



**Tuesday, May 26, 2020
5:30 PM
City Council Chambers**

SPECIAL MEETING CITY COUNCIL AGENDA

NOTICE. MEETING MODIFICATION DUE TO COVID-19

Pursuant to Governor Pritzker's Executive Order 2020-07 suspending the requirements of the Illinois Open Meetings Act requiring in-person attendance by members of a public body for the duration of the Gubernatorial Disaster Proclamation, members of the Decatur City Council and senior staff will be participating in this meeting through a Zoom video and audio link. The Mayor and essential members of the City staff will be physically present in the City Council Chambers, and pursuant to Governor's Executive Order No. 2020-10 and CDC guidelines, no more than ten (10) people will be allowed in the City Council Chambers at any one time. Members of the media have been provided notice of this and other city meetings and may be given priority to attend the meeting. However, members of the media are encouraged to view the meeting remotely on the city's live video link, available on the city's website or via Government Channel 18. To facilitate media coverage, and after the meeting, in-person city representatives will make themselves available for comments and questions using social distancing. The City Council Chambers will be open to those wishing to personally attend through the normal public entrance on the west side of the Chambers, but no more than ten (10) people may be in the chambers at any one time, social distancing rules will be observed, and audience members must sit in the rear half of the seating area to create a separation zone between public seating and the in-person city participants of the meeting. The podium for Appearance of Citizens has been moved to the rear of the chamber. Persons arriving after ten (10) people have already entered the chambers will be asked to wait in the anteroom of the City Council Chambers where they can watch the live feed and wait until a seat is made available by the departure of one or more of the ten (10) people already in the chamber. Public comments can be emailed in advance of the meeting to the City Clerk at kalthoff@decaturil.gov, and will be provided to the City Council and others requesting them. Self-produced videos of no more than three minutes that include the name and image of the speaker, will be aired if they are received by the City Clerk by 3:00 pm on the day of the meeting and conform to the council's existing rules.

- I.** Call to Order
 - 1. Roll Call
 - 2. Pledge of Allegiance
- II.** Appearance of Citizens

Policy relative to Appearance of Citizens:

A 30-minute time period is provided for citizens to appear and express their views

before the City Council. Each citizen speaking will be limited to one appearance of up to 3 minutes. No immediate response will be given by City Council or City staff members. Citizens are to give their documents (if any) to the Police Officer for distribution to the Council. When the Mayor determines that all persons wishing to speak in accordance with this policy have done so, members of the City Council and key staff may make comments.

III. New Business

1. Ordinance Repealing Ordinance No. 2020-64 Declaring Emergency Pertaining to a Public Health Emergency Caused by the COVID-19 Virus
2. Ordinance Repealing Ordinance No. 2020-65 Regarding Renewal of Liquor Licenses Pursuant to Emergency Public Health Emergency Caused by the COVID-19 Virus
3. Ordinance Amending City Code Chapter 52-Alcoholic Liquor
4. Ordinance Authorizing Use of Public Rights of Way and Consumption of Alcoholic Liquor on Public Rights of Way
5. Resolution Amending Resolution 2008-02 Defining Meeting and Adopting Procedures for Electronic Attendance at Meetings
6. Motion Adopting Restore Illinois Phase 3 Protocols for Decatur, Illinois

IV. Adjournment

SUBJECT:

Special City Council Memo for Items #1-6 and Ordinance Repealing Ordinance No. 2020-64 Declaring Emergency Pertaining to a Public Health Emergency Caused by the COVID-19 Virus

ATTACHMENTS:

Description	Type
Special City Council Memo for Items #1-6	Cover Memo
Ordinance Repealing Ordinance No. 2020-64 Declaring Emergency Pertaining to a Public Health Emergency Caused by the COVID-19 Virus	Ordinance

May 22, 2020

TO: Mayor Julie Moore Wolfe & Members of the Decatur City Council

FROM: Scot Wrighton, City Manager
Wendy Morthland, Corporation Counsel

RE: May 26 Special City Council Meeting

On April 6 and April 20 of this year, the City Council passed emergency ordinances in response to the pandemic. Neither emergency ordinance restricted or removed rights from residents or businesses, but instead provided specific protections to residents and businesses of Decatur.

The first Emergency Ordinance suspended shut-offs, fees and penalties for failure to pay water bills, extended the time to file returns and pay local motor fuel taxes, food and beverage taxes and hotel/motel taxes, extended the time to renew certain licenses, and suspended parking enforcement for the downtown parking district. It also adopted the electronic attendance provisions of the Open Meetings Act changes issued by the Governor's initial Emergency Order.

The second Emergency Ordinance extended the liquor license renewal period from June 30 to August 31, 2020.

Repealing the Mayor's emergency orders now does not end the emergency. The COVID-19 pandemic remains an ongoing threat to the City of Decatur, that we believe can be managed without an emergency order. Rather, this repeal acknowledges that the ability to temporarily enact rapid ordinance suspensions to advance the public interest and protect public health and safety is no longer necessary as we all develop a new normal to keep the city safe and prevent spread of the COVID-19 virus. While the emergency ordinances may be repealed next week, the protections those orders provided, still remain important to residents and businesses. On the May 26 Special Agenda are ordinances, resolutions and motions that, taken collectively, will transition the city towards a re-opening, but include renewed safety measures as well.

Item #1 repeals emergency orders initially enacted on April 6, but the repeal will become effective on June 30, 2020. This delay will allow residents and businesses to make appropriate arrangements prior to the repeal of protections they enjoyed under the emergency orders.

Item #2 repeals emergency orders initially enacted on April 20, which extended the liquor license renewal period. Then, item #3 amends Chapter 52 of the City Code by providing extensions of liquor license renewals to August 31, 2020 for this year only.

Item #4 is an ordinance that would allow the use of public property and right-of-way for food and beverage service by adjacent restaurants and bars, beginning May 29, 2020 and under the guidelines issued by the State (Restore Illinois Phase 3, as amended). It would authorize the

Police Chief to close public streets, alleys, sidewalks, parks, on-street parking spaces and off-street parking lots to accommodate dining opportunities for restaurants and bars until August 31, 2020. City Code currently provides cafe sidewalk permits, but the proposed Ordinance anticipates that special rules and guidelines unique to the current situation would be enacted that are patterned on the current code, but also include some features with distinctives unique to the current pandemic.

Item #5 is a resolution amending the City Council's uses of electronic attendance for its meetings. This policy amendment would allow Council and the City's other public bodies to meet electronically when there is a federal, state or local emergency that necessitates electronic meetings, and makes a corresponding change to the Open Meetings Act procedures. The Resolution would allow the City Council to immediately operate under these new rules without further Council action, if needed in the future.

Item #6 pertains to customized protocols to enact Restore Illinois Phase 3 in Decatur, Illinois. It provides additional detail, some of it unique to Decatur, that may not be specifically mentioned in the amended Phase 3 rules, but which are compliant with the spirit and intent of Phase 3, as amended. The City Council is free to amend these protocols as they consider appropriate. I believe it is the Council's intent to comply with the Phase 3 rules established and promulgated by the Office of the Governor, and to give local businesses as much additional flexibility and discretion as can possibly be permitted within the bounds of Phase 3. This document has been prepared based on this conjecture. While this item contemplated many of the necessary protocols for our businesses to reopen, there are likely additional guidelines that will need to be established, particularly as it relates to usage of public property by private businesses, that flexibility should be provided to staff to enact as warranted.

To the extent that fully enacting the directions and intentions of a majority of the City Council on these pandemic-related topics requires additional ordinances beyond those included on the May 26 Special City Council agenda (waiver of fees, special parking rules, etc.), staff can prepare these items for City Council action at its next regular meeting on Monday, June 1st.

ORDINANCE NO. 2020-_____

**ORDINANCE REPEALING ORDINANCE NO. 2020-64
DECLARING EMERGENCY
PERTAINING TO A PUBLIC HEALTH EMERGENCY
- CAUSED BY THE COVID-19 VIRUS-**

BE IT ORDAINED, BY THE CITY COUNCIL OF THE CITY OF DECATUR,
ILLINOIS:

Section 1. That Ordinance No. 2020-64, passed by the City Council of the City of Decatur,
Illinois on April 6, 2020 be, and the same is hereby, repealed effective on the June 30, 2020.

PRESENTED, PASSED, APPROVED AND RECORDED this _____ day of _____,
2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

CITY CLERK

PUBLISHED this _____ day of _____, 2020.

CITY CLERK

SUBJECT:

Ordinance Repealing Ordinance No. 2020-65 Regarding Renewal of Liquor Licenses Pursuant to Emergency Pertaining to a Public Health Emergency Caused by the COVID-19 Virus

ATTACHMENTS:

Description	Type
Ordinance Repealing Ordinance No. 2020-65 Regarding Renewal of Liquor Licenses Pursuant to Emergency Pertaining to a Public Health Emergency Caused by the COVID-19 Virus	Ordinance

ORDINANCE NO. 2020-_____

**ORDINANCE REPEALING ORDINANCE NO. 2020-65
REGARDING RENEWAL OF LIQUOR LICENSES PURSUANT TO EMERGENCY
PERTAINING TO A PUBLIC HEALTH EMERGENCY
- CAUSED BY THE COVID-19 VIRUS-**

BE IT ORDAINED, BY THE CITY COUNCIL OF THE CITY OF DECATUR,
ILLINOIS:

Section 1. That Ordinance No. 2020-65, passed by the City Council of the City of Decatur,
Illinois on April 20, 2020 be, and the same is hereby, repealed.

PRESENTED, PASSED, APPROVED AND RECORDED this _____ day of _____,
2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

CITY CLERK

PUBLISHED this _____ day of _____, 2020.

CITY CLERK

SUBJECT: Ordinance Amending City Code Chapter 52-Alcoholic Liquor

ATTACHMENTS:

Description	Type
City Council Memorandum	Cover Memo
Ordinance Amending City Code Chapter 52-Alcoholic Liquor	Ordinance

**CITY COUNCIL MEMORANDUM
NO. 2020-**

May 11, 2020

TO: Honorable Mayor Moore Wolfe and City Council

FROM: Scot Wrighton, City Manager
Wendy Morthland, Corporation Counsel
Amy Waks, Assistant Corporation Counsel

SUBJECT: Amendment to Chapter 52 – Alcoholic Liquor

RECOMMENDATION: In light of the pandemic caused by COVID-19, staff, on behalf of the Liquor Control Commissioner, requests that Council pass the proposed ordinance amendment regarding Chapter 52, Sections 3 and 7, extending the expiration date for liquor licenses to August 31, 2020 and the due date for renewal applications to July 30, 2020.

POTENTIAL OBJECTIONS: There are no known or expected objections.

INPUT FROM OTHER SOURCES:

STAFF REFERENCE: Amy Waks, Assistant Corporation Counsel, at 424-2807.

BUDGET/TIME IMPLICATIONS: None

ORDINANCE NO. _____
ORDINANCE AMENDING CITY CODE
- CHAPTER 52 -
- ALCOHOLIC LIQUOR -

BE IT ORDAINED, BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That Chapter 52 of the City Code of the City of Decatur, Illinois, be, and the same is hereby modified and amended by amending Sections 3 and 7, so that Sections 3 and 7 as so modified and amended, shall provide as follows:

3. **LICENSE REQUIRED.** No person, firm or corporation shall sell alcoholic liquor at retail without then having a currently in force local liquor license issued to such person or entity as provided herein for the premises whereon such sale takes place. Each license and the privileges there under shall expire and terminate on the 30th day of June next following the issue date thereof, except for the year 2020 in which each license and the privileges there under shall expire and terminate on the 31st day of August, 2020.

7. **LICENSE FEE.** ... For all classes of license, a late fee of \$100.00 plus \$20.00 per day shall be charged for all days after June 1st of any year for which an application for renewal is incomplete except for those in the year 2020 in which for all classes of license, a late fee of \$100.00 plus \$20.00 per day shall be charged for all days after July 31st of 2020 for which an application for renewal is incomplete...

Section 2. That the City Clerk be, and she is hereby, authorized and directed to cause the provisions hereof to be appropriately set out in the City Code and to cause the same to be published in pamphlet form according to law.

PRESENTED, PASSED, APPROVED AND RECORDED this _____ day of _____, 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

CITY CLERK

PUBLISHED this _____ day of _____, 2020.

CITY CLERK

ADDITIONS AND DELETIONS

CHAPTER 52

- ALCOHOLIC LIQUOR -

3. **LICENSE REQUIRED.** No person, firm or corporation shall sell alcoholic liquor at retail without then having a currently in force local liquor license issued to such person or entity as provided herein for the premises whereon such sale takes place. Each license and the privileges there under shall expire and terminate on the 30th day of June next following the issue date thereof, except for the year 2020 in which each license and the privileges there under shall expire and terminate on the 31st day of August, 2020.

7. **LICENSE FEE.** Payment of an annual license fee of Two Thousand Two Hundred Dollars (\$2,200.00) shall accompany each application for all classes of license except Class F as to which the amount of said fee shall be \$725.00; and except Class N as to which the amount of said fee shall be \$1,400.00; and except Class P as to which the amount of said fee shall be \$2,000.00 until August 17, 2015, then \$6,000 beginning August 18, 2015 and thereafter provided that, said fee shall be prorated for the issuance of any license during a license period. The payment of a fee for any license shall be credited toward the payment of a fee for any other license if the first license is surrendered prior to the issuance of the second license to the same licensee during the same license year. For all classes of license, a late fee of \$100.00 plus \$20.00 per day shall be charged for all days after June 1st of any year for which an application for renewal is incomplete except for those in the year 2020 in which for all classes of license, a late fee of \$100.00 plus \$20.00 per day shall be charged for all days after July 31st of 2020 for which an application for renewal is incomplete. Each initial application and each application for transfer, whether to another licensee or to other

premises, shall also be accompanied by a processing fee of \$100.00 in addition to the annual fee.

Payment of an annual fee in amount of \$200.00 shall accompany the request for a caterer's permit.

Payment of a fee shall accompany the request for a temporary permit or winery special use permit,

in accordance with the following schedule:

1st permit / year	- \$100.00 per day
2nd permit / year	- \$150.00 per day
3rd permit / year	- \$200.00 per day
4th permit / year	- \$250.00 per day
5th permit / year	- \$250.00 per day
6th permit / year	- \$250.00 per day

In the event a license does not issue responsive to an application, the payment of the annual fee accompanying the same shall be refunded, otherwise, there shall be no rebate or prorate of a fee once paid.

SUBJECT:

Ordinance Authorizing Use of Public Rights of Way and Consumption of Alcoholic Liquor on Public Rights of Way

ATTACHMENTS:

Description	Type
Ordinance Authorizing Use of Public Rights of Way and Consumption of Alcoholic Liquor on Public Rights of Way	Ordinance

ORDINANCE NO. _____

**ORDINANCE AUTHORIZING USE OF PUBLIC RIGHTS OF WAY AND
-CONSUMPTION OF ALCOHOLIC LIQUOR ON PUBLIC RIGHTS OF WAY-**

WHEREAS, a new and significant outbreak of Coronavirus Disease 2019 (“COVID-19”), a novel severe acute respiratory illness that can spread among people through respiratory transmissions, emerged in late 2019; and,

WHEREAS, on January 30, 2020, the World Health Organization declared the outbreak of COVID-19 to be a public health emergency and declared it a worldwide pandemic on March 11, 2020; and,

WHEREAS, the Governor of the State of Illinois has issued various Gubernatorial Disaster Proclamations setting forth various rules and regulations including the prohibiting of restaurants and bars from on premises consumption; and,

WHEREAS, on May 20, the Governor of the State of Illinois stated that restaurants and liquor licensees may begin outdoor dining beginning May 29, 2020 under certain limited circumstances; and,

WHEREAS, the use of public right of ways may be necessary to assist restaurants and liquor licensees with outdoor serving options; and,

WHEREAS, the City of Decatur is desirous of such outdoor dining and consumption activities utilizing public right of ways adjacent to restaurants and liquor licensees if necessary; and,

WHEREAS, such dining and consumption on public right of ways requires the express approval of the City Council; and,

WHEREAS, the City of Decatur, Illinois is a Home Rule Unit under the 1970 Illinois Constitution.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the City Manager, or his designee, shall promulgate rules and regulations for the consumption of food and/or alcohol by adjacent restaurants and liquor licensees on public right of ways including, but not limited to streets, sidewalks, alleys, parks and parking lots. Said rules and regulations shall be the same or substantially similar to the requirements set forth in the City Code Chapter 41 Section 12.

Section 2. That no beverages may be provided, served or consumed as provided herein unless such beverage is in a plastic, aluminum, paper or other similar unbreakable material cup or container.

Section 3. That this ordinance is expressly conditioned and approved upon each entity desiring to use public right of ways providing to the City of Decatur an agreement which will hold the City of Decatur harmless for any and all damages incurred by persons patronizing their business and public area being utilized by such entity and indemnify it the City for any and all damages and lawsuits.

Section 4. That all debris shall be removed by each business or entity utilizing public rights of way for service in the area utilized at the close of business each day.

Section 5. That except as otherwise provided herein, the provisions of Chapter 52 of the City Code remain in full force and effect.

Section 6. That the Police Chief or his designee is authorized to close public right of ways to vehicular traffic effectuate the provisions of this Ordinance during the pendency of this Ordinance.

Section 7. That this Ordinance shall be in effect beginning May 29, 2020 and shall remain in full force and effect until August 31, 2020 or until otherwise shortened or extended by City Council ordinance.

PRESENTED, PASSED, APPROVED AND RECORDED this 26th day of May, 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

KIM ALTHOFF, CITY CLERK

PUBLISHED this _____ day of _____, 2020.

KIM ALTHOFF, CITY CLERK

SUBJECT: Resolution Amending Resolution 2008-02 Defining Meeting and Adopting Procedures for Electronic Attendance at Meetings

ATTACHMENTS:

Description	Type
Resolution Amending Resolution 2008-02 Defining Meeting and Adopting Procedures for Electronic Attendance at Meetings	Resolution Letter

RESOLUTION NO. R 2020-_____

**RESOLUTION AUTHORIZING THE AMENDMENT TO RESOLUTION NO. 2008-02
DEFINING MEETING AND ADOPTING PROCEDURES FOR
ELECTRONIC ATTENDANCE AT MEETINGS**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DECATUR,
ILLINOIS:

Section 1. That Resolution 2008-02 passed on the 22nd day of January 2008, be, and the same is hereby amended at Section 2 thereof by adding the following:

Emergencies: Notwithstanding the requirements set forth above in Section 2, in the event an emergency order is entered declaring an emergency pursuant to federal, state and/or local authority and altering the requirements of the Illinois Open Meetings Act or other Act regulating meetings of the public body and allowing electronic attendance in a manner other than as set forth above in this Section 2 Prerequisites, all public bodies of the City of Decatur may attend electronically pursuant to the orders and directives entered as a result of the emergency.

PRESENTED AND ADOPTED this _____ day of _____, 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

CITY CLERK

CITY OF DECATUR, ILLINOIS
ELECTRONIC ATTENDANCE AT MEETINGS RULES

Section 1. Rules Statement. It is the decision of the City of Decatur that any member of the City Council may attend any open or closed meeting of the City of Decatur via electronic means (such as by telephone, video or internet connection) provided that such attendance is in compliance with these rules and any applicable laws.

Section 2. Prerequisites. A member of the City Council may attend a meeting electronically if the member meets the following conditions: A quorum is physically present throughout the meeting; and, a majority of the City Council votes to approve the electronic attendance at the meeting.

- (a) The member should notify the City Clerk at least one (1) week before the meeting, unless impractical, so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements will result in denial of a request for electronic attendance.
- (b) The member must assert one of the following three reasons why he or she is unable to physically attend the meeting, complete the attached Electronic Attendance Request form and provide it to the City Clerk at least one (1) week before the meeting unless impractical,
 - (1) The member cannot attend because of personal illness or disability; or
 - (2) The member cannot attend because of employment purposes or the business of the City of Decatur; or
 - (3) The member cannot attend because of a family or other emergency.
- (c) The City Clerk, after receiving the electronic attendance request, shall inform the City Council of the request for electronic attendance.

Emergencies. Notwithstanding the requirements set forth above in Section 2, in the event an emergency order is entered declaring an emergency pursuant to federal, state and/or local authority and altering the requirements of the Illinois Open Meetings Act or other Act regulating meetings of the public body and allowing electronic attendance in a manner other than as set forth above in this Section 2 Prerequisites, all public bodies of the City of Decatur may attend electronically pursuant to the orders and directives entered as a result of the emergency.

Section 3. Voting Procedures. After a roll call establishing that a quorum is physically present, the presiding officer shall call for a motion that a member may be permitted to attend the meeting electronically after specifying the reason entitling the absent

member to attend electronically. The motion must be approved by a vote of a majority of the City Council.

Section 4. Adequate Equipment Required. The member participating electronically and other members of the City Council must be able to communicate effectively, and members of the audience must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, the City Council shall provide equipment adequate to accomplish this objective at the meeting site.

Section 5. Minutes. Any member attending electronically shall be considered an off-site attendee and counted as present electronically for that meeting. The meeting minutes shall also reflect and state specifically whether each member is physically present or present by electronic means.

Section 6. Rights of Remote Member. A member permitted to attend electronically will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The member attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded by the City Clerk and placed in the minutes for the corresponding meeting. A member attending electronically may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning.

Section 7. Chair. If the Mayor is attending electronically, the Mayor Pro Tem shall be the Chair of the City Council meeting so long as the Mayor Pro Tem is physically present at the City Council meeting.

Section 8. Validity. All votes, appropriations, ordinances or resolutions adopted with a member attending electronically shall have the same force, validity and effect as if the member was physically present.

These rules are effective this _____ day of _____, 2020.

JULIE MOORE WOLFE, MAYOR

ATTEST:

CITY CLERK

SUBJECT: Motion Adopting Restore Illinois Phase 3 Protocols for Decatur, Illinois

ATTACHMENTS:

Description	Type
Phase 3 Protocols	Backup Material

PHASE THREE PROTOCOLS – Effective May 29, 2020

DRAFT

Documented Criteria for Phase Three Transition (i.e., business re-opening cannot occur without achieving these outcomes):

- At or under a 20 percent positivity rate and increasing no more than 10 percentage points over a 14-day period (to be achieved prior to May 29, 2020), AND
- No overall increase (i.e. stability or decrease) in hospital admissions for COVID-19-like illness for 28 days (to be achieved on May 29, 2020), AND
- Available surge capacity of at least 14 percent of ICU beds, medical and surgical beds, and ventilators (achieved prior to May 29, 2020), AND
- Testing available for all patients, health care workers, first responders, people with underlying conditions, other citizens who want and/or need testing, and residents and staff in congregate living facilities (achieved prior to May 29, 2020), AND
- Ability to conduct trace testing and monitoring within 24 hours of diagnosis (achieved prior to May 29, 2020), AND
- Face coverings and social distancing measures in most public places are required.

IN GENERAL:

Gatherings: All indoor gatherings of 10 people or fewer are allowed, subject to change based on the latest data & guidance from IDPH and local governments.

Health Care: All general health care providers are open with IDPH approved safety guidance.

Education and Child Care: Remote learning in P-12 schools and higher education; Limited childcare and summer programs open with IDPH approved safety guidance.

Outdoor recreation: State parks open; Activities permitted in groups of 10 or fewer with social distancing. Boating permitted on/at Lake Decatur. Lake users should avoid congregating. No more than 10 people per boat.

Specific Business Protocols:

- **Manufacturing:** Non-essential manufacturing that can safely operate with social distancing can reopen with IDPH approved safety guidance. Essential manufacturing continues with safety and sanitation protocols.
- **“Non-essential” businesses:** Employees of “non-essential” businesses are allowed to return to work with IDPH approved safety guidance depending upon risk level, tele-work strongly encouraged wherever possible; employers are encouraged to provide accommodations for COVID-19-vulnerable employees.
- **Bars and restaurants:** NO INDOOR COMSUMPTION OF FOOD. These establishments may be open for delivery, pickup, and drive through, and for patrons practicing social distancing to enter for the purpose of ordering, picking up and paying for food that will be consumed elsewhere. However, outdoor dining is permitted so long tables are spaced to meet new requirements and cleaned after every use. Local governments may facilitate this practice by temporarily closing portions of public property to space outdoor dining.
- **Personal care services and health clubs:** Barbershops and salons open with IDPH approved safety guidance; Health and fitness clubs can provide outdoor classes and indoor one-on-one personal training with IDPH approved safety guidance, and indoor fitness events

involving fewer than 10 persons practicing social distancing at all times. Indoor and outdoor tennis is permitted so long as the Rule of 10 is observed.

- **Retail:** Open with capacity limits, or by appointment, following IDPH approved safety guidance, including face coverings for employees and customers, as provide herein.

Rules for Employers:

- Verbal screening of employee to determine if employee has felt feverish in past 24 hours, coughing, had chills, or difficulty breathing.
- Temperature check of employee prior to start of shift. Ensure screeners are trained to use temperature monitors. Wear appropriate Personal Protection Equipment (PPE).
- Signs should be posted that individuals who have a fever, cough or any sign of sickness should not enter.
- If a worker is suspected of having COVID-19:
 - Encourage workers to self-isolate and contact a healthcare provider.
 - Provide information to the employee on return-to-work policy.
 - Inform HR and employee's supervisor.
- If a worker is confirmed to have COVID-19:
 - Employer should instruct employees to follow CDC and IDPH guidelines.
 - Employers should inform anyone they have come into contact with of their possible exposure in the workplace but should maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Any positive COVID-19 case must be reported to Macon County Health Department

INDOOR RULES APPLYING TO ALL BUSINESSES:

- Physical distancing for staff & customers required through written protocols and floor markings
- Seating 6-10' apart
- Gaming machines 6' apart (when the State of Illinois allows these machines to operate).
- Wash and/or disinfect all surfaces touched by customers. Exercise equipment must be cleaned and wiped between users and reconfigured to keep patrons at least six feet apart during one-on-one personal training.
- Under no circumstances should customers be allowed to congregate; the total number of persons in a store (staff and customers together) will not exceed 50% of the posted fire department rated capacity.
- If sales registers are not at least 6-feet apart, then use every other sales register.
- For customers:
 - Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
 - Train workers in proper hygiene practices.
 - Sanitize any high-traffic areas, such as doorknobs, counters, etc.
- Use of masks and/or PPE as needed by employees and customers
- Posted restrictions and closed or limited use of common areas
- Increase frequency of cleaning of rest rooms and all oft touched surfaces
- Install foot-pulls on bathroom doors (or levered knobs), and where possible keep some doors open to limit frequent touching of door surfaces
- Social distance marking on floors serving as waiting lines

- Retail shops defined as “non-essential” shall post the number of customers allowed at one time; or they can initiate “One-at-a-time” service to retail customers by appointment, or with products brought to them at or near the entrance based on what they say they want to see/buy, or retail services one-at-a-time on an appointment basis.

EATING & DRINKING ESTABLISHMENTS:

NO INDOOR DINING AND COMSUMPTION OF FOOD OR BEVERAGES. Eat-in or dine-in businesses can be conducted outside on private property, or public property where the local government has permitted the same. Where this occurs, tables must be 10-feet apart from the closest edge of table to closest edge of table (to allow 6-feet of separation between patrons), unless there is a physical barrier between the tables sufficient to prevent virus transmission.

Patrons may enter the premises to purchase food or beverage for carry-out providing social distancing guidelines are maintained at all times.

- Outdoor tables and seating should be sanitized after each guest.
- Bathrooms should be sanitized frequently.
 - High customer contact areas (e.g. door entrances) should be cleaned minimally every two hours.
 - Menus, if laminated, should be cleaned after each usage, or paper menus shall be designed for single use.
- Condiments should not to be left on tables. Provide by request and sanitize after usage, or disposable packets should be used.

CLOSE CONTACT BUSINESSES (salons, barbers, tattoo artists, manicurists, etc.):

- All employees should wear facemasks and gloves. One facemask can be used per day. Gloves will be disposed of and changed after each client.
- Services should be provided by appointment only-- no walk-in customers.
- No one should be allowed to wait in the store; customers should wait in their vehicles until the service provider is ready.
- Leave at least 15 minutes between clients for sanitation and disinfection protocols.
- Before customers arrive for their appointment, they should be asked: Have you been in contact with someone who tested positive or had COVID symptoms in the last 14 days? Have you had a fever?
- No employees with COVID-19 symptoms should provide services to clients.
- Post a sign outside the front door/window that states that any customer who has a fever or other COVID-19 symptoms must reschedule their appointment.
- All equipment, chairs, and tables used by an employee should be sanitized between clients.
- Provide hand sanitizer/sanitization wipes to customers upon arrival.
- Employees should have temperature taken upon beginning each workday.
- No books/magazines or other shared items should be provided to customers.
- Only one person should be admitted to each service area at any time.
- Only one client per service provider.
- Limit cash handling.
- Encourage customers to use credit/debit cards, tap to pay, PayPal or another form of contact-less payment.
- Sanitize point of sale equipment after each use, including pens.

OUTDOOR SALES & OTHER OUTDOOR ACTIVITIES AND GROUPS:

- Garage Sales are allowed so long as they conform to all protocols listed here, and sale hosts and all patrons wear masks.
- Scaled Occupancy – Allowing for 6’ distancing
- Concessions open with spacing Posted restrictions
- Staggered timing of schedules where applicable
- Posted restrictions and closed or limited use of common areas
- Social distance marking on floors serving as waiting lines
- Religious services shall be permitted outside using previously promulgated guidelines.

WHEN DEEP CLEANING IS REQUIRED: If employees test positive for COVID-19, the business should close temporarily to conduct deep cleaning and arrange testing and contact tracing for all employees and customer potentially exposed. Also:

- COVID-19 “deep-cleaning” is triggered when an active employee is identified as being COVID-19 positive by testing. Sites may opt to have a deep cleaning performed for presumed cases, at their discretion.
- Identify an approved external company that should carry out the deep cleaning activity; this company must have the minimum requirements of: Trained personnel to execute the process of cleaning, disinfection and disposal of hazardous waste.
- Proper equipment and PPE to perform the task is required.
- All necessary procedures and local authorizations or permits to perform disinfection services and manage any wastes generated must be obtained.
- Use of approved COVID-19 disinfectant chemicals to perform this activity should be on-hand.

ENFORCEMENT:

- The city may (at its discretion, based on subsequent discussions about how much it wants to weigh-in on enforcement) enact and enforce ordinances requiring the use of face masks and adoption/adherence to these protocols including financial penalties, license closure or business closure. NOTE: The council could decide that enforcement should be indirect through public encouragement, only used directly when people refuse to comply, or by requiring businesses (rather than citizens) to follow protocols. These decisions have not yet been made. The City Council should attempt to reach some consensus on this topic prior to the Start of Restore Illinois Phase 3.