



To: Village President and Village Board of Trustees

Fr: Cara Pavlicek, Village Manager

Re: COVID-19 Chronological Summary Village Operations

March 9, 2020 to April 1, 2020

Date: April 2, 2020

March 9, 2020		
	Village of Oak Park	VOP Employees Reported Cases
	Age Range	
	Reported Cases	
3/9/2020	0	0
Total	0	0

#### **Cleaning of Village Buildings**

The week of March 2 in accordance with CDC guidelines, cleaning of public surfaces in Village Hall was increased significantly.

#### **Training of Staff for Reassignment to Public Health Activities**

We are in process of identify up to a dozen staff to be trained and re-assigned to Public Health as needed during work days to provide support to the Public Health nurse for monitoring of individuals under quarantine. The number of individual's being monitored does not require the extra assistance at this time, but we are ramping up in the event cases increase in the coming days/weeks.

#### **Visitors to Village Hall**

Communications are being developed to encourage individuals who are under CDC recommendations, due to travel history, to stay home for a period of 14 days from the time they have left an area with widespread or ongoing community spread (Level 3 Travel Health Notice currently including China, Iran, Italy and South Korea) to utilize online services for all Village Hall needs.

#### **Employee Workplace Policies**

Workplace policies as they relate to employee health and wellbeing are being review and updated with current information regarding COVID-19 via the CDC. Police include, but are not limited to: For employees who travel to CDC Level 3 countries or take cruises may be required to self-quarantine for up to two weeks following return from travel per the CDC may be granted authority to work remotely on a case-by-case basis during self-quarantine. Employees diagnosed with COVID-19 may not return to work until they have received clearance from all appropriate authorities. Employees who are not exhibiting any symptoms but who have a sick family member at their home with COVID-19 should notify their supervisor and will be required to self-quarantine for up to two weeks following contact. Employees who are notified by their local public health authorities that have been in contact with someone who has been diagnosed with COVID-19 must notify their supervisor immediately and may be required to self-quarantine for up to two weeks.

### Adjudication

Process changes are being developed and will be issued in coming days to make it easier for individuals to defer an Adjudication hearing, without penalty if they are feeling ill, or subject to any CDC guidance to self-quarantine.

### Remote Services Planning

We are testing systems to remotely process payroll/AP in the event of employee absences or if otherwise necessary.

### Communications

Last week, Public Health has communicated directly with School Administrators (District 97 & 200), School Nurses, Medical Providers (>100), Faith-based Organizations, Long-term Care & Assisted Living Facilities, Day Care Facilities, Other Taxing Bodies Communicators Group (Township, District 97, District 200, OP Library, Park District). Over the next two days, restaurants (>250) are being delivered flyers to post for staff in English and Spanish with CDC information/guidance.

### Fire Department

Last week, the Fire Department implemented a number of measures including:

- Visitors to fire stations are temporarily restricted if they are symptomatic of respiratory illness. Other visitors are required to wash hands before entering interior building areas.
- CPR classes are temporarily cancelled for two reasons:
  - Mannequins come into direct respiratory contact with class participants. The Fire Department checked with their American Heart Association regional coordinator and she agrees with the action.
  - The classes are held in the Fire Department training room which we use on a daily basis by our members.
- The Department has temporarily suspended tours of the fire stations. This is following guidelines for healthcare facilities regarding children in protected areas.

March 11, 2020		
	Village of Oak Park	VOP Employees Reported Cases
	Age Range	
	Reported Cases	
3/11/2020	0	0
Total	0	0

### Emergency Village Board Meeting

Upon additional internal discussion with the key management staff, it was determined that a request should be made to hold a village board meeting on Friday, to consider the emergency public health declaration, rather than as part of Monday's regularly scheduled meeting. Consistently, staff believed that a proactive stance in regards to this action was preferred. Daily information is changing in regards to what the CDC is identifying as a best community practice in order to reduce community spread of COVID-19 and staff does not want to be unable to move quickly in regards to the CDC's guidance when it is determined to be in the best interest of protecting public health. The Village Attorney confirmed the ability to call a emergency meeting with 24 hours notice and the agenda materials will be posted by 9 a.m. tomorrow.

### **Partial EOC Opening**

In order to preserve the right of the Village to seek reimbursement from the Federal Government for COVID-19 expenditures, the Village's local emergency operating plan, provides for "the Village Manager or his/her designee has the authority to activate the EOC and order designated EOC staff members to report to the EOC." Tomorrow, 3-12, the Village Manager will be activating Level 4 "Watch" for the EOC. Subject to the Village Board's declaration of a public health emergency on Friday, 3-13, we will move to Level 3 a Partial Activation of the EOC. This information will be reported out as a part of the Village Board meeting on Friday.

### **Training of Staff for Reassignment to Public Health Activities**

Employee meetings are being held on Thursday 3-12 to announce this and employees will begin training as early as Friday 3-13.

### **Employee Workplace Policies**

Employee meetings are being held on Thursday 3-12 to announce new administrative policies that will be effective on 3-13.

### **Communications**

On March 10, PH Director Charley email approximately 1,000 business license holders a request to review a number of materials from the CDC which provide interim guidance to help businesses understand COVID-19 (coronavirus) based on what is currently known about the disease. The email also asked business to subscribe to the Village's alert system at [www.oak-park.us/notifyme](http://www.oak-park.us/notifyme). In addition, the Illinois Department of Public Health 24 hour COVID-19 hotline was shared with business who might want more information by calling 1-800- 889-3931 or emailing [dph.sick@illinois.gov](mailto:dph.sick@illinois.gov).

Last week, Public Health has communicated directly with School Administrators (District 97 & 200), School Nurses, Medical Providers (>100), Faith-based Organizations, Long-term Care & Assisted Living Facilities, Day Care Facilities, Other Taxing Bodies Communicators Group (Township, District 97, District 200, OP Library, Park District). Over the next two days, restaurants (>250) are being delivered flyers to post for staff in English and Spanish with CDC information/guidance.

### **Water Shut-offs**

The Village is not performing water shut-offs at this time for non-payment of residential occupied properties. We anticipate notices will still be made to those residents requesting payment, however, communications updates are still under review.

### **Management Council**

As part of the management council monthly meeting, the Village Manager met this morning with both school superintendents, the township manager and the executive directors of the park district and library. Specific discussions were held on coordination of COVID-19 responses especial in regards to service delivery, CDC and IDPH recommendations, public employee policies, large gatherings, closure planning and decision making, etc.

March 13, 2020		
Village of Oak Park	Age Range	VOP Employees Reported Cases
3/13/2020	0	0
Total	0	0

### Emergency Village Board Meeting

Attached is the emergency declaration resolution. I want to thank the Village Board for their attention to this important matter.

### EOC

To ensure operational response (as well as preserve the right of the Village to seek reimbursement from the Federal Government for COVID-19 expenditures) the Village's local emergency operating plan, provides for "the Village Manager or his/her designee has the authority to activate the EOC and order designated EOC staff members to report to the EOC." This afternoon, we moved to a *Level 3 - Partial Activation*.

The Village's Emergency Operations Center (EOC) functions within the National Incident Management System (NIMS) which provides a common, nationwide approach to enable the whole community to work together to manage all threats and hazards. NIMS applies to all incidents, regardless of cause, size, location, or complexity.

At all levels of the Village organization, from Department Directors to first responders and front line staff, training in NIMS is required. In general, this structure and organization used under NIMS has the following overarching priorities:

- **Life Safety:** Ensure the safety and security of first responders, support personnel, and the general population.
- **Unity of Effort:** Coordinate and prioritize activities across all organizations involved in the response, to achieve common objectives.
- **Incident Stabilization:** Establish leadership to stabilize the incident and reduce future impacts.
- **Protect Property and Environment:** Protect infrastructure assets, systems, and networks, whether physical or virtual.
- **Recovery:** Reestablish services and help the community return to a new normal.

Based upon an individual's role in the organization, different certifications are held. For Example Director Charley, Emergency Preparedness Coordinator Gaonkar, Director Wielebnicki, Chief Ebsen and Chief Reynolds all hold these same certifications, as well as others specific to their positions in the field of Public Health, Public Works, Fire/EMS and Law Enforcement.

### Employee Workplace Policies

With the Village Board declaration and the pending federal action, employees will be receiving addition information on paid leave time related to COVID-19 absences.

## Adjudication

Adjudication hearings have been suspended until May. Letters are being sent to all individuals who have appeals scheduled. Individuals who file new appeals during the suspension period will be notified of the temporary suspension of activities. Signs also will be posted in Village Hall.

## Parking restrictions eased

Chief Reynolds authorized easing of on-street, overnight and daytime parking restrictions (except for weekly street cleaning) beginning tonight through Tue., March 31. Restrictions will resume at 2:30 a.m., Wed., April 1. Please keep in mind restrictions are not lifted in metered or pay station spaces, paid overnight permit areas, including posted on-street zones and lots. All other parking regulations related to traffic and public safety such as no parking here to corner or between signs remain in effect.

## Communications

The Village has expanded its website related to COVID-19 with direct links to other taxing bodies COVID-19 online resources.

## Management Council

An online meeting of management council and other staff from taxing bodies is begin held on Monday and a community stakeholders meeting is being held Tuesday both with a focus on coordinated efforts in response to COVID-19.

## Interim Deputy Fire Chief Infectious Disease

Joseph Terry was appointed Interim Deputy Fire Chief for Infectious Disease this afternoon for thru May 1<sup>st</sup> (with ability to extend) following a Side Letter agreement with the IAFF Local 95 to address issues related to wages, benefits and the Fire Fighters Promotional Act which is a state law governing the competition promotional process for all fire fighters under the rank of Deputy Chief. The agreement provides for DC Terry to retain his union seniority and all other union benefits and representation with the exception of the DC position is exempt from overtime.

March 16, 2020		
Village of Oak Park	Age Range	VOP Employees Reported Cases
3/16/2020	0	0
Total	0	0

## New Public Health Guidance

Oak Park Director of Public Health Mike Charley issued the following today:

- A bulletin was issued noting Oak Park as of 5 PM on 3/16 remains unchanged with the Village authorizing six (6) COVID-19 test for Oak Park residents. There have been four (4) negative tests and two (2) tests are still “pending” results. Privacy precludes location information to anyone other than Public Health Officials and First Responders.
- A new order for restaurants and liquor licensed establishments in compliance the State of Illinois today.
- Shared the Illinois Department of Public Health (IDPH) guidance for election day voting sites.
- Issued updated guidance on social distancing to recommends that for the next 8 weeks (through

Sunday May 9, 2020) organizers (whether groups or individuals) cancel or postpone in-person events that consist of 50 people or more.

All documents are located to <https://www.oak-park.us/news/covid-19-coronavirus-resources> under “latest municipal news” (click to expand).

### **Village Hall Closure for 3/17 & 3/18**

After our Emergency Operations meeting this morning and consulting with Mayor Abu-Taleb, Village Hall will remain closed to public services for both Tuesday and Wednesday March 17 & 18. We are taking this step so we can have an increased focus on cleaning and sanitizing commonly touched surfaces and high traffic areas such as the employee lounge and conference rooms following early voting which has resulted in more than 2,500 people at Village Hall in the last 72 hours.

Public notice was provided this afternoon that Village Hall will be closed on Tuesday March 17th and Wednesday March 18<sup>th</sup>. Residents may find solutions to many day-to-day business needs at [www.oak-park.us/online-services](http://www.oak-park.us/online-services), where a range of services can be accessed without a visit to Village Hall, 123 Madison St. A majority of Village employees will be working Tuesday and Wednesday, either at other Village facilities or remotely with a focus on this a rapidly evolving situation and public health response.

### **Emergency Operations Center (EOC) under Partial Opening**

On Sunday, department directors participated in a conference call to address operational issues that were occurring over the weekend.

On Monday morning, key Village staff met in the EOC. The current and planned objectives are stated as:

- Provide for the safety of first responders and the public during the COVID-19 outbreak.
- Provide a safe workspace for staff during the COVID-19 outbreak.
- Continue to provide timely and transparent communication to Village partners and the public during the COVID-19 outbreak.
- Continue to provide CDC and IDPH guidance to community partners during the COVID-19 outbreak.
- Continue to plan, prepare, and demonstrate the ability to identify and isolate suspected COVID-19 cases.

At all levels of the Village organization, from Department Directors to first responders and front line staff, we have the following overarching priorities:

- **Life Safety:** Ensure the safety and security of first responders, support personnel, and the general population.
- **Unity of Effort:** Coordinate and prioritize activities across all organizations involved in the response, to achieve common objectives.
- **Incident Stabilization:** Establish leadership to stabilize the incident and reduce future impacts.
- **Protect Property and Environment:** Protect infrastructure assets, systems, and networks, whether physical or virtual.
- **Recovery:** Reestablish services and help the community return to a new normal.

### **Taxing Bodies Conference Call**

Representatives from Taxing Bodies in Oak Park and River Forest were part of a conference call today to discuss COVID-19 responses.

**Community Development Block Grant Funds**

Staff held a call today with the US Department of Housing and Urban Development to obtain guidance on the use of funds in order to increase our support of Housing Forward and the issues related to supporting the homeless population. Additionally, Village staff participated on a conference call on Sunday with the Oak Park Homeless Coalition Core Team also related to coordination of services for those who are homeless in our community or facing homelessness. Staff has also reached out to Statewide housing advocacy organization to work on increased support avoid increases in our homeless population.

**Adjudication**

Adjudication hearings have been suspended until May. Letters are being sent to all individuals who have appeals scheduled. Individuals who file new appeals during the suspension period will be notified of the temporary suspension of activities. Signs also will be posted in Village Hall.

**Building Inspections**

The Village is reducing the schedule of building inspections, especially this week to allow for protocols to be established for inspectors entering residential properties and businesses. We are working to be able to inspect and authorize continued work, especial when there is renovation work (such as a kitchen remodel) that is occurring in an occupied residential property. Staff is also working to meet inspection needs at large construction projects (such as the Fenwick parking structure) on a case by case basis.

**Real Estate Closings**

In order to work with individuals who have scheduled property closing during the Village Hall closure, the Finance Department is scheduling appointments when closings cannot be continued. The real estate community has been provided contact information.

**Parking restrictions eased**

On 3/13, Chief Reynolds authorized easing of on-street, overnight and daytime parking restrictions (except for weekly street cleaning) beginning tonight through Tue., March 31. Restrictions will resume at 2:30 a.m., Wed., April 1. Please keep in mind restrictions are not lifted in metered or pay station spaces, paid overnight permit areas, including posted on-street zones and lots. All other parking regulations related to traffic and public safety such as no parking here to corner or between signs remain in effect.

**Communications**

The Village has expanded its website related to COVID-19 with direct links to other taxing bodies COVID-19 online resources.

**Second Public Health Nurse added to Staff**

Similar to the decision on Friday to appoint an Interim Deputy Fire Chief for Infectious Disease thru May 1<sup>st</sup> (with ability to extend), a second public health nurse has been added to the Public Health Department. Through an independent contractor agreement, Joanne Desportes R.N. and will work our current nurse and public health director.

March 17, 2020		
	Village of Oak Park Age Range	VOP Employees Reported Cases
3/17/2020	Reported Cases 0	0
Total	0	0

#### **Village Hall Closure for 3/17 & 3/18**

Village Hall remained closed to public services for both Tuesday and Wednesday March 17 & 18. We are taking this step so we can have an increased focus on cleaning and sanitizing commonly touched surfaces and high traffic areas such as the employee lounge and conference rooms following early voting which has resulted in more than 2,500 people at Village Hall in the last 72 hours.

#### **Community Stakeholders Conference Call**

Today, the Village held its Community Stakeholders call and the following groups were able to participate and share information related to their services and COVID-19:

- a. Village of Oak Park
- b. Oak Park Township & Community Mental Health Board
- c. Oak Park Park District
- d. Oak Park Library
- e. Oak Park Schools:
  - i. District 97
  - ii. District 200
  - iii. Fenwick High School
- f. Hospitals
  - i. RUSH Oak Park
  - ii. Riveredge Hospital
- g. OPRF Community Foundation
- h. Housing Forward
- i. Beyond Hunger
- j. Collaboration for Early Childhood
- k. AgeOptions
- l. West Cook YMCA
- m. Thrive
- n. NAMI
- o. Community of Congregations
- p. Animal Care League
- q. American Red Cross
- r. West Suburban Consolidated Dispatch Center (WSCDC)
- s. Utilities
  - i. Nicor
- t. Transit
  - i. PACE

Also, this connection resulted in groups holding additional discussions after the call about connecting in similar service categories. Community focus areas include food deliveries for seniors, mental health services and support for homelessness services where hard work is being done by multiple groups. Future calls are being scheduled by the Village.



### **Lake Street and other Public Works Construction Activities**

At this time, contractors for the State and Village are able to continue work on water/sewer mains on Lake Street approximately halfway between Oak Park Ave & Euclid Ave and private utility work is still scheduled. Evaluation of work is being done and adjustment made especially in terms of any temporary disruption to water service.

Public meeting have been cancelled and not yet rescheduled to discuss future plans related to Oak Park Avenue and it is recognized these delays in the planning phase may in fact delay this project which is tentatively scheduled to begin with paving from North Avenue to Roosevelt Road in 2021.

Austin Blvd Water Main replacement work Lake to Chicago Ave is being modified and limited to work between Erie to Chicago Avenue. This is due to proximity to West Suburban Medical Center and necessary in order to eliminate any risk of the project impacting water supply for the hospital. The work between Erie and Chicago Avenue is proceeding as it will improve reliability for West Sub.

### **Additional Administrative Policies Issued for Village Employees**

The Village's Human Resources Director has notified employees of temporary suspension of certain activities which generally include the suspension of non-emergency activity requiring employees to enter residents' homes or community businesses for the purposes of non-emergency code enforcement, water meter readings or other non-essential water service calls. This suspension of activities does not include employees providing necessary in-person information and/or communication related to our Public Health department's efforts. The directive includes exemptions due to unique circumstances or hardships which residents may face and when safety procedures can reasonably be added.

### **Employee Retirement**

Deputy Fire Chief Pete Pilafas has given notice of retirement effective April 8, 2020. The Village Manager will be making an interim Deputy Chief appointment prior to posting the position internally.

<b>March 18, 2020</b>		
	<b>Village of Oak Park</b>	<b>VOP Employees</b>
	<b>Age Range</b>	<b>Reported Cases</b>
	<b>Reported Cases</b>	<b>Reported Cases</b>
3/18/2020	1	0
Total	1	0

### **Local State of Emergency**

Mayor Anan has declared a local state of emergency under the Illinois Municipal Code due to the spread of COVID-19 disease and urges residents of the Village of Oak Park to stay home in order to protect the public health.

### **Shelter in Place Order**

Public Health Director Mike Charley today has issued a public order that requires residents to shelter in place effective Friday, March 20 through and including Friday April 3, 2020. There are exceptions detailed in the Order including businesses that provide essential services may remain open include grocery stores,

banks, convenience stores, pharmacies, restaurants for delivery and pick up only, laundromats, skilled trades essential to maintaining the safety and sanitation of residences, hardware stores, medical service providers, first responders, transportation providers, providers of legally mandated activities, government activities and essential social service providers and shelters.

#### **Non Essential Village Hall/Public Works facilities closed thru 4/2**

The Village workforce is part of *a nationwide effort to stop the spread of the virus over the next 15 days* and therefore further steps are being taken to reduce the spread of COVID-19 within our community and to protect the health and wellbeing of our first responders. To that end, we are extending the closure of Village Hall and other Village facilities (with the exception of the Police Lobby) to the public through April 2<sup>nd</sup>.

From now through April 2, 2020:

- All non-essential services will be suspended;
- Employees who perform essential functions should continue to work during this time;
- Employees who perform essential functions that can be done remotely are highly encouraged to do so;

All sworn personnel are considered to be essential along with other key Public Works staff who provide essential services to the community including water service, fleet maintenance on first responder vehicles, waste refuse pickup and call center support which are also considered essential. Certain Administrative Services staff are also classified essential for maintaining internal services in support of operational infrastructure, payroll, accounts payable, and public information. Other employees whose functions promote the safety of human life and protection of property may be deemed essential on a case-by-case basis.

We are working with Departments to determine what is essential [and](#) we anticipate departments may have a combination of daily work (on-site and remote), a few times a week or on a rotation. This is being done to keep essential employees in smaller work groups to reduce the risk of larger employee exposures.

#### **Block Parties & Special Events Cancelled**

At least through April 3, block parties and special events are suspended.

#### **Earth Fest Postponed**

The Village is postponing all Earth Fest Public Activities previously scheduled for the Public Works Center on Saturday April 18<sup>th</sup>.

#### **Grace Period business licenses**

The Village's annual business license renewal process was previously started with a deadline of March 31<sup>st</sup>. We are providing notice of a 90 day grace period through July 1<sup>st</sup> for those businesses who have not yet paid their annual renewal fees. We are continuing to process liquor license fees and have not extended a grace period for that category.

March 19, 2020		
Village of Oak Park	Age Range	VOP Employees Reported Cases
Reported Cases		
3/18/2020	1	0
3/19/2020	0	0
Total	1	0

A supplement order was provided by the Public Health Director regarding shelter in place to clarify that:

1. Places of worship may offer remote access to services such as by email, video streaming or teleconferencing, pick-up of meals or meal delivery, and the provision of services to the homeless during the period of time the Shelter in Place Order is in effect.
2. Existing licensed retail establishments may engage in e-commerce retail sales through third-party delivery services. The authority of restaurants to engage in curbside delivery of food is not extended to retail establishments.

Today, In order to have a coordinated response and avoid re-directing PHD Charley from the most time sensitive work related to COVID-19, questions are being responded to primarily by the Law Department – which Public Health staff guidance as needed. This is consistent with our practice of shifting all work in support of the Public Health Department’s response. It is noted that a large number of staff worked very hard today (as they have been every day) to communicate directly with the community and respond to questions. I have to specifically thank Village Attorney Paul Stephanides for his work to speak to and email back individual questions throughout the day.

Tomorrow broader communications are planned and we will also work to clarify the enforcement strategy is Communication, Communication, Communication.

#### **Parking Enforcement**

Earlier this week, we amended the lifting of parking restrictions to include no parking for street cleaning meaning Parking Enforcement will not ticket cars parking on the street during the Tuesday/Wednesday designated street cleaning times. This was in response to several residents that were issued tickets for street cleaning signs and we realized that it was causing a hardship. We non-suited all of the tickets and refunded any fines that were paid.

Here is the current language:

On-street, overnight and daytime parking restrictions will not be enforced on most Oak Park residential streets through Tue., March 31 to accommodate residents' changing routines as a result of the COVID-19 emergency. Restrictions currently are scheduled to resume at 2:30 a.m., Tues. April 7th. Any extension will be posted online. Please keep in mind restrictions are not lifted in metered or pay station spaces, or paid overnight permit areas, including posted on-street zones and lots. All other parking regulations related to traffic and public safety such as no parking here to corner or between signs remain in effect. For more information on Oak Park's response to the COVID-19 coronavirus, visit [www.oak-park.us/covid19](http://www.oak-park.us/covid19).

March 20, 2020		
	Village of Oak Park Age Range	VOP Employees Reported Cases
Reported Cases		
3/18/2020	1	0
3/19/2020	0	0
3/20/2020	0	0
Total	1	0

- An Order has been made to seamlessly transition from the Oak Park Shelter in Place Order to the Governor's Stay-at-Home Executive Order effective 5 p.m. tomorrow, Saturday, March 21st. The state order is very similar to the local order issued on March 18 by the Oak Park Health Department. This will ensure support of uniform criteria and enforcement across Illinois.

#### **Village Emergency Notification System**

Please share our reminder asking the public to sign up for emails/texts/voice messaging from the emergency notification system at

<https://www.oak-park.us/online-services/community-notification-system>

When signing up, the Village encourages everyone to include "email" as one of the notification options. Emails allow the Village to quickly share the most information where as text messages must be very short. The community notification system (brand names RAVE and powered by Smart911) is independent of the Village's website and social media platforms and will only be used for emergency purposes.

#### **Community Stakeholders Conference Call**

A second Community Stakeholders call was held today with strong participation from local units of government and community based organizations. Next week we are transition this call to a social services task force and the Township is leading. Food delivery, mental health and homeless services will be key focuses.

#### **No Village Meetings the Week of March 23**

We are continuing to suspend all Advisory Board and Commission meetings for the week of March 23, 2020. This is necessary to continue to allow staff to focus all Village resources on those operations which directly support the public health response to COVID-19.

#### **Weekend Staffing**

Non-sworn, essential staff are primarily working remotely over the weekend in order to gain some much need rest, unless of course public health matters require immediate actions from Village Hall. We are anticipating moving in the coming week to further reducing the contact of key non-sworn, essential staff to protect this group from exposures. It is noted, when working at Village Hall, staff that is present in the building are observing social distancing, using conferences calls for as many meetings as possible.

**March 21, 2020**

Village of Oak Park			VOP
		Age Range	Employees Reported Cases
Reported Cases			
3/18/2020	1		0
3/19/2020	0		0
3/20/2020	0		0
3/21/2020	1	40s	0
Total			0

**March 22, 2020**

Village of Oak Park		Age Range	VOP Employees Reported Cases
Reported Cases			
3/18/2020	1		0
3/19/2020	0		0
3/20/2020	0		0
3/21/2020	1	40s	0
3/22/2020	0		0
Total	2		0

**March 23, 2020**

Village of Oak Park		Age Range	VOP Employees Reported Cases
Reported Cases			Cases
3/18/2020	1		0
3/19/2020	0		0
3/20/2020	0		0
3/21/2020	1	40s	0
3/22/2020	0		0
3/23/2020	0		0
Total			0

**Enforcement related to the Governor's Order**

In response to general phone calls and emails, Village staff is letting resident know that if they are concerned about a violation of the Governor's Stay-at-Home order related to a business operation or a social distancing violation, residents may call the Oak Park Police Non-Emergency number at 708-386-3800. This phone is answered by Community Service Officers working at the Police Lobby Front Desk. Additionally, it is also being shared with residents that patrol officers are on the streets and will

proactively speak with businesses which may be in violation of the Governor's order or group gatherings of more than 10 people.

To date, officers have spoken with three businesses – two that were open but not permitted under the Order, and a third business where customers complained about social distancing within the store. In all cases, officers were able to communicate concerns and seek voluntary compliance.

#### **Employees Working in Divided Shifts**

In order to continue to prevent exposure and possible spread of COVID-19 within the Village workforce, to the extent possible we are moving to workgroups in public works, police and fire which operate with stable employee groups. Stable groups meant that the same employees work on the same days/shifts and we do not move employees from one day/shift to another. Based upon the department this is challenging, but necessary to move affirmative in all work groups to this structure so that in the event of an exposure, we can limit the quarantine groups to as few individuals as possible. For other departments and their employees, the focus is on remote working and social distancing when someone must be in a Village facility which is possible because of the nature of work and the number of employees involved to prevent exposures and possible spread in non-Public Works, Police and Fire work groups.

#### **Community Based Testing Sites: General Concept of Operations**

State and Federal resources are being used to open drive-thru test site for COVID-19 in the sites in Chicago, Bolingbrook, Joliet & Northlake to serve health care workers and first responders. The sites will also test individuals 65 and older with on-site temperature of 99.6 degrees Fahrenheit or higher and with respiratory symptoms. Limited tests are available daily and are only open to vehicles, not walk-ups per state/federal guidance.

**March 24, 2020**

<b>Village of Oak Park</b>		<b>Age Range</b>	<b>VOP Employees Reported Cases</b>
<b>Reported Cases</b>			
3/18/2020	1		0
3/19/2020	0		0
3/20/2020	0		0
3/21/2020	1	40s	0
3/22/2020	0		0
3/23/2020	0		0
3/24/2020	1	30s	0
Total	3		0

#### **Enforcement related to the Governor's Order**

Staff continues to follow-up on emails to the Board and staff as well as phone calls. We are not sending back to the board specific responses for general business follow-ups but please be assured we are responding to the emails.

Staff would also note that Public Health Director Charley has advised it is permissible for neighbors to keep up a popular trend that is happening when residents schedule a time to celebrate on a block with a song of support for medical providers or others at an appointed time so long as the participating families stay on their own "front porch" in order to keep their 6 foot social distancing.

### Community Stakeholders Conference Call

As noted in the 3/17 and 3/20 Daily Status Report, the Village has held calls with a group of Community Stakeholders with strong participation from local units of government and community based organizations. Yesterday, this call transitioned to social services task force and the Township is leading. Attached is a letter sent by the Village and Township to its network of contacts (including block party captains) to recruit volunteers for a variety of social service needs, currently focused on seniors.

Community Mental Health Board of the Oak Park Township is also sharing the Social Service Resource Guide with is an important database of services, especial for mental health resources. The link below will be auto updated as the source document is updated weekly. <https://tinyurl.com/oprfguide>

### Lake Street and other Public Works Construction Activities

As noted in the 3/17 Daily Status Report, contractors for the State and Village are able to continue work on water/sewer mains on Lake Street approximately halfway between Oak Park Ave & Euclid Ave at this time. Public Works is working with the contract to expand street closures associated with this work while the businesses are closed pursuant to the Governor's Order, so that we may complete work in this portion of the project as soon as possible.

### Employee Retirement

As reported previously, Deputy Fire Chief Pete Pilafas will retire on April 8, 2020. On Monday, March 30, Fire Battalion Chief Ron Kobyleski will begin serving as in Interim Deputy Fire Chief. In the Police Department, Commander Shatonya Johnson will begin serving as Interim Deputy Police Chief, which fills an existing vacancy. A competitive recruitment will be held for both positions in the near future. Based upon the length of recruitment, others command staff in fire and police will be asked to serve in interim roles.

### Village Financial Position

As I reported to the Village Board via email on 3/18, CFO Drazner has been asked to prepare several financial forecasts to anticipate expenditures which are shifting from non-essential activities to public health, first responder overtime, and projected reductions in revenues. I am reviewing those draft documents and I anticipate providing information to the Village Board on or about April 1<sup>st</sup> along what recommended action steps.

March 25, 2020			
	Village of Oak Park	Age Range	VOP Employees Reported Cases
	Reported Cases		
3/18/2020	1		0
3/19/2020	0		0
3/20/2020	0		0
3/21/2020	1	40s	0
3/22/2020	0		0
3/23/2020	0		0
3/24/2020	1	30s	0
3/25/2020	1	20s	0
Total	4		0

Guidance for stores that sell groceries and medicine was issued to affirm for this group of businesses their responsibility to manage Social Distancing Requirements contained in Governor JB Pritzker's stay at home

order effective through April 7, 2020. This includes proactive measures to ensure compliance with Social Distancing Requirements, including where possible such as designating with signage, tape, or by other means six-foot spacing for employees and customers in lines; having hand sanitizer and sanitizing products readily available for employees and customers; implementing separate operating hours for elderly and vulnerable customers; and posting online whether a facility is open and how best to reach the facility and continue services by phone or remotely.

Oak Park Public Health Staff will be inspecting stores that sell groceries and medicine to determine whether operations are in compliance with the Governor's Order.

- A Supplemental Order for Public Sports Courts and certain other prohibited activities was issued to affirm that gatherings for sports in public areas that is at public parks or outdoor recreation areas are prohibited in order to protect the public from the spread of COVID-19 disease because such activities could entail or promote non-compliance with the social distancing requirements set forth in Governor Pritzker's Order.

Both the guidance and order were done in order to appeal to the public and essential businesses in the community regarding the important responsibility we all have to ensure our community is working together to limit community spread of COVID-19. The Public Health Department is concerned that without full cooperation with the Governor's order we may not achieve the necessary impact to slow the spread and therefore, the guidance and order have been issued to assist as we move towards more robust conversations when violations are encountered.

#### **Council of Governments (COG)**

The Oak Park COG held a GoToMeetings call today combined with the River Forest and Forest Park COGs. The COG is the chief elected and chief appointed official from each taxing body and has allowed for important discussion around shared actions and shared information.

**March 26, 2020**

Village of Oak Park		Age Range	VOP Employees Reported Cases
Reported Cases			
3/18/2020	1		0
3/19/2020	0		0
3/20/2020	0		0
3/21/2020	1	40s	0
3/22/2020	0		0
3/23/2020	0		0
3/24/2020	1	30s	0
3/25/2020	1	20s	0
3/26/2020	5	under 1 - 60s	0
Total	9		0

#### **Enforcement related to the Governor's Order**

As community spread is continuing, Public Health Director Charley is seeking the public's full cooperation with the Governor's order so that Oak Park can be part of the collective impact necessary to slow the



spread of COVID-19. Additionally, enforcement of the Stay-at-Home order as it relates to the operation of essential businesses and social distancing violations is increasing.

All grocery and pharmacies open were emailed notice from the Village on 3/25 about the Public Health guidance issued by Director Charley to affirm their responsibility under the Governor's Order as an essential business to manage Social Distancing Requirements contained in Governor JB Pritzker's stay at home order effective through April 7, 2020. This includes proactive measures to ensure compliance with Social Distancing Requirements, including where possible such as designating with signage, tape, or by other means six-foot spacing for employees and customers in lines; having hand sanitizer and sanitizing products readily available for employees and customers; implementing separate operating hours for elderly and vulnerable customers; and posting online whether a facility is open and how best to reach the facility and continue services by phone or remotely.

Additionally, Public Health staff is working on second visits to all Oak Park grocery stores and initial visits to pharmacies to evaluate compliance and provide direction on correcting violations. Public Works will additionally be delivering a barricade style sign for the entrance to many of the high volume grocery/pharmacy stores about social distancing (see attached).

Resident are reminded that they may call the Oak Park Police Non-Emergency number at 708-386-3800 to report concerns observed at essential business or in the community. This phone is answered by Community Service Officers working at the Police Lobby Front Desk.

#### **Pet license renewals postponed**

The May 1 deadline to renew pet licenses has been pushed back in response to the impact the COVID-19 coronavirus pandemic has had on so many routine tasks of daily life. Owners whose pets were already licensed and who had emails on file with the Village will be notified when a new deadline is set. The new deadline also will be promoted via [enews](#) and the Village [Facebook page](#) and [Twitter feed](#). Pet owners will be urged to use the online option at [www.oak-park.us/petlicenser renewal](http://www.oak-park.us/petlicenser renewal), rather than the U.S. Mail or trekking to Village Hall. First-time pet owners will be able to register pets online as well. For more information about owning a pet in Oak Park, visit [www.oak-park.us/pets](http://www.oak-park.us/pets).

#### **Refuse Collection**

Due to the COVID-19 emergency, the Village's refuse hauler has suspended collection of large, bulk items such as discarded furniture & appliances that require a pink sticker. Regular refuse/recycling collection is continuing without interruption.

#### **Updated Guidance from Illinois Department of Public Health (IDPH)**

Communications staff, in support of the Public Health Department is sharing new and/or updated public health guidance issued multiple times a week by IDPH with specific groups including the oral health community, long-term care facilities, faith-based entities, providers that serve the homeless and day care centers.

**March 27, 2020**

Village of Oak Park		Age Range	VOP Employees Reported Cases
Reported Cases			
3/18/2020	1		0
3/19/2020	0		0
3/20/2020	0		0
3/21/2020	1	40s	0
3/22/2020	0		0
3/23/2020	0		0
3/24/2020	1	30s	0
3/25/2020	1	20s	0
3/26/2020	5	under 1 - 60s	0
3/27/2020	8	20s - 70s	0
Total			0

**Village Board Meeting**

On Monday, March 30, 2020, at 6 p.m. a Special Meeting of the Village Board is being conducted remotely with live audio available and optional video of the Village Officials. The meeting will be streamed live and archived online for on-demand viewing at [www.oak-park.us/boardtv](http://www.oak-park.us/boardtv) as well as cablecast on VOP-TV, which is available to Comcast subscribers on channel 6 and ATT Uverse subscribers on channel 99. Remote Meetings of the Oak Park Village Board of Trustees is authorized pursuant to Section 6 of Governor J.B. Pritzker's Executive Order 2020-07.

No action will be taken by the Village Board at this meeting. This is mainly a test of our technology for remote meetings.

In order to hold a remote participation meeting that is live streamed on the Village website, and archived on the same platform as all other meetings of the Village Board, a meeting is scheduled to test the process.

The process for public comments is also being tested. For remote participation meetings, public statements for an agenda item of up to three minutes will be read into the record. Individuals are asked to email statements to [publiccomment@oak-park.us](mailto:publiccomment@oak-park.us) to be received no later than 30 minutes prior to the start of the meeting. The Village Clerk will receive those emails. Alternatively, if email is not an option, individuals can drop written comments off at the Oak Park Payment Drop box located across from the entrance to Village Hall, 123 Madison Street, to be received no later than 5 p.m. the day of the meeting.

Additionally, the Village Board is scheduled to hold a remote participation meeting on April 6, 2020 and will be asked to consider various emergency actions as a part of that meeting. The April 6, 2020 meeting agenda and recommended actions will be available on the Village website the afternoon of April 2, 2020. Under the Executive Order of the Governor "public bodies are encouraged to postpone consideration of public business where possible." Pursuant to this directive, advisory board and commission meetings are being postponed during the Village's emergency response to the COVID-19 outbreak.

**Oak Park Township Senior Meal Deliveries**

On Thursday, 3/26 and today, 3/27 Village staff assisted the Township with delivery of senior meals in Oak Park in Village vehicles.

### Additional CDBG and ESG Allocation

Increased Community Development Block Grant (CDBG) funding and Emergency Shelter Grant (ESG) program flexibility has been approved by Congress. The Village of Oak Park as an entitlement community should learn next week the amount of additional funding allocation it will received from the State of Illinois. CDBG Funds may be used to prevent, prepare for and respond to the coronavirus. ESG Funds may be used to prevent, prepare for, and respond to the coronavirus among individuals and families who are homeless or receiving homeless assistance and homelessness prevention activities. Funds may be used to cover or reimburse allowable costs incurred by states/local governments to prevent, prepare for, and respond to the coronavirus incurred prior to enactment of this measure.

March 28, 2020			
	Village of Oak Park	Age Range	VOP Employees Reported Cases
	Reported Cases		Cases
3/18/2020	1		0
3/19/2020	0		0
3/20/2020	0		0
3/21/2020	1	40s	0
3/22/2020	0		0
3/23/2020	0		0
3/24/2020	1	30s	0
3/25/2020	1	20s	0
3/26/2020	5	under 1 - 60s	0
3/27/2020	8	20s - 70s	0
3/28/2020	4	30s -60s	0
Total	21		0

### Staffing Announcements

Commander Don Silva has been assigned to work directly with Public Health staff and Emergency Preparedness Coordinator Gaurav Gaonkar. In February of 2019, the Village Board honored his service as a Major in the Illinois Nations Guard following his return at that time from seven months of active duty service in Afghanistan. This assignment is consistent with ongoing establishment of redundancy in key public health roles and expansion of the Village's public health response to COVID-19.

It is also noted that Sergeant Promotional testing was completed in late February by the Board of Fire and Police Commissioners. On Friday, Police Officers Schonella Stewart and John Nikischer were sworn in via remote participation as Sergeants. Both promotions filled vacancies that had been created by prior internal promotions to the rank of Police Commander.

### Federal and State Financial Assistance to Municipalities

The Coronavirus Aid, Relief and Economic Security (CARES) Act only provides direct aid to local governments in excess of 500,000 in population. The Illinois Municipal League is requesting that Governor JB Pritzker direct state aid received under the CARES Act to all municipalities based on a per-capita distribution.

On March 26, President Trump declared Illinois a major disaster area. Federal Emergency Management Agency (FEMA) Public Assistance applications are being processed. The Village's Emergency Preparedness Coordinator and CFO are coordinating the application and necessary submittals.

March 29, 2020			
	Village of Oak Park	Age Range	VOP Employees Reported Cases
	Reported Cases		
3/18/2020	1		0
3/19/2020	0		0
3/20/2020	0		0
3/21/2020	1	40s	0
3/22/2020	0		0
3/23/2020	0		0
3/24/2020	1	30s	0
3/25/2020	1	20s	0
3/26/2020	5	under 1 - 60s	0
3/27/2020	8	20s - 70s	0
3/28/2020	4	30s - 60s	0
3/29/2020	5	30s - 70s	0
Total	26		0

#### COVID Business Concern

After public complaints and prior warnings from the Police Department, the Public Health Director issued a Cease and Desist Notice today, March 29<sup>th</sup>, for the recreational sales portion of the business at MedMen Chicago, 1132 Lake Street. The business was not able to maintain social distancing both inside and outside the store. The Cease and Desist Notice is in effect for 24 hours at which time the business needs to provide the Public Health Director a plan for compliance. The medical portion of their sales continues.

#### Lake Street Construction Activities

As noted in earlier reports, contractors for the State and Village are able to continue work on water/sewer mains on Lake Street approximately halfway between Oak Park Ave & Euclid Ave at this time. Due to business closures and extremely light traffic as a result of the shelter in place order we have the opportunity to expedite the water & sewer work and Public Works had finalized preparation with the Contractor and Utility companies for a full closure of the Lake & Oak Park intersection to compress the work here from 3.5 weeks to 10-14 days. Full intersection closure allows multiple crews to work in the intersection at one time along with ATT. Work will start as early as Tuesday or Wednesday this coming week (March 31 or April 1), weather permitting.

The Village Engineer is also working with Pace on alternate routes for their buses. Communications to the business district and public about the full closure will begin as early as March 30 and includes electronic message signs in the street and custom signage informing people about businesses being open for curbside pickup/etc. in the last block of the closure.

The full road closures would be one (1) block in each direction from the Lake and Oak Park Avenue intersection but will allow local traffic into that last block to access the buildings, bank, and parking lot west of the intersection; the alley east of the intersection, and businesses north & south of the intersection. A

few parking spots will be removed on Kenilworth by Lake Street and by North Blvd to facilitate turning movements as well as some metered parking close to the Lake & Oak Park Ave intersection also to allow for any turning around movements.

March 30, 2020			
	Village of Oak Park	Age Range	VOP Employees Reported Cases
	Reported Cases		
3/18/2020	1		0
3/19/2020	0		0
3/20/2020	0		0
3/21/2020	1	40s	0
3/22/2020	0		0
3/23/2020	0		0
3/24/2020	1	30s	0
3/25/2020	1	20s	0
3/26/2020	5	under 1 - 60s	0
3/27/2020	8	20s - 70s	0
3/28/2020	4	30s -60s	0
3/29/2020	5	30s - 70s	0
3/30/2020	4	30s - 70s	1
Total	30		1

#### **Suspension of Single Use Bag Fee**

A Supplemental Order suspending the Village of Oak Park's retail single-use bag fee and guidance on reusable bags which will become effective on March 31, 2020 at 12:01 a.m. This is consistent with the Illinois Department of Public Health's guidance that has been issued and as a result, the Village's single-use bag fee of ten cents (\$0.10) set forth in Section 20-14-2 of the Oak Park Village Code is suspended until such time as a stay at home order or similar type order is no longer in effect in the Village due to the outbreak of COVID-19 disease. The Public Health Director has also provided guidance that if a customer wishes to use a reusable bag at an essential business while a stay at home order is in effect in the Village, only the customer should handle the reusable bag within that business, including for the loading of purchased goods into a reusable bag.

**March 31, 2020**

Village of Oak Park		Age Range	VOP Employees Reported Cases
Reported Cases			Cases
3/18/2020	1		0
3/19/2020	0		0
3/20/2020	0		0
3/21/2020	1	40s	0
3/22/2020	0		0
3/23/2020	0		0
3/24/2020	1	30s	0
3/25/2020	1	20s	0
3/26/2020	5	under 1 - 60s	0
3/27/2020	8	20s - 70s	0
3/28/2020	4	30s -60s	0
3/29/2020	5	30s - 70s	0
3/30/2020	4	30s - 70s	1
3/31/2020	6	30s - 70s	1
Total			2

**Second Village Employee Tests Positive**

The Village received notification that a second Oak Park Police officer has tested positive for COVID-19. Pursuant to Village personnel policies, employees who have had direct contact with the officer have been notified and because the contact was greater than 14 days ago, they are not subject to quarantine. Because of privacy laws, no additional information can be released.

**COVID Business Concern**

As reported in the March 29 Status Report, the recreational sales portion of the business at MedMen Chicago, 1132 Lake Street was temporarily closed. The business has submitted a plan for compliance which was reviewed and approved and they may now conduct recreational sales in accordance with the compliance plan. The medical portion of their sales continued even during the closure of recreational sales.

**April 1, 2020**

Village of Oak Park		Age Range	VOP Employees Reported Cases
Reported Cases			
3/18/2020	1		0
3/19/2020	0		0
3/20/2020	0		0
3/21/2020	1	40s	0
3/22/2020	0		0
3/23/2020	0		0
3/24/2020	1	30s	0
3/25/2020	1	20s	0
3/26/2020	5	under 1 - 60s	0
3/27/2020	8	20s - 70s	0
3/28/2020	4	30s -60s	0
3/29/2020	5	30s - 70s	0
3/30/2020	4	30s - 70s	1
3/31/2020	6	30s - 70s	1
4/1/2020	10	30s - 70s	0
Total	46		2

### **Case in Local Nursing Home**

Oak Park Public Health Director Mike Charley reported that a resident of a local retirement and assisted living facility had tested positive for the COVID-19 coronavirus. The resident is currently being cared for in a local hospital. The Oak Park Oasis, 625 North Harlem Avenue, Oak Park, Illinois, operated by Oak Park Oasis LLC ("Oasis"), has been ordered to take specific steps that comply with Illinois Department of Public Health (IDPH) and Centers for Disease Control and Prevention (CDC) guidance for protection of the health of facility's residents and its employees. In addition strict measures preventing the acceptance of any new residents or rehabilitation patients are in place. Other measures include the prohibition of any visitors and canceling events or gatherings within the facility.

Failure to comply with the public health order is a Class A misdemeanor under state law, which carries a maximum penalty of a year in jail and a \$2,500 fine. In addition, the facility could lose its license and face civil liability.

### **Social Service Task Force**

On Monday, March 30, 2020, the Social Services Task Force meeting chaired by the Oak Park Township was held. The Village's liaison, Development Customer Services Director Tammie Grossman shared that the Township gave an overview of their current volunteer recruitment for delivering meals and providing groceries to the seniors. Additionally, the Mental Health Board gave an update on the mental services guide that they prepared for individuals in need of services. A link to the township and that guide is on the Village's website at [www.oak-park.us/covid19](http://www.oak-park.us/covid19). The actual document is updated weekly and therefore it is recommended that the link be shared, not the actual document. Other agencies gave updates on their programs including Housing Forward which has temporarily housed all homeless individuals that they are currently working with in various hotels and they are working with the Township for meal delivery and are

working to assign case managers. Beyond Hunger is no longer accepting new volunteers and implemented curbside pick-up of food to avoid contact.

#### **Management Council**

An online meeting of management council (the chief appointed official for each taxing body) was held on Tuesday March 31<sup>st</sup> to allow for ongoing dialogue amongst the organizations about coordinated efforts in response to COVID-19.

#### **Council of Governments (COG)**

The Oak Park COG held a GoToMeetings call today combined with the River Forest and Forest Park COGs. The COG is the chief elected and chief appointed official from each taxing body and has allowed for important discussion around shared actions and shared information.

#### **Governor's Order**

During his daily press briefing yesterday, March 31<sup>st</sup> Governor JB Pritzker announced that on Wednesday, April 1, he will be extending the disaster proclamation, the suspension of on-site learning at schools and the 'Stay At Home' Order through April 30. The order has not yet been published. It is staff's intention to maintain the current changes that have temporarily eased many parking restriction, subject to approval by the Village Board of an extension of the March 13 Village's Declaration of an Emergency Affecting Public Health which will be presented at the next regular meeting of the Village Board on April 6<sup>th</sup>. That meeting will be conducted remotely with live audio available and optional video. The meeting will be streamed live and archived online for on-demand viewing at [www.oak-park.us/boardtv](http://www.oak-park.us/boardtv) as well as cablecast on VOP-TV, which is available to Comcast subscribers on channel 6 and ATT Uverse subscribers on channel 99. Remote Meetings of the Oak Park Village Board of Trustees is authorized pursuant to Section 6 of Governor J.B. Pritzker's Executive Order 2020-07. The meeting agenda and related materials will be posted by the end of the day on Thursday, April 2.