

Risk Management Considerations for the Reopening of Municipal Services and Facilities

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Governor Pritzker's Executive Orders have extended as the state enters Phase 4 of the Restore Illinois Plan. Updates to the order include limited reopening of certain services and expansion of group gathering size to 50 people. IRMA encourages members to discuss any considerations to reopen with their corporate counsel to ensure reopening actions are in accordance with the most current Executive Orders, with Illinois Department of Commerce and Economic Opportunity (DCEO) guidance referenced in the Order, and with local health department guidance. This document offers guidance on Phase 4 updates relevant to municipal operations and Phase 3 guidance still in place.

Face Covering Mandate:

FROM THE ORDER: "Face-coverings will be required in public indoor spaces and applies to all individuals over the age of two who are able to medically tolerate a face-covering or a mask. Essential businesses and manufacturers will be required to provide face-coverings to all employees who are not able to maintain six-feet of social distancing..."

- Provide staff with face coverings per the Executive Order
- Consider offering multiple face coverings to allow for washing and reuse of face coverings

Note: Refer to this [IRMA Article](#) pertaining to use of face coverings, face masks, and respirators.

Offices

As of Phase 4 release, offices may operate at maximum occupancy of 50% of office capacity. Capacity restrictions will be reassessed based on the latest science and public health metrics on an ongoing basis throughout Phase IV. See [Full DCEO Phase 4 Office Resources](#) here including [DCEO Office Guidelines](#)

Note: Refer to this [IRMA Article](#) pertaining to safety performing health screenings.

Meetings and Events

FROM THE ORDER: "Venues meeting and meeting spaces can resume with the lesser of up to 50 people OR 50% of overall room capacity. Multiple groups are permitted given facilities have space to appropriately social distance and can limit interaction between groups. This includes activities such as conferences and weddings." See full [DCEO Guidance on meetings and social events](#) including [DCEO Business Checklist](#) and [DCEO Meeting and Social Event Guidelines](#).

IDPH Posting Required at Your Workplace:

FROM THE ORDER: "All businesses must evaluate which employees are able to work from home and are encouraged to facilitate remote work from home when possible. All businesses that have employees physically reporting to a worksite must post the [attached guidance](#) from the Illinois Department of Public Health (IDPH) regarding workplace safety during the COVID-19 emergency."

Outdoor seated spectator events:

FROM THE ORDER: “Outdoor spectator sports can resume with no more than 20% of seating capacity; concessions permitted with restrictions.”

Indoor and Outdoor Recreation:

FROM THE ORDER: “Indoor recreation to operate at lesser of 50 customers OR 50% of facility capacity with outdoor recreation allowing group sizes of up to 50, and permitting multiple groups given facilities have space to appropriately social distance and can limit interaction between groups; concession permitted with restrictions.” See full [DCEO Guidance on indoor and outdoor recreation](#).

Youth and Recreational Sports

FROM THE ORDER: “Revised guidelines allow competitive gameplay and tournaments; youth and recreation sports venues can operate at 50% capacity, 20% seating capacity for spectators, and group sizes up to 50 with multiple groups permitted during practice and competitive games given venues have space to appropriately social distance and can limit interaction between groups; concessions permitted with restrictions. See full [DCEO Guidance on youth sports](#).

Day Camps

FROM THE ORDER: “Water-based activities permitted in accordance with IDPH guidelines; no more than 50% of facility capacity with group size of no more than 15 participants in a group, unless participants changing weekly. [See IDPH Phase 4 swimming facility guidelines](#).

Swimming Facilities

[See IDPH Phase 4 swimming facility guidelines](#).

Discretion given for opening beaches and outdoor playgrounds

The current Executive Order is silent on the use of outdoor playgrounds, but IRMA has been advised by officials from the DCEO that indoor playgrounds are to remain closed, but units of local government are provided the discretion to determine if outdoor playgrounds can open; the playground should be limited to no more than 50 persons at the playground and following all other applicable IDPH guidance. See [NRPA Guidance](#) on playground reopening.

IRMA has received guidance from the DCEO Office that under the current Executive Order, local municipalities can make their own decisions about whether to open their public beaches.

Note: posting a “Swim at your Own Risk” sign could be considered an implicit acknowledgment by a municipality if a beach is open. Until there is an official provision for the opening of beaches it is IRMA’s recommendation that the reopening of beaches be done in accordance with other Phase 4 reopening guidance with adequate social distancing and signage.

Golf Courses

Driving ranges, practice ranges, chipping greens, and putting greens are now permitted. Clubhouses can open and operate any permissible activity set forth in the [Phase 4 Indoor Outdoor Dining Guidelines](#). See full [DCEO guidance on golf courses here](#).

Farmers Markets

FROM THE ORDER, “Essential Businesses and Operations... Stores that sell groceries and medicine. Grocery stores, pharmacies, certified farmers’ markets, farm and produce stands...” Guidelines are provided by the [Illinois Department of Agriculture](#) website on how to safely manage Farmers’ Markets. [See updated ILFMA guidance here](#) on in-and-out market guidance.

Re-Open Considerations - Planning for the Phase 4

This guidance is provided to IRMA members as they plan for re-opening municipal facilities and returning employees to onsite work as Illinois progresses into Phase 4.

Municipal Staff:

- Determine which employees can continue to work remotely and allow them to do so.
- Consider revisions to staffing schedules to enhance social distancing.
- Provide face coverings per current Executive Order.
- Consider revisions to workstations layout to assure social distancing can be achieved.
- Consider closing common areas such as break rooms, lunchrooms.
 - If they are not closed, provide occupancy rules for the area and disinfectant logs to be completed by all who enter.
- Prop doors open when possible to allow air circulation and no touch egress, assuming it does not impact security concerns.
- Make additional cleaning supplies, wipes, and hand sanitizers available.
- Post required signage per current Executive Order.
- Draft procedures and document training staff on the new procedures.
- Draft a contingency plan for if an outbreak occurs at the workplace considering:
 - Mandate immediate reporting of COVID-19 test, test results or any illness symptoms for employees and those persons with whom they live.
 - Mandate employees stay at home if exhibiting COVID-19 or any illness symptoms, are awaiting medical test results, or are confirmed to be infected with COVID-19.
 - Develop methods for tracing outbreak and potential exposures.
 - Employees confirmed to have COVID-19 should follow [CDC](#) and employer established protocols before returning to being around others.

Re-Opening Municipal Facilities to the Public:

- Post signs at facility entrances indicating that all individuals must adhere to the 6-foot social distance rules & face covering mandate.
- Identify occupancy for all areas open to the public and mark areas for social distancing, guidelines are provided by the [Illinois Department of Commerce](#).
- Draft a plan for enforcement of the Executive Order, including social distancing, face coverings, occupancy limits and decontamination duties.
- Refuse entry to any individual not following face covering and social distance guidelines.
- Install barriers between the public and staff at counters.
- Designate specific staff that will monitor compliance with the current Executive Order.

Resources:

[IDPH Mandatory Posting](#)

[Dept. of Agriculture - Farmer's Markets](#)

[IDPH - Business Guidance](#)

[CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces,](#)

[Businesses, Schools, and Homes](#)

[Illinois Department of Commerce & Economic Opportunity: Alternative Occupancy Restriction for Essential Stores](#)