

Public participation is invited on each agenda item prior to the Board's deliberation. **When called upon, please approach the microphone and state your name and the address where you live. Kindly limit your remarks to three (3) minutes.**

Next Ordinance No.: 4154
Next Resolution No.: 20-35

**VILLAGE OF VILLA PARK
Village Hall, Board Chambers
20 S. Ardmore Avenue
Villa Park, IL 60181**

Special Meeting of the Village Board of Trustees

May 27, 2020

7:00 PM

1. Call to Order - Roll Call

2. Pledge of Allegiance

3. Public Comments on Agenda Items

The Village appreciates the public's patience and cooperation during these very trying times as communities across the globe attempt to reduce the spread of COVID-19 (Coronavirus). Social distancing has been recommended to mitigate the spread of COVID-19. The Village remains committed to a transparent and open government. Participation in this meeting is encouraged in any of the following ways:

- 1 - Email your questions to Village Manager Keehner in advance of the meeting at rkeehnerjr@invillapark.com. Manager Keehner will read the comments into the public record at the appropriate time. Please make sure to include "Read into Public Record" in the subject line of your message.
- 2 - Watch the meeting live on YouTube by following the Village of Villa Park, or on the Government Access Channel (Comcast Channel 6, and AT&T Channel 99)
- 3 - If members of the public are interested in attending in person, and are symptom free, social distancing will be utilized to mitigate the community spread of disease. However, per Governor Pritzker's Executive Order No. 10, all gatherings of more than 10 people are prohibited. Therefore, attendance will be monitored at the door.
- 4 - Those individuals choosing to attend the meeting in person will be required to adorn a proper face covering.

4. Ordinances

- 4.a.** Ordinance of the Village of Villa Park, DuPage County, Illinois, Approving Outdoor Restaurant Service and Alcoholic Liquor Sales During Phase III of the Governor's

The Villa Park Village Hall is subject to the requirements of the Americans with Disabilities Act of 1990. An elevator is operational at the north side entrance to the Village Hall during normal work hours and also during evenings. Individuals with special needs are requested to contact the Village's Compliance Officer at (630) 834-8500 so that reasonable accommodations can be made for those persons.

Restore Illinois Plan in Response to the COVID-19 Pandemic

To assist the Village of Villa Park's dine-in restaurants and still abide by social distancing guidelines imposed by Governor JB Pritzker's Executive Order 2020-33, Phase III of the Restore Illinois Plan allows certain restaurants to temporarily offer off-premises (outdoor) dining until restaurants are allowed to operate indoors at full capacity. Outdoor seating arrangements, especially at places where alcohol is served, is in conflict with certain provisions of Village Code. This ordinance temporarily modifies some of the restrictions imposed by Village Code, which will allow certain businesses to resume civic operations during Phase III of the Restore Illinois Plan and the COVID-19 pandemic.

[ORD - Phase III Liquor Code Amendment COVID](#)

[EXHIBIT A - Village of Villa Park Restaurant Guide for Outdoor Seating](#)

[DCEO Guidelines 5.29.20](#)

- 4.b.** Ordinance of the Village of Villa Park, DuPage County, Illinois, Establishing Temporary Executive Powers Pursuant to Chapter 8, Article III, Sections 8-301 - 308 of the Villa Park Municipal Code, 65 ILCS 5/11-1-6 of the Illinois Municipal Code, and 20 ILCS 3305-11 of the Illinois Emergency Management Act

It is the policy of the Village of Villa Park that the Village be prepared to address any emergency. Therefore, in response to the significant outbreak of the Coronavirus (COVID-19) in the United States, pursuant to Chapter 8, Article III Sections 8-301 – 8-308 of the Village of Villa Park Municipal Code, 65 ILCS 5/11-1-6 of the Illinois Municipal Code, and 20 ILCS 3305-11 of the Illinois Emergency Management Agency Act, it is necessary and appropriate to authorize the Village President to exercise extraordinary power and authority, by executive order, during this state of disaster/emergency to ensure that the effects of COVID-19 are mitigated and minimized and that residents and visitors in the Village remain safe and secure.

This ordinance extends the Temporary Executive Powers contained in Ordinance 4150, approved by the Village Board on May 18, 2020, until such time that the Village Board can reconvene in an open meeting.

[ORD - Exec Powers - COVID-19](#)

5. Public Comments on Non-Agenda Items

The Village appreciates the public's patience and cooperation during these very trying times as communities across the globe attempt to reduce the spread of COVID-19 (Coronavirus). Social distancing has been recommended to mitigate the spread of COVID-19. The Village remains committed to a transparent and open government. Participation in this meeting is encouraged in any of the following ways:

- 1 - Email your questions to Village Manager Keehner in advance of the meeting at rkeehnerjr@invillapark.com. Manager Keehner will read the comments into the public record at the appropriate time. Please make sure to include "Read into Public Record" in the subject line of your message.
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3 - If members of the public are interested in attending in person, and are symptom free, social distancing will be utilized to mitigate the community spread of disease. However, per Governor Pritzker's Executive Order No. 10, all gatherings of more than 10 people are prohibited. Therefore, attendance will be monitored at the door.

4 - Those individuals choosing to attend the meeting in person will be required to adorn a proper face covering.

6. Adjournment

Next Meeting is June 8, 2020

Special Meeting of the Village Board of Trustees Agenda Item Report

Meeting Date: May 27, 2020

Submitted by: Kelly Kuechle

Submitting Department: Village Board

Item Type: Ordinances

Agenda Section:

Subject:

Ordinance of the Village of Villa Park, DuPage County, Illinois, Approving Outdoor Restaurant Service and Alcoholic Liquor Sales During Phase III of the Governor's Restore Illinois Plan in Response to the COVID-19 Pandemic

Suggested Action:

To assist the Village of Villa Park's dine-in restaurants and still abide by social distancing guidelines imposed by Governor JB Pritzker's Executive Order 2020-33, Phase III of the Restore Illinois Plan allows certain restaurants to temporarily offer off-premises (outdoor) dining until restaurants are allowed to operate indoors at full capacity. Outdoor seating arrangements, especially at places where alcohol is served, is in conflict with certain provisions of Village Code. This ordinance temporarily modifies some of the restrictions imposed by Village Code, which will allow certain businesses to resume civic operations during Phase III of the Restore Illinois Plan and the COVID-19 pandemic.

Background of Item:

Financial Impact:

Personnel Impact:

Recommendation:

Resolution:

Attachments:

[ORD - Phase III Liquor Code Amendment COVID](#)

[EXHIBIT A - Village of Villa Park Restaurant Guide for Outdoor Seating](#)

[DCEO Guidelines 5.29.20](#)

Ordinance No._____

**AN ORDINANCE OF THE VILLAGE OF VILLA PARK, DUPAGE COUNTY, ILLINOIS,
APPROVING OUTDOOR RESTAURANT SERVICE AND ALCOHOLIC LIQUOR SALES
DURING PHASE III OF THE GOVERNOR’S RESTORE ILLINOIS PLAN IN RESPONSE TO
THE COVID- 19 PANDEMIC**

WHEREAS, the Village of Villa Park, DuPage County, Illinois (the “*Village*”) is a duly organized and validly existing non home-rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and,

WHEREAS, on March 11, 2020 the World Health Organization characterized the COVID-19 outbreak as a pandemic; and.

WHEREAS, J.B. Pritzker, Governor of the State of Illinois (the “*Governor*”), declared all counties in the State of Illinois as a disaster area on March 9, 2020 in response to the outbreak of COVID-19 in Illinois and on March 16, 2020 issued Executive Orders which closed all schools, governmental offices, non-essential businesses, and ordered all Illinois residents to stay at home, which orders have been extended to May 29, 2020; and

WHEREAS, the Governor has recently issued a five-phase plan to reopen the state (“*Restore Illinois*”), guided by health metrics with distinct business, education, and recreation activities being expanded in each phase; and

WHEREAS, the Governor has now issued an order that as of May 29, 2020, the state shall enter Phase III of Rebuild Illinois permitting manufacturing, offices, retail, barbershops and salons to be reopened to the public with capacity limits and other safety precautions providing that gatherings shall be of ten or fewer people and face coverings and social distancing continue; and

WHEREAS, bars and restaurants which can also be reopened with outdoor seating commencing May 29, 2020; and

WHEREAS, the Village currently has numerous restaurants which do not serve liquor and bars and restaurants which serve liquor both in indoor and outdoor venues; and

WHEREAS, the President and Board of Trustees believe it to be in the best interests of Village’s restaurants and, bars and restaurants licensed to serve alcoholic liquor, to permit outdoor service but only upon satisfaction of the limitations and within specified areas as hereinafter provided.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Villa Park, DuPage County, Illinois, as follows:

Ordinance No.: _____

Section 1. All restaurants within Village and all holders of Class AAA, AA, A, C, E, EE, EEE, EEEE, I, and J authorized to sell alcoholic liquor for consumption on the premises (the “Licensee”) shall be permitted to provide service in any outdoor area subject to the following:

- a) An application must be filed by the Licensee specifying the area where service is to be provided and approved by the Village Manager or his designee, all as provided by the Temporary Outdoor Dining & Alcoholic Liquor Guide attached hereto as Exhibit A (the “Service Guide”);
- b) All Licensees must abide by all of the conditions, regulations and restrictions as set forth in the Service Guide at all times;
- c) The area where service shall be provided shall be owned, licensed or leased by the Licensee;
- d) The Licensee must meet the Outdoor Requirements as itemized in the Service Guide; and
- e) The restaurant owner must procure general liability insurance for any food service provided out of doors, and holder of the Licensee must have procured general liability insurance and liquor liability insurance to provide service in an outdoor venue and if any outdoor area which is owned by the Village is used for outdoor food service or by the holder of liquor licenses, such insurance must name the Village as an additional insured.

Section 2. The Village President is hereby authorized to grant a license for the use of Village owned property (but only if such property is not required for use by the Village) to a restaurant or any Licensee but only upon application and approval by the Village as set forth in the Service Guide and the recipient of such license operates all services in conformance with the conditions, limitations and restrictions set forth in the Service Guide.

Section 3. This Ordinance shall be in full force and effect upon its passage, approval, and publication as provided by law and shall sunset on October 31, 2020.

Passed by the President and Board of Trustees of Village of Villa Park, DuPage County, Illinois this _____ day of _____, 2020.

Village Clerk

AYES _____

NAYS _____

ABSENT _____

Approved by me, as President of the Village of Villa Park, DuPage County, Illinois, this _____ day of _____, 2020.

Village President

Village of Villa Park

20 S. Ardmore Avenue, Villa Park, Illinois 60181



Temporary Outdoor Dining & Alcoholic Liquor Guide

As part of Governor JB Pritzker's plan to Restore Illinois, restaurants and bars in Illinois will be allowed to reopen with outdoor seating starting May 29, 2020. The Village of Villa Park believes it to be in the best interests of restaurants and bars to allow for outdoor service and has prepared this guide in order to re-open without jeopardizing the health and safety of the public and their employees.

Effective Term: May 29, 2020 – October 31, 2020

Application Process:

All food service establishments that intend to provide outdoor areas shall submit the following items for review and approval:

- 1) Application
- 2) Narrative of proposed outdoor seating operation
- 3) Plat of Survey or Site Plan of proposed outdoor space, including equipment

Please go to <https://seam.ly/I5wHu7Jf> to submit. The Village shall review complete applications to ensure all the regulations are met prior to approving for opening.

Hours of Operation:

- Monday – Sunday
 - Normal Opening Business Hour – 11 PM

Outdoor Area Requirements

- a) All tables must be six feet (6') apart and located on private property. Operations within public right-of-way not permitted.
- b) Gatherings shall be six (6) or fewer people and face coverings and social distancing shall continue.
- c) Outdoor seating area shall be in conjunction with food service.
- d) Entrance/exit doors and fire lanes shall not be blocked
- e) Areas shall be maintained, including free of rubbish or trash.
- f) Activity shall not disturb the lawful use and enjoyment of nearby properties.
- g) Businesses shall allow for adequate and safe pedestrian and parking accessibility.
- h) Adequate safeguards, including barriers or fencing, around the outdoor seating area shall be provided for security, crowd control, lighting control and the protection of minors.

- i) Separate queue areas for restroom visits and pick-up shall be provided as needed.
- j) The area where service shall be provided shall be owned, leased, or licensed to the licensee.
- k) The licensee must provide measures not to interfere with the operations of adjacent business and provide for the safety of its customers.
- l) The restaurant and or bar owner must procure general liability insurance for any food service provided out of doors, and the holder of a liquor license must have procured general liability insurance and liquor liability insurance to provide service in an outdoor venue; if any outdoor area which is owned by the Village is used for outdoor food service or by the holder of liquor licenses, such insurance must name the Village as additional insured.

Establishment Responsibilities

- ✓ Must adhere to all social distancing requirements set forth by the Illinois Department of Public Health.
- ✓ Food transported from the restaurant or bar to the outdoor seating areas shall meet all Food Safety requirements.
- ✓ Abide by all applicable Health Codes and COVID-19 restrictions.
- ✓ Provide all appropriate personal protective equipment, such as masks, for employees to be worn at all times. All customers shall wear masks.
- ✓ Regularly clean and sanitize outdoor seating areas and all frequently touched surfaces (i.e. door handles).
- ✓ No outdoor food or drink preparation is permitted.
- ✓ Unless permitted herein, no outdoor activities, including entertainment, music, bands, or smoking is permitted.
- ✓ Provide restrooms/handwashing inside the restaurant with social distancing.

The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders.

All other Village codes and liquor license restrictions shall remain in full effect. The Village maintains the right to require modifications or removal of the outdoor seating area in the event that issues arise.

The Village will continue to monitor the Illinois Department of Public Health's guidelines for reopening bars and restaurants and may amend these requirements based on their recommendations.

Businesses must adhere to the guidelines of [Illinois Department of Public Health](#) and the [Illinois Department of Commerce & Economic Opportunity](#).

RESTAURANTS & BARS FOR OUTDOOR DINING GUIDELINES



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE III | ISSUED ON MAY 24, 2020

The Recovery Phase of the Restore Illinois public health approach to reopening the Illinois economy includes returning people to work, businesses reopening and group gatherings of 10 or fewer. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

This document is applicable to businesses that meet the following criteria:

- Full-service restaurants, limited-service restaurants, snack and nonalcoholic beverage bars, taverns, and other food services and drinking places licensed to serve food, beverages and liquor for consumption by the relevant local jurisdiction and State Liquor Control Board, if applicable, that can follow all minimum guidelines outlined in this document
- In Phase III, services for Restaurants and Bars should be limited to:
 - i. i. Outdoor dining and/or drinking only¹; and
 - ii. Parties of 6 persons or fewer.
- For the purposes of these guidelines, a dining or drinking area is considered an outdoor dining or drinking area if the area meets any of the following criteria:
 - i. Located on the rooftop of a building or within establishment with retractable roof (should remain open during hours of operation of outdoor dining and/or drinking); or
 - ii. Outdoor space connected to or located on the site of a restaurant, grocery store, health or fitness center, hotel, golf club, or other social club with a food establishment license; or
 - iii. Indoor space where 50% or more of a wall can be removed via the opening of windows, doors, or panels provided that dining tables are within 8-ft from such opening; or
 - iv. Any other outdoor dining and drinking areas authorized by local governments provided that food and drinks are prepared by licensed food or liquor establishments and that proper social distancing of 6-ft between designated customer tables and/or other seating areas is observed and parties are of 6 persons or fewer.
- For the purposes of these guidelines, businesses may be subject to additional regulations on outdoor dining by units of local government and local health departments

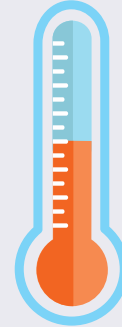
¹ This guidance is subject to State and local liquor control, food safety, and other applicable laws and regulations.

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#).
2. Arrange seating to provide a minimum of 6-ft between tables. Use of plexiglass between tables is a best practice.
3. Employer should provide hand washing capability or sanitizer to employees and customers
4. Bar and restaurant employees should wash hands for 20 seconds every 30 minutes, and:
 - a. Upon arrival to work
 - b. Prior to and during food preparation
 - c. When switching between tasks
 - d. Before donning gloves to work with food or clean equipment and utensils
 - e. After using the restroom
 - f. After handling soiled dishes and utensils
 - g. When visibly soiled
 - h. After coughing, sneezing, using a tissue, touching face,
 - i. After eating or drinking
 - j. After smoking or vaping
 - k. After handling cell phone
5. An adequate supply of soap, disinfectant, hand sanitizer, and paper towels must be available
6. Gloves should be worn by staff preparing food per pre-COVID food handling protocols, such as handling Ready to Eat (RTE) foods



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois guidelines website
2. Employers should continue to limit all non-essential business travel
 - a. If employee must travel, employee should follow CDC considerations to protect themselves and others during trip
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home.
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the DCEO Restore Illinois guidelines website
 - a. Employer should conduct in-person screening of employees upon entry into workplace and mid-shift screening to verify no presence of COVID-19 symptoms
3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical
5. Where appropriate, notify employees who have been exposed
6. Any employee who has had close contact² with co-worker or any other person who is diagnosed with COVID-19 is required to quarantine for 14 days after the last/most recent contact with the infectious individual and should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



² Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to outdoor dining and drinking establishments:

PHYSICAL WORKSPACE**i. Minimum guidelines**

1. Employer should display signage at entry with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
2. Employer should configure space to allow for at least 6-ft. of distance between tables or other designated customer service areas
3. Employees should maintain social distance to the extent possible while performing services
4. Employer should close all open congregate areas (e.g., waiting areas)
5. Employers should close all self-service food areas (e.g., buffets, salad bars, coffee station)
6. Employers should eliminate table presets (e.g., table tents, menus, salt and pepper shakers, lemons, straws, shared condiments, etc.)
7. Employers should use single packet condiments, if possible, OR serve condiments in containers – such as a washable bowl or paper cup – that can be sanitized or disposed of after use (no shared condiments permitted)
8. Employers should use disposable silverware, if possible, OR use rolled silverware or silverware place in sleeves (employers should utilize gloves while rolling/placing in sleeves)
9. Employers should use disposable or touchless menus, if practical, or use menus that can be sanitized between each use
 - a. If practical, QR Digital menu or app-based ordering should be used
10. Employers should eliminate refilling customer beverages altogether and should use a new glass cleaned using proper dishwashing procedures
11. Close all self-service beverage stations
12. Water fountains in employee breakrooms, except for touchless water bottle refill stations, should be made unavailable for use (e.g. turned off, covered, area blocked)
 - a. If no touchless fountain is available, water may be served in sealed, single-use water bottles
13. Customers should handle their leftover food to be taken to-go
14. Ensure that the area for take-out customers allows for at least 6-ft of separation from seated customers
15. Customers should not be seated if inclement weather is forecasted
16. In case of inclement weather or emergency while customers are outdoor dining, food should be packaged to-go and customers encouraged to leave

**ii. Encouraged best practices**

1. Deliver items to table on service trays to minimize hand contact
2. Display visual markers 6-ft. apart at customer queue points
3. Display signage at exits of restrooms to promote use of paper towel to open door for exit
4. Display signage to promote distancing within shared restrooms
5. Eliminate seating at bars within restaurant to the extent possible
6. If practical, install impermeable barriers (e.g., plexiglass) from street and/or sidewalk traffic
7. If practical, install impermeable barriers between tables
8. If practical, install impermeable barriers in close contact areas (e.g., host stand, cashier)
9. If practical, implement touchless transactions
10. If practical, allow one-way traffic flow in and out of restaurant to the outdoor seating area to limit any congregation
11. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical

DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with [CDC protocols](#) on a routine basis
2. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every half hour recommended for high-traffic areas
3. Sanitization of multi-use items (e.g., menus, if reuse, special cards, pens, check presenters, etc.) should be completed after each use
4. Disinfect tables and chairs between parties and again at closing time (see [EPA approved list of disinfectants](#))
5. Discard any single-use or paper articles (e.g., paper menus) after each use



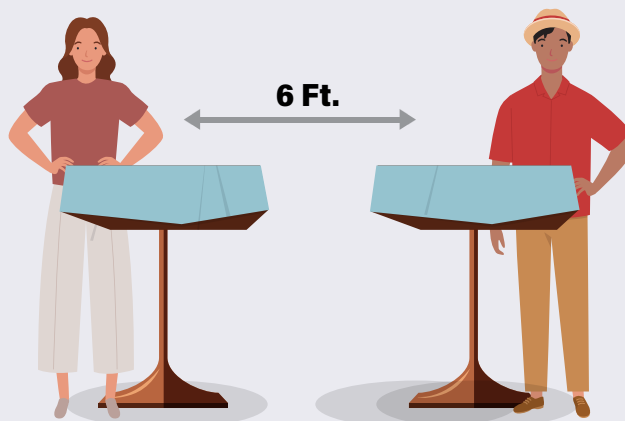
ii. Encouraged best practices

1. Provide hand sanitizer in outdoor seating area for customers. If hand sanitizer is placed in restrooms, assure handwashing is still encouraged
2. Create and implement an enhanced cleaning/sanitizing schedule for all food contact surfaces, and cleaning/disinfecting of non-food contact surfaces; if practical, have designated staff member that responsible for cleaning

STAFFING AND ATTENDANCE

i. Minimum guidelines

1. Outdoor area capacity shall be determined by arranging seating to provide a minimum of six feet between tables or other designated customer service areas.
2. Employee should social distance from customers while not performing services
3. Employer should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft or greater by removing/decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements
4. Live music is permitted but employees and performers should follow social distancing guidelines, keeping the maximum distance possible from each other and from customers. Performers should wear face coverings where possible and the use of barriers between singers and customers and employees during the performance is strongly encouraged.



ii. Encouraged best practices

1. If practical, alter hours of operation to adequately spread out customer traffic and allow for additional cleaning time
2. Stagger shift start and end times to minimize congregation of employees during changeovers
3. If practical, group employees in clusters and schedule groups on same shifts to reduce cross-team exposure

EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or non-customer visitor (excluding third-party visitors providing carry-out services only) to enter, or while requiring them to wait in a designated area, employer should ask whether external supplier or visitor is currently exhibiting COVID-19 symptoms
 - a. If practical, employer should take external supplier or non-customer visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Employer should keep log of all external suppliers who enter premises
3. Suppliers and other non-customer visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face-covering)

ii. Encouraged best practices

1. Limit contact between external suppliers and employees
2. Restrict suppliers from entering premises and if practical, have deliveries dropped at door



CUSTOMER BEHAVIORS

i. Minimum guidelines

3. 6-person party limit
4. Implement a reservation or call ahead model, if practical. All outdoor dining areas must be staffed to ensure social distancing will be maintained prior to guests being seated
5. Customers should wait for services off premises, either outdoors and maintaining social distance of 6-ft with use of recommended face coverings or in their vehicles. Customers should be seated immediately upon entry
6. Customers should wear face coverings over their nose and mouth while on premises, except while eating and drinking at table (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)



ii. Encouraged best practices

1. Before allowing entrance, employers ask whether customer is currently exhibiting COVID-19 symptoms
 - a. If practical, employer should take customer temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)

If you have questions or need additional support:
Please call our hotline at 1-800-252-2923
or e-mail us at ceo.support@illinois.gov
or return to www2.illinois.gov/business toolkit

Additional Resources:

- FDA: [Food Safety and COVID-19](#)
- FDA: [Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery During COVID-19](#)
- FDA: [Use of Respirators, Facemasks, and Cloth Face Coverings in the Food and Agriculture Sector During Coronavirus Disease \(COVID-19\) Pandemic](#)
- FDA: [Employee Health and Personal Hygiene Handbook](#)
- CDC: [Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#)
- CDC: [What Grocery and Food Retail Workers Need to Know about COVID-19](#)
- CDC: [COVID-19 Resources for Businesses and Employers](#)
- CDC: [Restaurants and Bars Reopening Decision Tree](#)
- CDC: [COVID-19 Printed Resources](#)
- IDPH: [COVID-19 Resources for Businesses and Organizations](#)
- IDPH: [Guidance for Maintaining Water Systems During Reduced Use and Returning Water Systems to Regular Use after Extended Periods of Reduced Use](#)
- IDPH: [Retail Food Page and Food Codes](#)
- Illinois Department of Human Services: [FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- EPA: [List of EPA-registered Disinfectants](#)
- AFDO: [Planning for Reopening Food Service Establishments As COVID-19 Impacts Best Practices and Protocol](#)
- OSHA: [Guidance of Preparing Workplaces for COVID-19](#)
- National Restaurant Association: [COVID-19 Reopening Guidance: A Guide for the Restaurant Industry](#)

Special Meeting of the Village Board of Trustees Agenda Item Report

Meeting Date: May 27, 2020

Submitted by: Kelly Kuechle

Submitting Department: Village Board

Item Type: Ordinances

Agenda Section:

Subject:

Ordinance of the Village of Villa Park, DuPage County, Illinois, Establishing Temporary Executive Powers Pursuant to Chapter 8, Article III, Sections 8-301 - 308 of the Villa Park Municipal Code, 65 ILCS 5/11-1-6 of the Illinois Municipal Code, and 20 ILCS 3305-11 of the Illinois Emergency Management Act

Suggested Action:

It is the policy of the Village of Villa Park that the Village be prepared to address any emergency. Therefore, in response to the significant outbreak of the Coronavirus (COVID-19) in the United States, pursuant to Chapter 8, Article III Sections 8-301 – 8-308 of the Village of Villa Park Municipal Code, 65 ILCS 5/11-1-6 of the Illinois Municipal Code, and 20 ILCS 3305-11 of the Illinois Emergency Management Agency Act, it is necessary and appropriate to authorize the Village President to exercise extraordinary power and authority, by executive order, during this state of disaster/emergency to ensure that the effects of COVID-19 are mitigated and minimized and that residents and visitors in the Village remain safe and secure.

This ordinance extends the Temporary Executive Powers contained in Ordinance 4150, approved by the Village Board on May 18, 2020, until such time that the Village Board can reconvene in an open meeting.

Background of Item:

Financial Impact:

Personnel Impact:

Recommendation:

Resolution:

Attachments:

[ORD - Exec Powers - COVID-19](#)

ORDINANCE NO. _____

**ORDINANCE OF THE VILLAGE OF VILLA PARK, DUPAGE COUNTY, ILLINOIS,
ESTABLISHING TEMPORARY EXECUTIVE POWERS PURSUANT TO CHAPTER 8,
ARTICLE III, SECTIONS 8-301 – 8-308 OF VILLA PARK MUNICIPAL CODE, 65 ILCS
5/11-1-6 AND SECTION 11 OF THE ILLINOIS MUNICIPAL CODE, AND THE
ILLINOIS EMERGENCY MANAGEMENT AGENCY ACT, 20 ILCS 3305/11**

WHEREAS, in late 2019, a new and significant outbreak of Coronavirus Disease 2019 (COVID-19) emerged in China; and

WHEREAS, COVID-19 is a novel severe acute respiratory illness that can spread among people through respiratory transmissions with symptoms similar to those of influenza; and

WHEREAS, certain populations are at higher risk of experiencing more severe illness as a result of COVID-19, including older adults and people who have serious chronic medical conditions such as heart disease, diabetes, or lung disease; and

WHEREAS, we are continuing our efforts to prepare for any eventuality given that this is a novel illness and given the known health risks it poses for the elderly and those with serious chronic medical conditions; and

WHEREAS, the United States Centers for Disease Control (CDC), the United States Department of Health and Human Services (HHS), and the World Health Organization (WHO) have each determined that SARS-CoV-2 virus causes the COVID-19 respiratory disease, a new strain of coronavirus that had not been previously identified in humans and is easily spread from person to person which can result in serious illness or death; and

WHEREAS, hundreds of confirmed cases of COVID-19 have been identified in the State of Illinois; to date, all of the cases in Illinois are in the greater Chicagoland area. On January 31, 2020, the Secretary of HHS declared a public health emergency for the entire United States of America concerning COVID-19. On March 9, 2020, Governor Pritzker issued a disaster proclamation concerning the spread of COVID-19 in Illinois. On March 11, 2020, WHO declared that the spread of COVID-19 is a global pandemic. On March 13, 2020, President Trump declared a national emergency concerning the COVID-19 pandemic. Finally, on March 15, 2020 DuPage County Board Chairman Cronin issued a disaster proclamation concerning the spread of COVID-19 in DuPage County; and

WHEREAS, the Illinois Department of Public Health has now confirmed localized community person-to-person transmission of COVID-19 in Illinois, significantly increasing the risk of exposure and infection to Illinois' general public and creating an extreme public health risk in the Village and throughout the State. As has been experienced in other locales in the United States and around the world, the SARS-CoV-2 virus has the potential to infect large numbers of people in a short amount of time, placing extreme burdens on the health care system and the economy; and

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WHEREAS, despite the best efforts to contain COVID-19, the World Health Organization and the CDC indicate that it is expected to spread; and

WHEREAS, as of May 4, 2020, there were 1,202,055 confirmed cases in the United States and 69,159 deaths; and

WHEREAS, as of May 4, 2020, there were 63,840 confirmed cases of COVID-19 in Illinois and 3,743 cases in DuPage County; and

WHEREAS, based on the foregoing, the corporate authorities of the Village of Villa Park recognize the potential of a public health emergency in the Village in the near future; and

WHEREAS, it is the policy of the Village of Villa Park that the Village will be prepared to address any emergencies and, therefore, pursuant to Chapter 8, Article III, Sections 8-3-01 – 8-3-08 of the Village of Villa Park municipal code and pursuant to 5/11-1-6 of the Illinois Municipal Code, it is necessary and appropriate to establish standards for the determination of whether a state of emergency exists authorizing the Village President to exercise extraordinary power and authority, by executive order, during the possible state of emergency, to ensure that the effects of COVID-19 are mitigated and minimized and that residents and visitors in the Village remain safe and secure.

NOW, THEREFORE, BE IT ORDAINED by the Village President and Board of Trustees of the Village of Villa Park, DuPage County, Illinois, as follows:

SECTION ONE: The corporate authorities hereby establish standards for the determination of whether a state of disaster/emergency exists within the Village of Villa Park:

1. The existence of federal, state, or county directives or advisories on COVID-19 which impact any activities within the Village or specific instances of COVID-19 within the Village require action to ensure the safety of the general public or of Village officials and staff: and
2. The need for immediate, emergency action, which must occur before the next regular meeting of the Village Board of Trustees.

SECTION TWO: The standards enumerated in Section One having been met, the Village President shall provide, under oath, a statement declaring that a local state of disaster/emergency exists. This statement shall be filed with the Village Clerk as soon as practicable.

SECTION THREE: The corporate authorities hereby grant to the Village President, the extraordinary power and authority to exercise, by executive order, during the state of disaster/emergency, the powers of the corporate authorities as may be reasonably necessary to respond to the emergency to ensure that the effects of COVID-19 are mitigated and minimized and that residents and visitors in the Village remain safe and secure.

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Emergency Regulations and Orders include:

1. *Emergency Purchasing.* The Village President directs that the Village may enter into contracts for the emergency purchase of goods and services that may be necessary for the preparation for, response to, and recovery from, the COVID-19 pandemic. The Village and the Village Manager are hereby authorized to execute such contracts in accordance with applicable law.
2. *Emergency Staffing.* This Ordinance constitutes a declaration of disaster/civil emergency under the Village's collective bargaining agreements. Accordingly, the Village President directs the Village Manager to implement such emergency staffing protocols and procedures as may be necessary for the preservation of public health and safety, and for the preservation of the health of Village employees. Specifically, and without limitation of the foregoing, the Village Manager is authorized to implement alternative staffing protocols, procedures, and shifts for the Village Fire, Police, and Public Works Departments.
3. *Cooperation with Other Government Agencies.* The Village President directs all Village officials and employees to take all practicable steps to coordinate the Village's resources and emergency operations with the State of Illinois, the County of DuPage, and other local governments in and around the Village, to best utilize resources of all agencies in the area for the preparation for, response to, and recovery from, the COVID-19 pandemic.

SECTION FOUR: The state of disaster/emergency and the Village President's extraordinary power and authority provided in Section Three shall expire not later than the adjournment of the first regular meeting of the corporate authorities after the state of disaster/emergency is declared.

SECTION FIVE: As the state of disaster/emergency has been declared, at the first regular meeting of the corporate authorities, the corporate authorities may ratify the actions taken by the Village President during the state of disaster/emergency, and determine, by resolution, whether the state of emergency should continue and any extension of the Village President's temporary extraordinary powers.

SECTION SIX: SEVERABILITY. The various provisions of this Ordinance are to be considered as severable, and if any part or portion of this Ordinance shall be held invalid by any Court of competent jurisdiction, such as decision shall not affect the validity of the remaining provisions of this Ordinance.

SECTION SEVEN: REPEAL OF PRIOR ORDINANCES. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of conflict or inconsistency.

SECTION EIGHT: EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

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APPROVED this ____ day of _____, 2020, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

Albert Bulthuis, Village President
Village of Villa Park, DuPage County, Illinois

ATTESTED and filed in my office,
This _____ day of _____, 2020

Hosanna Korynecky, Village Clerk
Village of Villa Park, DuPage County, Illinois