

**From:** Megan Iozzo  
**Sent:** Thursday, March 25, 2021 3:07 PM  
**To:** Sarah Schillerstrom  
**Subject:** FW: Cold, Flu, COVID-19 Workplace Prevention Guidance

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**From:** Becky Madison [mailto:bmadison@glenview.il.us]  
**Sent:** Monday, March 2, 2020 1:14 PM  
**To:** Village Email List <VillageEmailList@glenview.il.us>  
**Subject:** Cold, Flu, COVID-19 Workplace Prevention Guidance

Employees and Contractors,

Over the past few weeks there has been an increasing amount of information and guidance regarding COVID-19 (a.k.a. the coronavirus) from the media and federal governmental agencies. The number of confirmed COVID-19 cases in Illinois remains low, but I'm sure you know someone that has been affected by the cold or flu virus this year. Due to the continued severity of the cold and flu season, coupled with the need for diligence around the spread of COVID-19, the Village would like to make you aware of the [Center for Disease Control's \(CDC\) current guidance](#) to preventing the spread of illness in the workplace:

**If you are sick or appear to be sick**

1. If you are ill, please notify your supervisor and stay home. Although the Village appreciates your dedication, it's important that you stay home until your symptoms subside. This will help reduce exposure to your co-workers and the public.
  - a. COVID-19 is an acute respiratory illness (i.e. cough, shortness of breath, etc.). It is important that if you stay at home until you are fever (100.4 degrees F or greater) and other symptom free for at least 24 hours, without the use of fever-reducing or symptom altering medicines.
2. If you come to work and appear to be ill or you become ill during the day, the Village asks you to work with your supervisor to go home. If you must temporarily stay for coverage purposes, the Village asks that you limit your contact with others and practice the proper hygiene methods below until alternative arrangements can be made.

**Proper hygiene**

1. Clean your hands.
  - a. Wash your hands, with soap and water, for at least 20 seconds. Visit the CDC's [clean hand webpage](#) for more details.
  - b. Please use the alcohol-based hand sanitizer (alcohol content of 60% or higher) that has been placed in communal areas. If you would like one for your desk or specific location, please work with your supervisor to make a coordinated request to facilities.
2. Use the CDC's guidance on [proper coughing and sneezing etiquette](#):
  - a. Cover your mouth and nose with a tissue when you cough or sneeze and put your used tissue in the waste basket.
  - b. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
  - c. Wash your hands after coughing or sneezing.
  - d. Several boxes of tissues are available in communal areas throughout the Village. If you cannot locate one or need more, please work with your supervisor to make a coordinated request to facilities.
3. Avoid touching your eyes, nose and mouth.
4. The CDC does not recommend masks for healthy individuals (non-health related field) at this time.

**Routine environmental cleaning**

1. Routinely clean frequently touched surfaces in your workspace. No additional disinfection beyond routine cleaning is advised by the CDC at this time.
  - a. Common examples of frequently touched surfaces are your workstation, countertops, doorknobs, copiers, keyboards, shared telephones and remote controls.
  - b. Disposable wipes for these items are being delivered to communal areas. If you are unable to locate them, please work with your supervisor to request more from facilities.
2. The Village has asked Advanced cleaning to wipe down all doorknobs and communal work surfaces every evening in addition to their routine cleaning. For more frequently used doors and surfaces, please wipe them down regularly using disposable wipes.

Please also be aware that there are an increasing number of coordinated scamming efforts offering products that will kill or defend against COVID-19. According to the CDC, there is no specific antiviral treatment recommended for COVID-19 and routine cleaning and proper hygiene as referenced above can help prevent the spread.

There may be additional precautions recommended based on your position. Your department director will coordinate the dissemination of this information if and when it is available.

The Village will continue to monitor the information provided by the appropriate state and federal agencies. As more guidance becomes available, the Village will disseminate the information as soon as possible. If you have any concerns, please do not hesitate to bring them to your supervisor or department director.

**Becky Madison** | Assistant to the Village Manager

**Village of Glenview | Village Manager's Office**

2500 East Lake Avenue | Glenview, IL 60026

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**From:** Becky Madison  
**Sent:** Wednesday, March 11, 2020 5:46 PM  
**To:** Village Email List  
**Subject:** COVID-19 Information  
**Attachments:** Terms generally used in association with COVID.PDF

Employees and Contractors,

Thank you for your continued vigilance in protecting yourself and others during this period of time! The Village is well stocked with hand soap, paper towels, surgical gloves disinfecting wipes, hand-sanitizer and facial tissue. Should you or your department need access to these items, please make your request to [facilities@glenview.il.us](mailto:facilities@glenview.il.us). If you email [facilities@glenview.il.us](mailto:facilities@glenview.il.us), your request will go to multiple people and will ensure that facilities is made aware of your request.

### **Cleaning Protocols**

- All common surfaces in the Municipal Center (including Police) and Public works will be completed weekly, which started on March 3.
- Additional day porter services have been added and they are focused on cleaning surfaces and disinfecting at the Municipal Center, Public Works and both Metra Train Stations each day. A weekend day porter is available during early voting. This additional day porter started March 10.
- Please continue to be attentive about using the disinfecting wipes at your workspace and communal workspaces.
- Should you have any concerns about the cleaning services provided by the contractor or access to cleaning items, please do not hesitate to contact Joe Kenney at [jkenney@glenview.il.us](mailto:jkenney@glenview.il.us).

### **What is COVID-19?**

Coronavirus disease 2019 or COVID-19 is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a new coronavirus first identified during an investigation into an outbreak in Wuhan, Hubei Province, China. Initial case-patients reported visiting a large seafood and live animal market in Wuhan.

### **How does COVID-19 Spread?**

COVID-19 spreads the same way the flu and other respiratory diseases spread:

- Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Between people who are in close contact with one another (within about 6 feet).

For your use, I have attached definitions to commonly used words or phrases that you may hear or come into contact with during your review of COVID-19 information.

### **Signs of Illness**

- We ask that you monitor yourself for symptoms. [According to the Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing.html), the symptoms of COVID-19, a respiratory illness, are:
  - Fever
  - Cough
  - Shortness of breath
- Symptoms may appear 2-14 days after exposure. The CDC advises that you call your doctor if you exhibit these symptoms. If you show these symptoms or other signs of illness, please stay home and follow the appropriate call-in procedures. People who think they may have been exposed to COVID-19 must call their healthcare provider before going to a provider's office, emergency department or urgent care.

### **How can COVID-19 Infection be prevented?**

- Wash your hands often with soap and warm water for at least 20 seconds - use an alcohol-based hand sanitizer if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Stay home if you're sick.
- Avoid close contact with people who are sick.

### **Spring Break Travel**

If you plan to travel in the coming weeks, please check the CDC's website. The [CDC provides recommendations on postponing or canceling travel through travel notices](#). Travel notices are based on assessment of the potential health risks involved with traveling to a certain area. No matter where you travel or *how* you travel, be aware of the COVID-19 situation at your destination and practice infection prevention: wash your hands, stay away from people who are sick, cover your cough or sneeze with a tissue, don't touch your face with unwashed hands. If you are traveling to an area with a [CDC travel notice](#) in the next few weeks, please inform your supervisor and follow the guidelines on the CDC website. At this time, there are currently no CDC travel notices for domestic travel (travel within the United States); this may change in the future, so please keep yourself educated on the CDC's travel advisories if you intend to travel.

### [Can I get COVID-19 on an airplane?](#)

Because of how air circulates and is filtered on airplanes, most viruses and other germs do not spread easily on airplanes. Although the risk of infection on an airplane is low, travelers should try to avoid contact with sick passengers and wash their hands often with soap and water or use hand sanitizer containing at least 60% alcohol.

### [What about Cruise Ship Travel?](#)

CDC recommends travelers, particularly those with underlying health issues, defer all cruise ship travel worldwide. Cruise ship passengers are at increased risk of person-to-person spread of infectious diseases.

### **State of Illinois Emergency Declaration**

The reason Illinois declared an emergency was to be prepared for the virus to spread as has been seen in other states. Illinois wants to be in a position to access additional financial and material resources.

We recognize that the status of the coronavirus is continually changing in Glenview, the Chicagoland area and throughout the U.S. The Village will continue to follow guidance from the [Illinois Department of Public Health](#) and the CDC. [The CDC offers an abundance of information for both general and specific audiences](#).

The Village has created an taskforce to address the various components, internal and external, regarding the potential spread of COVID-19 and its general impact on Glenview. The taskforce has at least one member from each operating department: VMO – Don Owen, Sarah Schillerstrom, Becky Madison, Lynne Stiefel; PW – Joe Kenney; Police – Pat Schuster; Fire – Mike Rutkowski; AS – Debi Lubbat; Dispatch – Eric Deloy; IT – Jim Gorny; and Community Development – Jeff Rogers. Should you have any suggestions, comments or concerns, please do not hesitate to contact your Director or taskforce team member.

**Becky Madison** | Assistant to the Village Manager  
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## Terms generally used in association with COVID-19

**Community spread** means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

**Social distancing** means remaining out of congregate settings, avoiding local public transportation (e.g., bus, trains, ride share), and maintaining distance (approximately 6 feet) from others.

**Congregate settings** are public places where close contact with others may occur, such as shopping centers, theaters, stadiums, workplaces and schools.

**Incubation period** refers to the time from exposure to an infection to the onset of symptoms. Different diseases have different incubation periods.

**Isolation** separates those with who **are sick** with a contagious disease from those who are not to avoid transmission.

**Quarantine** separates and restricts movement of people who **may have been exposed** to a contagious disease, but **do not show symptoms**.

**Epidemic** is a rapid increase in the number of cases of a disease above what is normally expected in a specific population.

**Pandemic** refers to a global epidemic or one that has spread over several countries or continents, affecting many people.

**Outbreak** carries the same definition as epidemic, but it is used for a more limited geographic area.

## Sarah Schillerstrom

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**From:** Becky Madison <bmadison@glenview.il.us>  
**Sent:** Friday, March 13, 2020 1:35 PM  
**To:** Village Email List  
**Subject:** PLEASE READ: Important Information Regarding the Village's COVID-19 Efforts

**Importance:** High

Employees and Contractors,

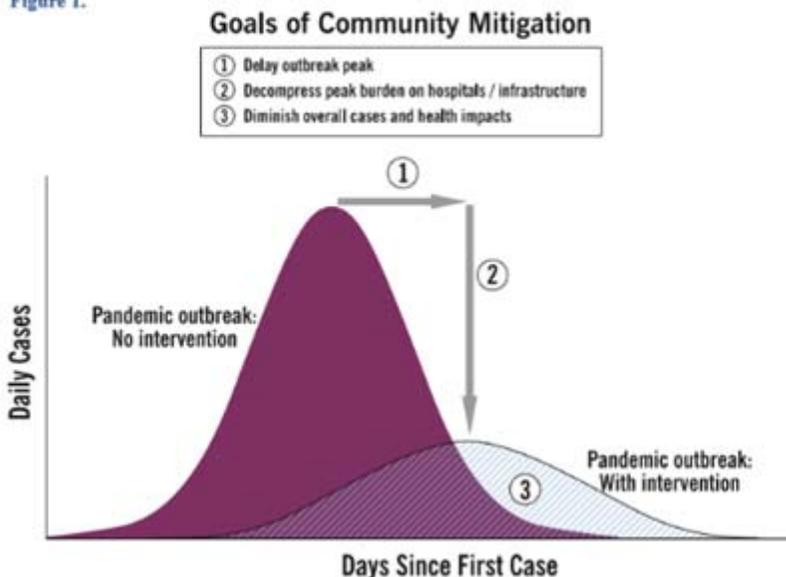
First and foremost, thank you for your continued service, care and consideration to our residents, visitors and co-workers during this time. Everyone in the employ of the Village is indispensable to providing excellent service to our residents. Therefore, the Village has already taken and will continue to take steps to help mitigate community spread of COVID-19.

The goals of mitigating community spread, according to the CDC, is to delay the outbreak peak to allow first responders and the healthcare industry prepare for an increase in the number of COVID-19 cases; reduce the outbreak peak burden on first responders and hospitals; as well as diminish the overall number of cases and health impacts on the community. The CDC shared the graph below regarding the disease spread with and without community mitigation intervention efforts:

[Community Mitigation Guidance](#)

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Figure 1.



Social distancing is a key intervention in mitigating community spread. From a national perspective, the sports industry has responded to social distancing by cancelling games, tournaments or limiting fan participation to reduce the amount of contact individuals have with one another. The City of Chicago is social distancing through canceling large and small scale community events like Shamrock Shuffle. Locally, the school districts, library and park district have cancelled all public meetings and gatherings through April 5 to help mitigate the spread of COVID-19.

### Mitigation Impacts on the Village of Glenview

Village Hall will remain open to the public and we will continue to provide Village Services, while keeping the safety of our staff and residents at the forefront of our actions.

In an effort to help mitigate community spread and enforce social distancing, the Village of Glenview cancelled all board and commission meetings; all Village events and trainings have been cancelled or postponed; and all Village Hall room reservations made by the public are cancelled. Additionally, Senior Services will suspend the loan closet program and in-person meetings with seniors, an at-risk population group. Residents are being strongly encouraged to utilize online and electronic services as much as possible. These practices will be re-evaluated April 5 and may be extended at that time.

Departments have identified a series of actions that will assist in the Village's efforts to mitigate the spread of COVID-19 in the community and to staff. Department directors or their designees will be working with you to implement these actions. The primary goal of these actions are to limit in person interactions while still providing service to our residents, businesses, and visitors. Should you have additional ideas, please do not hesitate to share them with your supervisor – this effort takes a Village!

## **Telework**

The Village is instituting a Temporary Telework Program for the appropriate personnel. Each department has identified the positions that can telework. Given that Village Hall will remain open, your position may require a hybrid of telework and on-site attendance. Please note that first responders, including police, fire, dispatch and public works will continue to report on-site to provide services.

Some of the identified positons may need equipment to telework. IT is currently working on a deployment schedule for one or all of the following items: laptop, soft phone (allows the capability to make or receive calls from your desk phone over the VPN), and VPN FortiClient. Employees will need to provide their own internet connection.

The telework deployment may take several days. You will be notified of your appointment to pick up your equipment. **DO NOT** contact IT for equipment, they already know your needs based on input from your departments. In the meantime, employees should work with their supervisor to identify work that can be accomplished remotely and does not require additional equipment.

For specifics about the telework program including hours of work, security, preparation, on-site availability and expectations [please view this video presentation](#).

## **Your actions matter**

As stated in our previous communications, you are actively encouraged to stay home if you are ill. You should remain at home until at least 24 hours after your symptoms have subsided. In order to ensure all employees have sufficient leave time during times of illness, additional sick leave hours will be deposited in every employee's sick leave bank based on their work schedule – 48 hours for 24 and 12 hour shift workers; 40 hours for 8 hour workers and one week of PTO for all part-time employees with a set schedule.

Please continue to follow the guidance from the CDC on prevention:

- Wash your hands often with soap and warm water for at least 20 seconds - use an alcohol-based hand sanitizer if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe

## **Advanced cleaning efforts continue**

As stated previously, Advanced Cleaning will clean all common surfaces weekly and the additional day porter will remain on-site to advance these efforts.

In an effort to assist them, please routinely clean and sanitize your workstations, vehicles, telephones, copiers and keyboards with anti-bacterial solution or wipes. Please practice frequent hand washing.

### **Payroll Processing**

Finance and department payroll representatives are developing procedures to ensure payroll operations continue without issue.

### **Communications**

Village of Glenview is monitoring the developments of and working closely with Cook County Health, State of Illinois and the CDC in order to obtain information. We will communicate information to employees via email or through phone communications by supervisors as information becomes available.

### **Reevaluation**

As stated above, the Village is constantly monitoring the developments of COVID-19. Today, the re-evaluation of these protocols is set for April 5. This re-evaluation period is fluid and may be updated or changed at any time. We appreciate your flexibility!

Please remain safe and diligent about mitigating community spread!

**Becky Madison** | Assistant to the Village Manager

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**From:** Matt Formica  
**Sent:** Friday, March 13, 2020 1:50 PM  
**To:** Village Email List  
**Subject:** COVID-19 Response

Village Staff,

You recently received a message from Becky outlining actions the Village is taking in response to the COVID-19 virus. The health and safety of our employees, your families, and the members of our community is our highest priority.

It is critical that we all adopt a heightened state of alert at this time. Each of us can take preventative measures to protect our health and significantly reduce the possibility of an outbreak. Social distancing, staying home when sick, and regular handwashing is critical to our safety.

Meetings, events and open houses have been canceled or postponed. Trainings, conferences, and seminars will be canceled. We will be limiting the public's access to buildings and facilities. Where job functions allow, employees will be working remotely. All employees of the Village will be receiving additional paid sick leave to encourage people to stay home when you are sick. All of these measures have been taken in order to limit social interaction and reduce the spread of the virus.

To our first responders and front line staff: I want to express my deep appreciation and admiration for your bravery and commitment to protecting the people of Glenview. Your teams are on the frontlines providing for the wellbeing of our community. Thank you for your service.

No community is immune to this virus. **NOW IS THE TIME TO ACT.** By limiting social interaction, staying home when you are sick, and diligently following health expert guidelines for handwashing, sanitizing and disinfecting, we can limit the spread and avoid an inundation of patients on our healthcare system.

Thanks and be safe!

**Matt Formica** | Village Manager  
**Village of Glenview**  
2500 East Lake Avenue | Glenview, IL 60026  
☎: 847.904.4370 | ✉: [mformica@glenview.il.us](mailto:mformica@glenview.il.us)

**From:** Matt Formica  
**Sent:** Thursday, March 26, 2020 12:20 PM  
**To:** Village Email List  
**Subject:** COVID-19 Response

Village Staff,

During this time of emergency, a number of response plans, revised protocols, and procedures have been put in place. To that end, all of those have been compiled into a comprehensive response plan and internal operating guideline.

Additionally, we have developed a list of response priorities that continue to guide our focus and response. Those priorities include: continued provision of essential village services; health and safety of the public; protection of the safety of first responders, all Village employees and their families; support to the local health care system; planning for isolation/quarantine housing; support to local residents and businesses; and Village financial/contingency planning.

Both documents can be found on the EIC by searching COVID.

Finally, I again want to express my deep appreciation to all of our first responders and front line employees for your service during this public health crisis. Your service to the community is truly remarkable. In addition, I want to say thanks to all of the support staff who may be working on site or remotely helping to develop contingency plans, communicate and enforce executive orders, assisting our local businesses, and providing technical and administrative support. This is truly a team effort.

This is an unsettling time for all of us. Remember to support one another, work as a team, and let's do our best to be patient. Glenview – both the Village and community -- is strong and together we will get through this.

Thanks and be safe.

**Matt Formica** | Village Manager  
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**From:** Matt Formica

**Sent:** Monday, April 6, 2020 4:01 PM

**To:** Don Owen; Tony DeRose; Mike Rutkowski; Cathy Sostak; William Fitzpatrick; Jason Saikin; Sarah Schillerstrom; Maggie Bosley; Amy Ahner; Debi Lubbat; Jeff Brady; Jeff Rogers; Brent Reynolds; Eric Deloy

**Subject:** Regular Communications

Team,

As we begin another week of all corona all the time (unfortunately, not the drink), my sense is we need to make sure we continue to regularly communicate with employees, particularly those on the frontlines. Please be sure to continue to communicate the Village's response plan, the Village response priorities, your own department responses and contingency plans, and information and actions from our daily COVID response meetings. And above all, regular check-ins on how people are feeling, what can we do to help, are there things you need, and communicating positive messaging – great jobs, we appreciate your work, we will get through this together. Consider a daily email to your department highlighting major planning/response issues, acknowledgement of team efforts, and general appreciation and support.

Remember, we are in this together. We are here to help one another. Take a minute to reach out to another member of the management team and see how they are doing, what are the issues they are dealing with and help them talk it through. More than ever, we need each other to lean on. Likewise, don't be afraid to ask for help.

Thanks

**Matt Formica** | Village Manager

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**From:** Matt Formica

**Sent:** Wednesday, April 8, 2020 12:49 PM

**To:** Village Email List

**Subject:** COVID-19 Update

Village Staff,

First and foremost, I want to again express my deep appreciation to all our frontline employees who continue to ensure that the needs of the community are met. Your commitment and bravery during these unsettling times is truly commendable.

I want to update you on a number of initiatives the Village is pursuing to ensure your safety and the health and wellbeing of your families. The Village continues to work on the various response priorities and strategies outlined in the Village's Response Plan. In addition, we are currently working on the following:

1. **First Responder Testing** – We are in the process of working with Northshore University Health System and area private labs to identify a strategy for regular testing of first responders and frontline employees. Regular, proactive testing of all frontline employees could help in early detection of the illness. As you probably are aware, testing capacity continues to be a challenge throughout the country. Abbott Labs has recently developed a 5-minute testing process and it is our understanding this process is now being used by the White House. Ideally, a similar testing process could be used for our frontline employees. In the interim, we are actively exploring other alternatives.
2. **Building Cleanings** – In addition to the daily deep cleaning and disinfecting that was instituted several weeks ago, the Village will be conducting a fog cleaning (I don't know how else to describe it) of all frontline facilities and frontline apparatus on a monthly basis and immediately after specific exposure incidents.
3. **PPE** – Through our procurement efforts and generous donations from local businesses, we have increased our supply of N95 masks in both fire and police. In addition, we have a decent supply of non-medical grade masks that have been distributed out to the various departments. Additional non-medical grade masks have recently been purchased. We attempted to purchase additional N95 masks, but as you may have read, the federal government is seizing certain medical supplies and diverting them to different parts of the country. Our understanding is that the Village's order for additional N95 masks was diverted to another location.
4. **Temporary Housing/Isolation/Quarantine** – The Village is finalizing the details of a plan to provide first responders with temporary housing in the event that employees need to be isolated or quarantined in accordance with CDC guidelines. The Village Attorney has drafted an agreement and we are now working with local hotels to secure this arrangement. More details to follow once this has been finalized.
5. **Modified Staffing Approach** – A number of departments have recently implemented or are testing alternative staffing structures for the protection of all employees and to ensure continued provision of essential village services. These changes are designed to limit exposure and provide for maximum staffing flexibility. These are not easy decisions and, as a result, some departments are still evaluating and discussing alternative approaches.
6. **Declaration of State of Local Emergency** – In accordance with the provisions of the Village Municipal Code and State Statutes, the Village President has declared this pandemic a local state of emergency. This proclamation provides temporary powers to Village officials to ensure necessary actions can be taken in order to effectively respond to the emergency and ensure continuation of essential Village services.

I continue to be impressed with the collaboration and team focus of all departments, internally and across departments. We need to continue to support one another and the organization as we navigate through these difficult and unsettling times.

Again, thank you all for your efforts. As always, if you have any questions, suggestions, ideas or feedback, please feel free to contact me directly or speak directly with your department head and/or supervisor.

Thanks and be safe.

**Matt Formica** | Village Manager

**Village of Glenview**

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**From:** Megan Iozzo  
**Sent:** Thursday, March 25, 2021 3:06 PM  
**To:** Sarah Schillerstrom  
**Subject:** FW: Emergency Responder Shelter/Housing - COVID 19

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**From:** Sarah Schillerstrom  
**Sent:** Tuesday, April 28, 2020 3:20 PM  
**To:** Village Email List <VillageEmailList@glenview.il.us>  
**Subject:** Emergency Responder Shelter/Housing - COVID 19

Village Employees,

Over the past several weeks, the Village has been working to identify temporary shelter locations for first responders for reasons related to COVID-19. Such circumstances may include, but are not limited to, a first responder who is COVID-19 positive and does not want to self-quarantine at home for various reasons. The Village has identified two options that first responders can utilize in such circumstances.

1. The Cook County Department of Public Health has secured hotels throughout Cook County for this purpose. However, there are guidelines that must be met for placement of which include:
  - a. First Responders who are living with other high risk individuals (i.e. elderly and/or immune-compromised) and
  - b. Do not have the ability to safely quarantine themselves from other household members (this means not having access to a separate bedroom and bathroom.
  - c. Priority is given to First Responders who may not be able to afford leasing or renting a hotel room on their own.
  - d. Hotel stays appear to be limited to 14 days.

Due to the restrictions of the Cook County program, the Village has identified a second option.

2. The Residence Inn by Marriott, 3205 Old Glenview Road, Wilmette, is willing to house first responders who need to quarantine for various reasons, including a COVID 19 positive case. The movements of the first responder throughout the facility will be extremely limited but the amenities include a kitchen, and the Fire Department has agreed to be the liaison between the first responder and the hotel staff so as to minimize additional potential exposure.

If first responders find themselves in a situation where there is reason to self-isolate or quarantine due to COVID-19, please work with your respective department and the Village Manager's Office to determine which option will meet the individual needs of the first responder.

**Sarah Schillerstrom** | Assistant Village Manager  
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