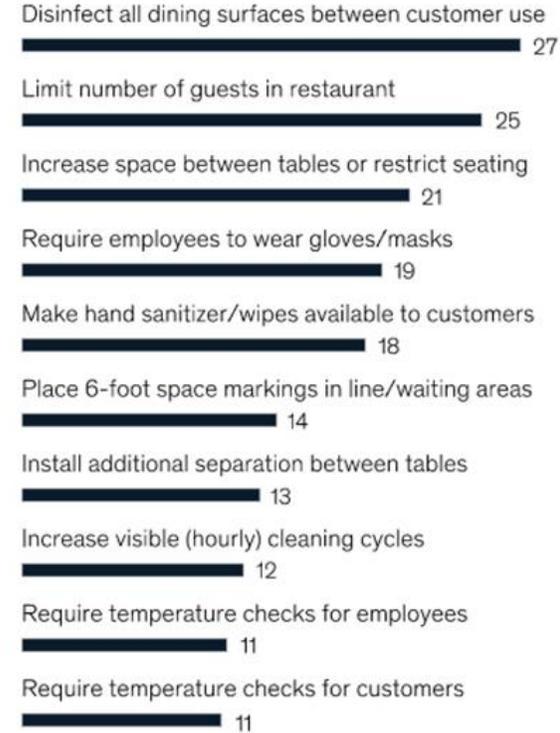




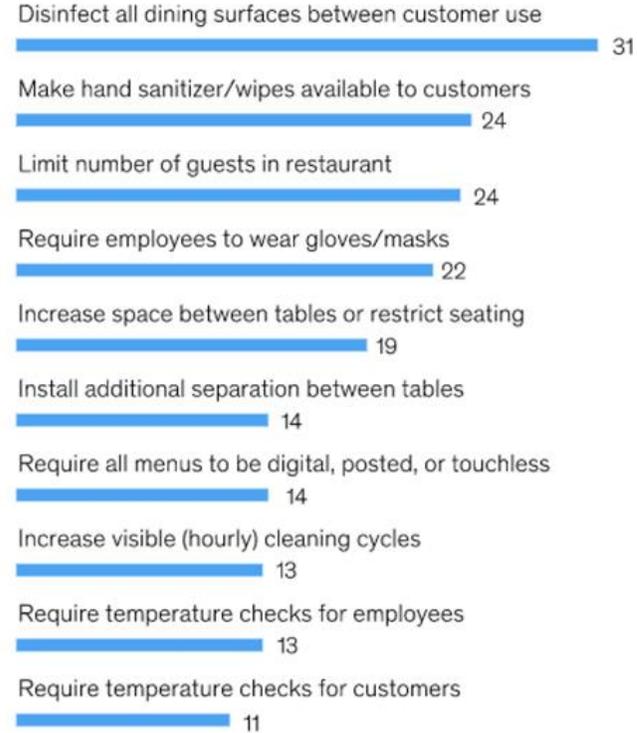
Rigorous sanitization, limited occupancy, and personal protective equipment for employees are the most effective anxiety-reducing interventions.

Top 10 prompted interventions, % of respondents

Dining in a quick-service restaurant



Dining in a casual restaurant



Source: 2020 Contactless Journey Pulse Survey: Restaurants



Recognizing the reality of 20-25% of people willing to eat inside this Fall/Winter, restaurants need to determine if hosting indoor dining is financially feasible. For some, it may not be.

Restaurants must come up with a new economic model to sustain the business over a longer period of time than they initially planned for.

The reality of 20-25% of people dining indoors means you should not waste your time or money convincing the other people to dine indoors. The question is how to run your business to reach diners where they are at to maintain adequate revenue to survive the pandemic.

Indoor dining + Takeout/Delivery + Outdoor Dining + New Offerings





Dine-in

It might seem obvious that restaurants have dining rooms but since customers had many outdoor dining options and some restaurants have closed indoor operations, do not assume customers know who is offering indoor dining. Logos available here:
<https://bit.ly/314q2bQ>

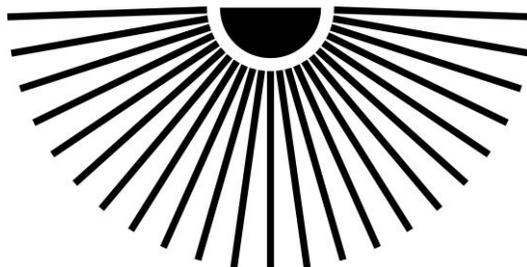
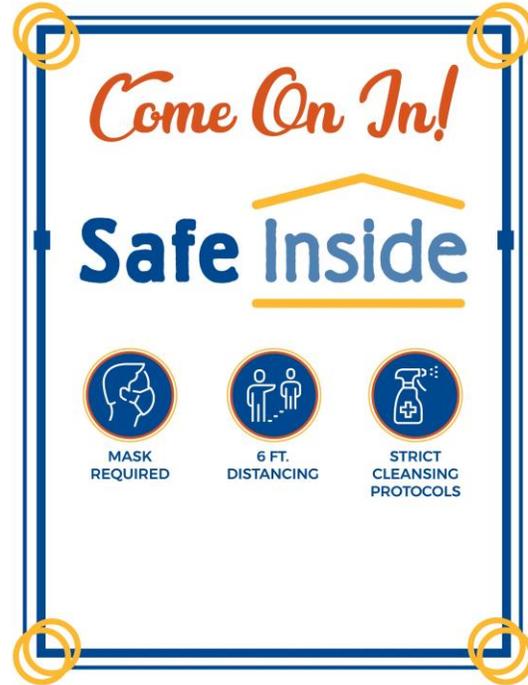
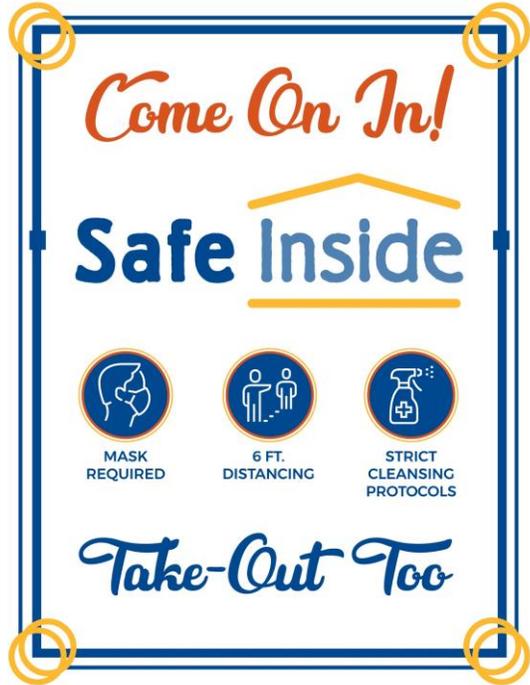
The logo features the words "Safe Inside" in a bold, blue, sans-serif font. Above the text is a yellow outline of a house roof, and below the text is a yellow horizontal line.

Safe Inside

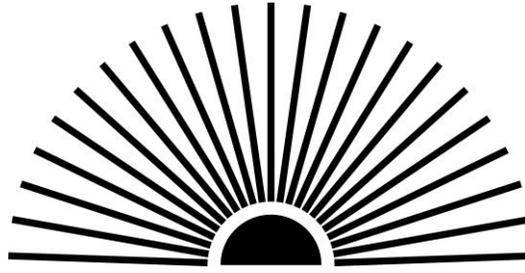




Restaurant Posters

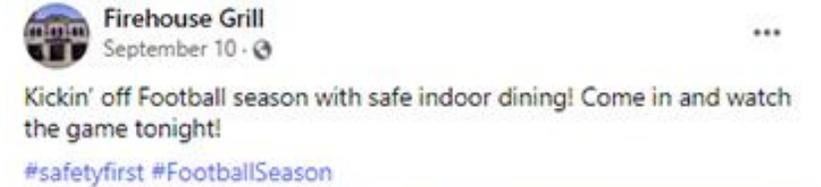


Artwork available at
<https://bit.ly/3j439LX>



On-site communication of **Safe Inside** indoor dining is not enough.

We will be using our **Safe Inside** logo in all restaurant promotions we do. Make sure to communicate this to your customers through digital and social media.





Remember that diners are anxious. Encourage them to reach out directly to you and ask questions they may have. The key to survival is meeting people where they are at comfort-wise.

Make sure that your digital and social media outreach includes ways to communicate with you directly.

We did an entire Zoom Event on Facebook Messenger, to access that presentation, visit <https://bit.ly/30YI6DY>





Chicago North Shore

@ChicagoNorthShore - Tourist Information Center

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Start Selling From Your Page in a Few Steps

It only takes a few minutes to set up your shop. Just enter your business details, add the products you'd like to sell and customize your storefront to fit your brand.

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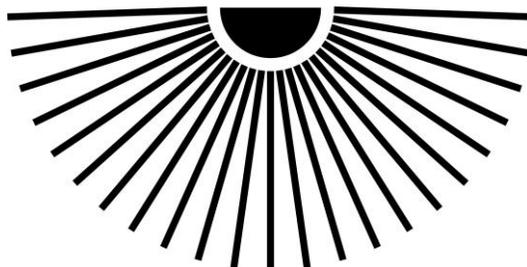
[Learn More](#)

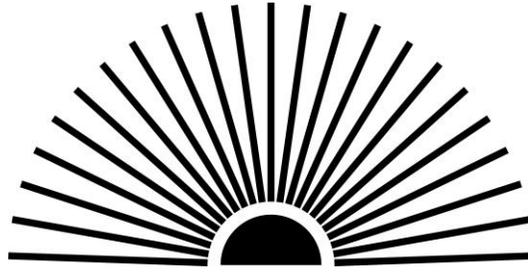




Other Considerations for Indoor Dining

- Will Takeout customers be in the same entry space as indoor diners?
- People are eating earlier and dining rooms closing earlier than pre-Covid
 - Abbreviated menu something to consider
 - QR code menus not for everyone, have disposable options
- What can you offer and promote as an indoor experience that is not easily replicated as takeout? ie. French Onion Soup, steaks, ice cream, ambiance, etc.





• **Indoor dining + Takeout/Delivery + Outdoor Dining + New Offerings**

Optimizing carryout and curbside operations. If possible, the optimum situation includes the following:

- Separating where takeout orders happen and indoor dining customers enter is important if possible.
- Colder months mean committing to customer experience for safety and comfort. Promoting online ordering and prepayment and ability for customer to text or call for in-car service is best option.
- Abbreviate takeout options.





• **Indoor dining + Takeout/Delivery + Outdoor Dining + New Offerings**

Be Creative.

- Create themed specials by the day, easy for customer to remember.
- Promote future takeout specials in each order
- Family meals, value meals, meals for couples, meal kits, cocktails to go.
- Homegating (tail gating at home). Chicago Bears/NFL, Northwestern University/Big Ten Football.





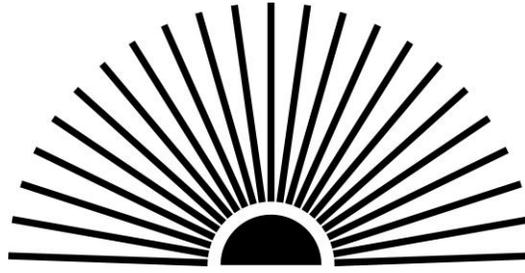
Northwestern Schedule

Sat. Oct. 24 – Maryland
Sat. Oct. 31 – Iowa
Sat. Nov. 7 – Nebraska
Sat. Nov. 14 – Purdue
Sat. Nov. 21 – Wisconsin
Sat. Nov. 28 – Michigan State
Sat. Dec. 5 – Minnesota
Sat. Dec. 12 – Illinois
Sat. Dec. 19 – Big Ten Championship

Chicago Bears Games

Sun. Oct. 18 – 12:00pm - Carolina Panthers
Mon., Oct. 26 – 7:15pm - Los Angeles Rams
Sun., Nov. 1 – 3:25pm – New Orleans Saints
Sun., Nov. 8 – 12:00pm – Tennessee Titans
Mon., Nov. 16 – 7:15pm – Minnesota Vikings
Sun., Nov. 29 – 7:20pm – Green Bay Packers
Sun., Dec. 6 – 12:00pm – Detroit Lions
Sun. Dec. 13 – 12:00pm – Houston Texans
Sun. Dec. 20 – 12:00pm – Minnesota Vikings
Sun. Dec. 27 – 12:00pm – Jacksonville Jaguars
Thurs. Dec. 31 – 12:00pm – Green Bay Packers





Holidays

Thanksgiving – Thursday, November 26 (through weekend Sun, Nov. 29)

Hanukkah – Thursday, December 10 – Friday December 18

Christmas – Eve, Thursday, December 24, Day Friday, December 25

Kwanzaa- Saturday, December 26 – Friday, January 1

Think through your offerings NOW, indoor dining, takeout and promote yourself and via your partners (CNSCVB, Chambers, Merchant Districts, etc.)





#hashtag your posts

#TakeoutTuesday

#CarryoutWEdnesday

#TacoTuesday

#MondayMeals

#FamilyMeals

#MealDeals

#YouGottaEatThis

#SushiSaturday or #SushiSunday

#SizzlingSteakSaturday

#FishFridays

#HumpDaySpecials

#GameDayEats

#BestBurgerThursday

#PizzaMondays

#PastaLovers

#PizzaTime

#HolidayMeals

#foodporn

#thirstythursday

#brunchgoals

#yummy

#weekendbrunch

#meatlessmonday

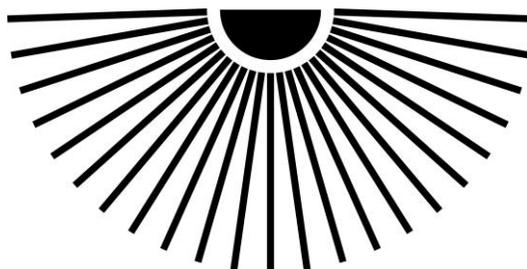
#tastytuesday

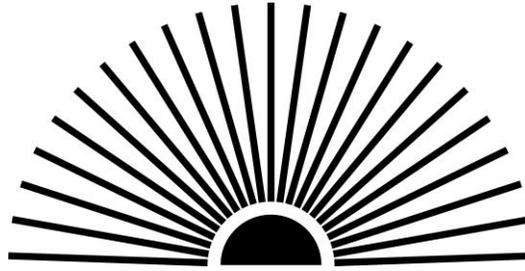
#winewednesday

#butfirstcoffee

#whatsforlunch

#your city/chamber/merchant district/and other FB groups you belong to





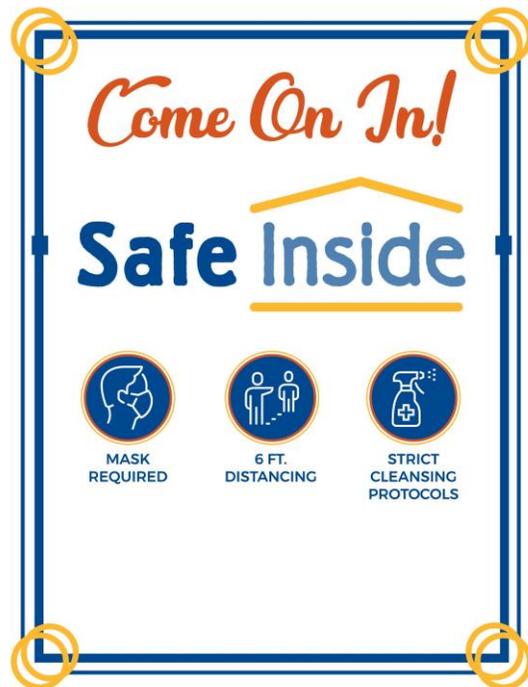
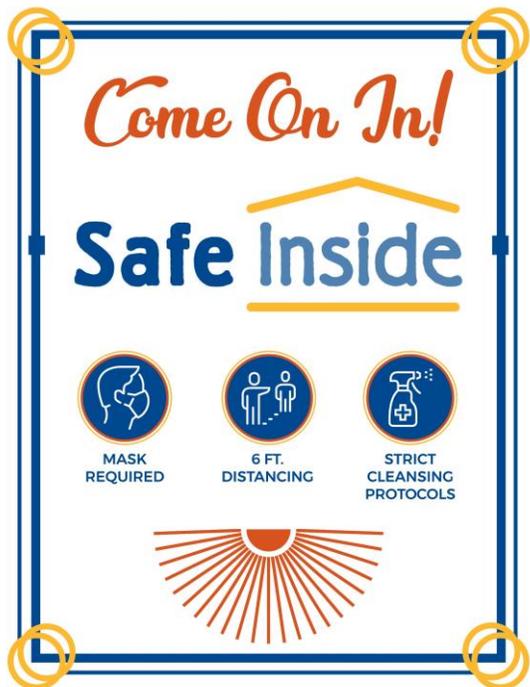
[Additional Marketing Support](https://www.musthavemenus.com/category/coronavirus-messaging.html)

<https://www.musthavemenus.com/category/coronavirus-messaging.html>



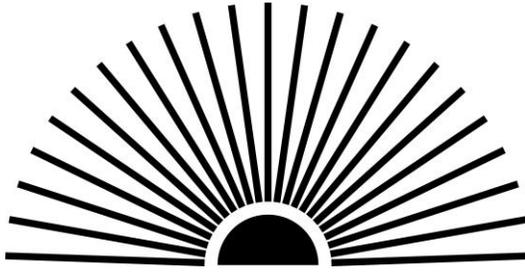


Retail Posters



Artwork available at
<https://bit.ly/3nRJ7aQ>





CHICAGO'S
**NORTH
SHORE**

DEAL OF THE **DAY**



Claire and Zoe

20% off a single item

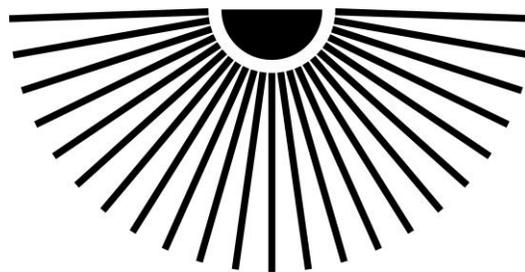
Valid November 15 - 21, 2020

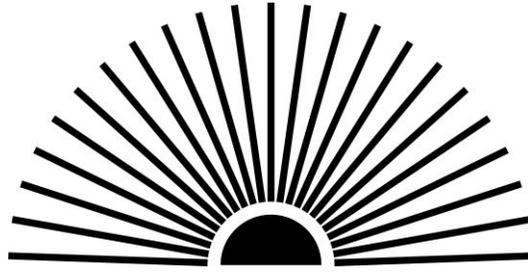
Print offer or show screenshot



Deal of the Day Details

- Launches November 15
- Three deals showcased each week
- Each offer lasts 7 days
- Mix of Restaurant, Retail and Attractions
- Partner with local Facebook Group Sites and CNSCVB partners
- Each offer has paid Facebook/Instagram advertising support and on Twitter feed
- Each offer will be shared with community in which it is based (city/village, chamber, merchant district, etc.)





Holidays and more!

Without travel and other holiday concerts and events and activities, opportunity to emphasize comfort home and the things people need for both. Think beyond a Black Friday, Small Business Saturday as support will be needed before and after these events. For instance, the American Booksellers Association is using "October is the new December, Buy Early, Buy Local"

Free Gift Wrap with purchases? Free gift with purchase? Spend over a certain amount get a % off? Delivery, curbside, appointment only shopping.





Dedicated Retail Content Campaigns and Blogs by Theme

You may follow our blog and not even know it. Each of our blogs is also used as website content, the subject of digital and social media marketing campaigns directed to local and regional audiences weekly. Check out the hundreds we have created to date at <https://www.visitichicagonorthshore.com/Blog>

To assist our retailers before, during and after the holidays, we will be featuring blogs highlighting our retail sectors: Clothing & Jewelry, Home Comfort, Books & Gifts, Art & Design, etc.





Questions? Contact us!

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Caryn Shulman cshulman@cncsvb.com



Facebook and Instagram: @chicagonorthshore

Twitter@chicagonshore

Website: www.visitichicagonorthshore.com

