



AUGUST 2020 Board Report





**GLENCOE PARK DISTRICT
REGULAR BOARD MEETING
Tuesday, August 4, 2020 – 7:00pm
Takiff Community Center's Rod Aiken Community Room**

Consistent with the requirements of the Illinois Compiled Statutes 5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.
Meeting Location: Takiff Center, 999 Green Bay Road, Glencoe, IL 60022

A G E N D A

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
 - A. Minutes of July 21, 2020 Regular Board Meeting (pgs. 4-10)
- IV. Matters from the Public
- V. Discussion of Bond Proceeds Management and Arbitrage Services (pgs. 11-13)
- VI. Action Item: Approval of Bond Proceeds Management and Arbitrage Services Firms (pgs. 11-13)
- VII. Discussion of Three-Year Capital Projects Plan (pgs. 14-17)
- VIII. Update on Recreation Services amid COVID-19 (pgs. 18-35)
- IX. Other Business
- X. Executive Session
 - A. Personnel 5ILCS 120/2(c)(1)
- XI. Adjournment

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030. Executive Director Email: lsheppard@glencoe parkdistrict.com

III. Consent Agenda Items

Section 2.06(b) of the Open Meetings Act allows a public entity to approve minutes either within 30 days after the relevant meeting OR at the public body's second subsequent regular meeting, whichever is LATER. For consistency, all minutes will be approved at the subsequent Regular Board Meeting.

Items on the Consent Agenda are representative of routine actions by the Board of Directors or staff. Members of the Board of Park Commissioners are invited and encouraged to call the Executive Director prior to the meeting with any questions about consent agenda items.

The Board President asks for a motion to adopt the consent agenda items. However, if any member of the Board wishes to discuss any item on the consent agenda, for *any* reason whatsoever, he or she may ask that the item be removed from the consent agenda and the President will change the agenda per the request.

The Executive Director recommends approval of the consent agenda.

Glencoe Park District
August 2020 Board Meeting

DRAFT

MINUTES OF JULY 21, 2020 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022
-VIA ZOOM AUDIO/VIDEO CONFERENCE-

All commissioners verified they could see and hear. All members of the public verified they could see and hear, except Eric Anderson, Sam Thelen, and an unidentified participant who did not respond verbally or via chat.

The meeting was called to order at 7:02pm and roll was called.

Commissioners present:

Lisa Brooks, President
Stefanie Boron, Vice President
Michael Covey, Treasurer
Josh Lutton, Commissioner
Dudley Onderdonk, Commissioner
*Gave permission to record

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Chris Leiner, Director of Parks/Maintenance
Bobby Collins, Director of Recreation/Facilities
Stephani Briskman, PM: Arts/Enrich/Yth/Camps
Adam Wohl, FM: Takiff and Watts
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Eric Anderson, Clement Erbman, Brandon Hinkle, Debbie Ruderman, Sam Thelen, and an unidentified participant

Consent Agenda: A motion was made by Commissioner Onderdonk to approve the consent agenda items as presented including Minutes of the June 16, 2020 Regular Board Meeting, July 7, 2020 Committee of the Whole Meeting, and Approval of the Bills. Commissioner Boron seconded the motion. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks
NAYS: None
ABSENT: None
Motion passed.

Matters from the Public: There was one matters from the public comment received at lsheppard@glencoeParkDistrict.com prior to the meeting.

From Steve Varick, Co-chair, Glencoe Caucus Village Nominating Committee:

The Glencoe Caucus is now accepting applications for consideration in the nominating process for positions on the Glencoe Village Board, Glencoe Park District Board, Glencoe Library Board and School District 35 Board with terms starting in 2021. Application forms are available on the Glencoe Caucus website at glencoeCaucus.org. The deadline for submitting application forms is September 15, 2020. For more information please see the Glencoe Caucus website."

No other comments were received at lsheppard@glencoe parkdistrict.com prior to the meeting.

There was no one wishing to comment in-person or from a Zoom attendee.

Financial Report: Director of Finance/Human Resources Mensinger stated we are four months into the year, which are the first four months of the COVID-19 pandemic. We are still not looking too great in recreation and day care programs. June began the increase in revenue. Since July 1, we brought in \$125,000 in day care revenue and are hoping to see progress in whittling down some of the deficit. The beach and boathouse are looking good due to the increase in beach passes sold. Adding lifeguards and three payrolls in the month of July will have a slowing affect. We are monitoring financials weekly and looking at fall revenue regarding possible programming. Unless we have to close down, we will continue on the current fiscal track.

Staff answered commissioner questions as follows. Day care participation is up by two students, but there is a deficit from being closed by the governor's order. Labor costs have gone up to meet DCFS guidelines. There is a labor shortage as well. We were significantly affected by COVID and have not made back all the lost revenue yet, but going forward, we hope to break even in schools and camps. Costs for PPE and cleaning supplies have also cut into revenue.

We received \$390,000 net proceeds from the sale of Linden House.

Approval of Resolution No. 915: Carol Mensinger 20 Years of Service: President Brooks read the resolution. Commissioners, Executive Director Sheppard and staff lauded Director Mensinger for her skill and loyalty to the District and community.

A motion was made by Commissioner Boron to Resolution No. 915 as presented. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

Motion passed.

Discussion of 3-Year Fund 69 Capital Projects Plan: Executive Director Sheppard indicated the capital projects portion of the packet includes site assessments, more detail, and pictures than shared at the meeting on July 7. Tonight's goal isn't to determine project order, but to determine what bond amount the Board is comfortable with and have their questions answered on projects and bonding. Eric Anderson, of Piper Sandler, was in attendance to answer questions from the Board. At the August 4 meeting, the Board will discuss priority order of projects.

Discussion ensued including which level of bonding to consider, that the pandemic has gone longer than imagined, the highest amount so we do not have to not ask for more money later and have extra funds, the Village and District 35 are going for bonding but

won't raise taxes, and raising capital is the right thing to do while spending it wisely and investing in the standards that our constituents demand without going overboard.

Director Mensinger reviewed bonding details. The max issuance is \$4.3 million from discussion at the June meeting, for which, there would be a \$36 annual tax increase on an \$800,000 home. This is possible because the Watts 20-year issue is falling off this tax year. Our typical transfers from Corporate and Recreation Funds won't happen this year, possibly not next year too. Reducing the amount through less retirement in the early years is possible, however; it does take away about \$350,000 from the maximum amount of the bond issue of \$3.9 million, although the impact to taxpayer is minimized. Erin Anderson indicated a possible change to stimulus refunding rules. At this point, we do not have a report to share with the Board that would be favorable in that regard. There is a benefit of \$350,000 more in projects, rolling in the tax at once and having those funds to deploy, and bringing projects/services to the district.

Discussion continued including taxes might go up about \$40 per year, but Takiff debt of about \$250 is dropping off in five years. Other comments included hating to raise taxes a large amount, on the other hand there is a large list of capital items needed to keep the services at the same level, the tax increase is an insignificant difference, but it is significant to give up funds at historically low interest rates, we are responsible for the residents because we don't want to be dismissive of financial concerns, but there is a long laundry list of things to get done to keep services and amenities at the level expected, and it makes sense to take money now and use it wisely, we have never been wasteful, agonize over every project, and argue over it. The school district has already received federal funds and is getting more, the park district won't be getting federal funds, yet still need to provide and fill holes/gaps that are going to come up, this list is maintenance, not a wish list. Parks and courts usage is up and residents are demanding these services. When the District refunded in 2015 for the last 10 years of Takiff Center debt, the District saved over \$750,000. People are appreciating our parks more due to the virus, and is an important service to provide and expand for residents who want to live in a quality community with a high level of service. The schools are receiving federal funding, but the park district still has to provide PPE and services just as the school does without funding.

The bond rating is good for three months. Once complete, we are ready to go. Erin Anderson has not seen a decline in other park district bond ratings recently. The District has done a great job and he expects us to retain the Aaa rating.

Following discussion, President Brooks indicated Board consensus to go with a \$4.3 million debt issuance and move forward with the bond rating process.

Staff Reports:

Business Department

Staff time is shifting to the Moody's presentation and finalizing the bond issue.

Recreation and Facilities Department

The beach has lifeguards and boat guards on duty, some closures occurred due to high bacteria, and the beach is a less hostile environment giving staff a nice break. Summer care is going well. August registration is expected to be lower than July due to participant vacations. We are not sending out a fall physical brochure. Staff are letting the community know tomorrow that we are continuing the digital brochure, so we can adapt with school district plans. Our first in-person special event is this weekend; 50 are coming to the Beach Campout. The next in-person events are the Summer Egg Hunt and a Beach Campfire Night. The fitness center is open with 70 members and about 20 visits per day, more participants will be allowed in September. Staff are filling in when they can and waiting to see what happens in August.

Included in the communication going out to will be the requirement of youth and adults to wear masks. Best practices (not core guidelines) do not require preschoolers to wear a mask nor are fitness members required as they workout. Medical exemptions are also available per regulations.

We are working with District 35 to provide all sorts of options based on what they do. We will offer Kids Club, but the program will be dependent on what District 35 does and how much space we have. We plan on getting our September programming out right after the school district makes their announcement. We cannot use school space in the fall, so our normal programming needs to shift to Takiff and Watts, plus program participants need to be spaced out. Our priority is child care and we will still try to provide enrichments, however if we move back to Phase 3, we will have to cut back on enrichments to provide more rooms to spread out children more in day care. Staffing is also an issue. We can't plan more than one month out, due to the possibility of moving back to Phase 3 or moving ahead to Phase 5. The District feels for the parents, we want to be a puzzle piece working around school plan, and hope to offer child care for District 35 teachers and our park district teachers as a break-even service.

Our digital brochure will be noted in the combo brochure with the village, school, library, and park district. Staff will redouble efforts in communication in this changing situation.

Glencoe Junior Kindergarten have met their contract commitment. They do have plans to start in the fall, however if they do not run, we will use their rooms for emergency child care. GJK needs to follow the same DCFS guidelines that the park district follows. Their parent-taught classes are currently not permitted by DCFS.

Parks and Facilities Maintenance Department

Staff worked on playability improvements at West Field due to increased use by many area residents not doing travel baseball this summer. When parks were closed, staff made the repairs to the Friends Park poured in place and monument. There will not be sanitary stations at parks, visitors should bring their own wipes and sanitizers.

Safety and Wellness Committee

During a long meeting via zoom, they discussed how to open Takiff Center including plastic enclosures/layouts, removal of non-essential furniture, and make it the best environment as we could for patrons and staff, inside and out.

Executive Director's Report: Takiff maintenance is scheduled August 17-21 during which time the Early Childhood wing will be closed. The rest of building will be open. July 4 was different this year, but everyone had a great time. Linden house sold and the District is officially out of housing. The \$390,000 was transferred into Fund 69. The Frank Lloyd Wright cottage was moved to the site in front of its final location. Glencoe Historical Society is communicating with the neighbors and community. The August Board meeting will have a light agenda, the only staff report will be Recreation, otherwise the focus will be on capital projects and order. It will be an in-person meeting per Board consensus, although as long as we have quorum in person, two commissioners can still call in. Lisa is on vacation July 23-27. We are working with the Village, IPRA, and Rotary on diversity and issues highlighted in our country and figuring out how we can be better.

Action Items:

Approval of the Annual Treasurer's Report: A motion was made by Commissioner Onderdonk to approve the Annual Treasurer's Report as presented. Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

Motion passed.

Approval of the 3-Year PDRMA Health Insurance Commitment: A motion was made by Commissioner Boron to approve that no notification be given to PDRMA Health Program regarding termination and in doing so, that the District remain with PDRMA Health Program for another three-year period as presented. Commissioner Lutton seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

Motion passed.

Approval of the Schuman Overlook Repair Bid: A motion was made by Commissioner Boron to approve the lowest responsible bidder for the Schuman Overlook Repair Bid, Martam Construction of Elgin, Illinois for a total of \$202,026 as presented.

Commissioner Lutton seconded the motion. Director Leiner indicated the bid was less than expected. Martam typically does roadway and bridgework. The IDOT work on the trail has companies bidding that you normally see for roadwork, but this project fits that skillset. Staff talked through each objective Martam, they are used to working with slopes, similar to what their company normally does. It is late in season, roadway work

was completed early because of COVID, so companies are looking for small projects like ours and are able to bid low. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks
NAYS: None
ABSENT: None
Motion passed.

Approval of the Duke Park Renovation Bid: Executive Director Sheppard indicated we received one really good base bid from Hacienda, as well as, an extremely good bid for the ADA plaza sidewalk. Staff recommends completing the ADA sidewalk as a project that needs to be completed anyway while taking advantage of economy of scale. We do not have donors for the social spaces, the Board discussed which social spaces, if any, should move forward. Comments included that #1 is too expensive, others are good for active families and would be used, chill seating would satisfy a different demographic, #2/3/4 are the easiest to install arriving as already poured concrete.

Executive Director Sheppard indicated that #1 would be too expensive and of the remainder, she would recommended picking 2 or 3 to stay within the budget.

Following discussion, President Brooks indicated Board consensus to go with #2, 3, 4, and chill seating social spaces.

A motion was made by Commissioner Boron to approve the lowest responsible bidder for the Duke Park Renovation Bid, Hacienda Landscaping of Minooka, Illinois, including base bid and Alternate 2, and Alternate 1 which will include Social Space options #2, #3, #4, and Chill Seating for \$32,000 and a total project cost of \$870,647 as presented. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks
NAYS: None
ABSENT: None
Motion passed.

Other Business: There was no other business.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:48pm. Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks
NAYS: None
ABSENT: None
Motion passed.

Respectfully submitted,

Lisa M. Sheppard
Secretary

**V. Discussion of Bond Proceeds
Management and Arbitrage Services**

&

**VI. Approval of Bond Proceeds Management
and Arbitrage Services Firms**

Glencoe Park District
August 2020 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Carol Mensinger, Director of Finance/HR and Lisa Sheppard, Executive Director
SUBJECT: Bond Proceeds Management and Arbitrage Services
DATE: July 30, 2020

With the future sale and closing of the District's \$4.3 million bond issue in the coming weeks, staff has investigated options for the investment/management of the bond proceeds *and* arbitrage compliance services.

There are primarily two companies providing these services that are utilized by park districts, school districts, and municipalities in Illinois. (While it is an option to hire an investment company and a separate company for arbitrage compliance, staff feels there is an administrative advantage to work with just one company.) The two companies are PMA Financial, Inc. and PFM. Note, PFM is currently the administrator of the Illinois Park District Liquid Asset Fund (IPDLAF) -- the investment pool created by Illinois park districts (and sponsored by IAPD and IPRA) to offer competitive investment options to its members.

Specifically, the District is looking for a qualified company to:

- Develop an investment strategy that 1) meets the stated objectives of the District (safety first, liquidity second, and yield third), 2) incorporates the expectation for drawdown of proceeds to meet project that are completed based on priority as determined by the Board and, 3) is consistent with the arbitrage status of the issue. (Given the yet undetermined payout schedule for all projects, it will be *more* important to invest safely in liquid investments (to meet construction timeline changes) than to earn a higher yield because the additional interest earned will just end up being paid to the IRS.)
- Execute purchase of investments with a competitive bidding process.
- Professionally manage the investments over the life of the project, and provide reports to the District on the status of investments with anticipated changes to the construction schedule.
- Fulfill legal obligation of maintaining adequate records to comply with IRS arbitrage rebate requirements. ("Arbitrage" is the excess profit earned from the investment of tax-exempt bond proceeds in higher yielding securities. Simply put, arbitrage is the difference between what the proceeds actually earned and what the proceeds could have earned had they been invested at the same yield as the bond yield.) If it is anticipated that our actual earnings will exceed the bond yield (this is called positive arbitrage), we will be required to remit the net earnings over the bond yield to the IRS.

Staff received proposals from both PMA Financial and PFM. Quite honestly, staff would be comfortable in hiring either of these two companies. In 2006, the District utilized the services of PMA Financial for the management of the \$14 million Takiff Center bond issue. We were very impressed with not only the investment performance, but very much liked the format of the

MEMORANDUM

monthly reports, and the flexibility built into our drawdown schedule with a very complicated project.

One important difference is the fact that the fees all paid to PMA are clearly an allowable administrative expense for arbitrage purposes. With PFM/IPDLAF, the advisory fees outside traditional “pools”, for example CD fees, are not allowable. In effect, this means that all things being equal, in a positive arbitrage situation, all fees paid for an investment advisor (PFM) essentially reduce the amount of interest that we can keep **by the amount of the fees paid to the advisor**. The same is not true for PMA, who acts as a broker/dealer with fees.

Based on this information, staff recommends the District again re-hire PMA Financial, Inc. for bond proceed management services for our eventual \$4.3 million bond issue. At the bond closing, all bond proceeds will then be directly wired to a new account at PMA Financial, Inc.

VII. Discussion of Three-Year Capital Projects Plan

Glencoe Park District
August 2020 Board Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks & Maintenance
SUBJECT: Proposed Three-Year Capital Plan
DATE: July 30, 2020

Attached to this memorandum are two different three-year capital plans. The plans layout the staff recommended three-year capital plan project layout-based engineering assessments, condition, staff inspection, and usage.

We have laid out two different scenarios:

- The first plan is developed in the event the Park District does not receive the PARC Grant for the Watts Recreational Center renovation.
- The second plan assumes that the Park District does receive the grant.

The goal of this planning exercise is to provide the Board with as much information as possible to aid in the prioritization of available funds.

Costs are estimates based on previous engineering assessments, current market conditions, and in some cases, place holder numbers.

3 Year Proposed Project List - Approx. \$6,060,000 Available Funding

PROJECTED FUND 69 BALANCE, 2/28/21 *	\$1,760,000
MAXIMUM BOND ISSUANCE	<u>\$4,300,000</u>
TOTAL FUNDS AVAILABLE	\$6,060,000

*AVAILABLE FUNDS WILL BE IMPACTED BY THE POSITIVE BID RESULTS OF FY 2020-2021 PROJECTS, PROJECTION WILL NEED ADJUSTMENTS WHEN ACTUALS ARE AVAILABLE

PROJECT ORDER HAS BEEN PROPOSED BASED ON ENGINEERING ASSESSMENTS, CONDITION, STAFF INSPECTION, AND USE.

THIS VERSION ASSUMES THE PARK DISTRICT DOES NOT RECEIVE THE PARC GRANT.

YEAR 1 PROJECTS FY2021-2022

Amenity	Install Date	Estimated Capital Expense
Boat House Access/Stair/Retaining Wall	1960	\$300,000
Beach Access Crib Wall	1960	\$385,000
Center Bluff & South Overlook	1980	\$302,000
Kalk Park Drainage/Phase II*	New	\$300,000
Watts Dasher Boards	2000	\$400,000
Pier Decking/Walkway	1996	\$400,000
Takiff Roof Sinking Fund YEAR 1	2008	\$50,000
		\$2,137,000

YEAR 2 PROJECTS FY2022-2023

Amenity	Install Date	Estimated Capital Expense
Evap. Cond./Controls/Safety (Watts Mechanicals)	2000	\$200,000
Friends (Poured in Place/Stone)	2013	\$325,000
Lakefront Playground	2001	\$225,000
Lakefront Tennis	2001	\$175,000
Surface Water Management Lakefront	2002	\$265,000
Shelton Pathway/Drainage*	2005	\$300,000
Takiff Roof Sinking Fund YEAR 2	2008	\$50,000
		\$1,540,000

YEAR 3 PROJECTS FY2023-2024

Amenity	Install Date	Estimated Capital Expense
Takiff Softball Field/Soccer	1980	\$450,000
Takiff Field Lights	1980	\$400,000
Maintenance Center	1930-1985	\$1,200,000
Safran Beach House Remodel	1996	\$250,000
Various Park Surface Water	New	\$300,000
Takiff Roof Sinking Fund YEAR 3	2008	\$50,000
		\$2,650,000

TOTAL	\$6,327,000
--------------	--------------------

NOT SCHEDULED WITHIN 3 YRS

Amenity	Install Date	Estimated Capital Expense
Milton Playground	2008	\$225,000
West Pony Baseball	1995	\$475,000
West K-Ball	1995	\$125,000

3 Year Proposed Project List - Approx. \$8,560,000 Available Funding

PROJECTED FUND 69 BALANCE, 2/28/21 *	\$1,760,000
MAXIMUM BOND ISSUANCE	\$4,300,000
PARC GRANT	<u>\$2,500,000</u>
TOTAL FUNDS AVAILABLE	\$8,560,000

*AVAILABLE FUNDS WILL BE IMPACTED BY THE POSITIVE BID RESULTS OF FY 2020-2021 PROJECTS, PROJECTION WILL NEED ADJUSTMENTS WHEN ACTUALS ARE AVAILABLE

PROJECT ORDER HAS BEEN PROPOSED BASED ON ENGINEERING ASSESSMENTS, CONDITION, STAFF INSPECTION, AND USE.

THIS VERSION ASSUMES THE PARK DISTRICT DOES RECEIVE THE PARC GRANT.

YEAR 1 PROJECTS FY2021-2022

Amenity	Install Date	Estimated Capital Expense
Boat House Access/Stair/Retaining Wall	1960	\$300,000
Beach Access Crib Wall	1960	\$385,000
Center Bluff & South Overlook	1980	\$302,000
Kalk Park Drainage/Phase II*	New	\$300,000
Pier Decking/Walkway	1996	\$400,000
Takiff Roof Sinking Fund YEAR 1	2008	\$50,000
		\$1,737,000

YEAR 2 PROJECTS FY2022-2023

Amenity	Install Date	Estimated Capital Expense
WATT RENOVATION PARC MATCH	2000	\$1,500,000
PARC GRANT REIMBURSES DISTRICT EXPENSES. DISTRICT MUST HAVE CASH TO PAY ALL EXPENSES UP FRONT.		\$2,500,000
Takiff Roof Sinking Fund YEAR 2	2008	\$50,000
		\$4,050,000

YEAR 3 PROJECTS FY2023-2024

Amenity	Install Date	Estimated Capital Expense
Friends (Poured in Place/Stone)	2013	\$325,000
Lakefront Playground	2001	\$225,000
Lakefront Tennis	2001	\$175,000
Shelton Pathway/Drainage	2005	\$300,000
Takiff Roof Sinking Fund YEAR 3	2008	\$50,000
		\$1,075,000

YEAR 4 PROJECTS FY2024-2025

Amenity	Install Date	Estimated Capital Expense
Maintenance Center	1930-1985	\$1,200,000
Takiff Field Lights	1980	\$400,000
		\$1,600,000

TOTAL \$8,462,000

NOT SCHEDULED WITHIN 3 YRS

Amenity	Install Date	Estimated Capital Expense
Milton Playground	2008	\$225,000
West Pony Baseball	1995	\$475,000
West K-Ball	1995	\$125,000
Surface Water Management Lakefront	2002	\$265,000
Various Park Surface Water	New	\$300,000
Safran Beach House Remodel	1996	\$250,000
Takiff Softball Field/Soccer	1980	\$450,000

VIII. Update on Recreation Services amid COVID-19

Glencoe Park District
August 2020 Board Meeting

Update on Recreation Services amid COVID-19

New Guidelines for Youth and Adult Sports

The DCEO updated its official guidance related to youth and adult sports on July 29. Although the sport, risk level, and current permissible activities in these DCEO guidelines are consistent with the documents issued by the Governor's Office earlier in the day, these new guidelines contain extensive details that revise DCEO's earlier Phase 4 Youth and Recreational Sports Guidelines. **These new guidelines are effective August 15, 2020 and are attached to this report.** We will be passing these guidelines onto affiliates and adhering to them in our programming.

E-Kids Club

Staff is working on E-Kids Club options for the fall, based on the three options presented by District 35, entirely in-person, AM and PM options, and virtual 2.0. Kids Club families have received a survey to gauge interest and comfort with the three potential care options. If there is availability, we would also open up this program to other interested families.

Recreation Department

The recreation team has been working on reinventing the fall brochure and program offerings. This guide will be available online and shared on the Park District's website, via email, and on social media; replacing the brochure that was traditionally mailed to all Glencoe households. Additional programs, classes, and clinics will be added to it later in August.

All classes offered will include what will happen if the state moves to a different phase of the Governor's Restore Illinois Plan. Examples include moving the program outside or to a larger room, hosting the class online, or if the class will be canceled and a refund issued.

Stephani is working on E-Kids Club options for the fall, based on the three options presented by District 35, entirely in-person, AM and PM options, and virtual 2.0. Kids Club families have received a survey to gauge interest and comfort with the three potential care options.

The District has a new rule about wearing masks while indoors, effective Monday, August 3. Masks will be required to be worn during in-person classes and for those enrolled in our Summer Care program. This rule will be in place for school-aged children (kindergarten and up) and mirrors the plan in place for District 35 schools in the fall.

We have three scheduled blood drives through the end of 2020. The first one is scheduled for Tuesday, August 11, from 10 AM-3 PM. This one has already filled up at 68 donors. We have also scheduled Blood Drives on October 21 and December 22.

Beach: Matt Walker

The beach continues to run smoothly with modified operations. Lifeguard training has been completed and lifeguards are now officially on duty seven days a week from 10:00am to 4:00pm. We are staffing two lifeguards Monday to Friday and rotating three

lifeguards on Saturday and Sunday. Lifeguards will continue to receive onsite training in the form of in-service training. Boat guards have also been training on the water to refresh their powerboat handling skills as well as their on-water assistance skills.

Sailing classes have also been running smoothly. From Little Seals Sailing to Adult Sailing, we have been able to run successful classes while maintaining safe conditions for our enrollees. Aquatics and Sailing Camps are in full swing. Staff have all been trained. The small multiple group system also worked well, and we will most likely continue to use this in the coming seasons. The smaller groups and dedicated counselors to each group make organizing and managing the campers much easier.

Early Childhood: Jess Stockl

Children's Circle welcomed two more children off of the waitlist in July. As we move toward the official school year, we are planning on how to best utilize our staff and where to best place all of the children as we expect to continue to have smaller group sizes. Children's Circle has seen an increase in potential waitlist applicants as local child care programs close and more young families move into the North Shore area.

We completed our DCFS annual unannounced visit in July. Our DCFS representative spent 4 hours going through all of the classrooms as well as every teacher and child file to ensure compliance. Everything was in order.

Jessica was invited to be the guest speaker at The Alliance for Early Childhood's Directors' Roundtable meeting as local programs plan for their September reopening. She was able to share our experience with reopening, staffing, and safety protocols.

Our Preschool CIT program has been running well with the CITs planning and executing their first field day with our older Children's Circle classrooms. They were able to learn about activity planning, supervision, and safety.

Our half day program offerings for the month of July are full. We will be offering the half day programs in August as well as eight pop up programs for preschoolers.

Arts and Youth: Stephani Briskman

Back to Basics Care

Registration opened for August's Youth Back to Basics Summer Care. As of July 20, 17 children enrolled in our summer care-based program. The program will run similarly to July, where there will be cohorts with a maximum of 15 children assigned to each cohort. Staff members will be scheduled as classroom teachers in the cohorts, classroom floats, and pick-up and drop-off staff. This program will run from August 3 through August 21.

Back to Basics Youth Care	Enrolled	Revenue
July	36	\$42,900
August	17	\$12,240
Total	53	\$55,140

Kids Club

Pre-registration for Kids Club was held on Monday, May 4, and ended Friday, May 29. From pre-registration, 13 children enrolled in AM Kids Club and 37 children enrolled in PM Kids Club. Registration for new Kids Club families will begin on August 5 at 9:00am. The first day of Kids Club for the 2020-21 school year will begin on Monday, August 24. Kids Club will run from 7:00am to 6:30pm. Beginning August 31, AM Kids Club teachers will escort AM Kids Club participants to their schools.

In-Person Programming

During August, we will be working with a few independent contractors to offer in-person classes. Sunshine Arts and Crafts, Chess Scholars, and Sticky Fingers will all offer in-person programming. Magic with Gary Kantor will offer two virtual classes as well. We are noticing that the community is taking a break from programming during August, so enrollment is very low.

Athletics and Teen Camps: Shannon Stevens

August Programming

For August programming, we decided to extend our most popular programs from June. We offered a two-week extension for the Game On! Sports 4 Girls class and the Hot Shot Sports Basketball Clinics at Watts. Pride Dojo has decided to finish out the summer doing virtual sections.

August Programs As of 7/16	Enrolled	Revenue
Game On! Sports 4 Girls	5	\$615
Basketball Clinics	6	\$972
Virtual Karate	13	\$1,086
Total	11	\$1,587

Tennis

Our tennis program continues to grow. As anticipated, we saw an increase in enrollment for adult tennis. Our coaches have been very flexible with the community and creating semi-private groups that adjust to the group's schedule. For our August virtual brochure, we were able to plan classes that run until October for both adult and youth players.

Tennis Programs As of 7/16	Enrolled	Revenue
Youth Classes	88	\$12,566
Adult Classes	60	\$5,844
Group Private Lessons	26	\$3,775
Total	174	\$22,185

Summer Sports Trac

The first few weeks of Summer Sports Trac have been going well. We have seen an increase in enrollment as each week approaches. We decided to offer an additional three weeks in August. We are looking to add a Mini Ninja's course and switch up a few activities they have been doing for our new weeks. This program has been an excellent

opportunity to introduce kids to our Glencoe Park District coaches and give them a chance to participate in different sports.

Summer Sports Trac		
As of 7/20		
Week	Enrolled	Revenue
1	51	\$5,110
2	60	\$6,050
3	58	\$5,820
4	50	\$5,040
5	13	\$1,300
6	14	\$1,400
7	15	\$1,500
Total	210	\$26,020

Game On! Sports 4 Girls

Adam and Shannon met with Game On! and decided to run our extension camp for August. Enrollment has been slow, but both Game On! and the park district will continue to market this full-day program for Girls. This program will be at Takiff Center and meet Monday-Friday 9:00am-3:00pm. The first week will be July 27.

Game On! Sports 4 Girls	
As of 7/20	
Week	Enrolled
1	1
2	6
3	7
4	1
Total	15

Beach Volleyball

We were able to partner with EVP Academies Volleyball to offer a beach volleyball camp in August. We are doing a 2-week camp for beginners and intermediates targeting ages 11-14. It has been hugely successful, and we are still over two weeks from the start of the program.

Program	Enrolled	Revenue
Beginner Beach Volleyball	16	\$4,800
Intermediate Beach Volleyball	6	\$1,800
Total	22	\$6,600

Special Events & Active Adults: Liz Visteen

As a result of the COVID-19 pandemic, many of the previously scheduled special events in June and July were cancelled. However, since Illinois entered Phase 4 in late June, we were able to hold a couple of special events in July, including modified Fourth of July activities, Unplug and Play on July 11, and the Beach Campout on July 24.

The Beach Campout took place on Friday, July 24 overnight to Saturday, July 25 with reduced capacity. Activities were modified for the event and included a beach scavenger hunt, campfire stories, how to build a fire instruction, sand castle competition, watercolor painting, and s'mores.

Upcoming Special Events:
 August 1 – Summer Egg Hunt
 August 7 – Cardboard Regatta
 August 28 – Campfire Night

Programming

Virtual Program Enrollment	April	May	June	July
Sculpting with Model Magic	35	38	31	19 *
Adult Ceramics	15	11	12	14
Teen Ceramics	Not offered	Not offered	8	7
Adult Art classes	9	10	8	11
Youth Art classes	Not offered	Not offered	10	6

*fewer classes offered in July

Summer Recreation Intern: Serena Tyler

Serena organized and implemented the in-person Unplug & Play Chalk Art Event on July 11. There were 3 online submissions and 10 in-person. All of the chalk art can be viewed on the Glencoe Park District Facebook page. She has observed roles such as beach manager and Back to Basics Care supervisor. She will help out with the Beach Campout on July 24, the Summer Egg Hunt on August 1, and the Cardboard Regatta on August 7. All of which are in-person socially-distanced special events.

Takiff, Fitness, and Watts: Adam Wohl

Takiff/Watts Centers

The Takiff and Watts Centers officially opened on July 6. We are currently offering a handful of indoor programs at Takiff with no indoor rentals scheduled until the end of August. Watts Center and Park are housing our Youth Summer Care program and numerous outdoor sports programs.

Adam is working with the Rec Team to coordinate facility usage for the fall. We anticipate facility and room space to be very limited throughout fall due to not having access to the schools for programming and the increased need for care.

Glencoe Fitness

Glencoe Fitness has officially opened on July 6. We currently have 195 total members. The following chart lists number of members returning based on return dates.

Return Date	Members
July 6	68
August 1	16
September 1	111
Total	195

Our visits to the fitness center have been pretty consistent with weekdays at approximately 15 visits/day, running much higher than weekends at approximately six visits per day.

Total # Visits	214
Days Open	17
Average Visits/day	12.6

Outdoor Fitness Classes

Outdoor fitness classes have been very successful. We ran 10 different classes in June with an expanded class list in July. We are welcoming two new classes this summer with a Zumba class and WERQ (beginning in July). We are also running our outdoor Paddleboard Yoga with Steph Metz. Our Saturday class is nearly full for the summer.

July Classes As of 7/22	Enrolled	Revenue
FitRX	4	\$246
Moving with Weights	17	\$320
Row & Go Interval	9	\$303
Summer Boot Camp	4	\$195
All Levels Yoga	8	\$486
Pilates Yoga Fusion	10	\$618
Zumba	25	\$250
WERQ	1	\$66
Adult Broadway Dance	4	\$0
Totals	38	\$2,484

Program	Enrolled	Revenue
Paddleboard Yoga	45	\$3,629

Programming – Sarah Hall Theatre Company

We have partnered with Sarah Hall Theatre Company to offer two dance and theatre programs in July.

Program	Enrolled	Revenue
Mini Performers (Ages 3-5)	14	\$6,720
Performers (Grades 4-9)	15	\$15,000
Totals	27	\$21,720

We are planning to offer a preschool Super Storytellers theatre class August 3-13 from 10:00am to 1:00pm and anticipate having 6-10 people enrolled.

Dekhockey

Dekhockey continues to run in July. We had a lot of success in June with clinics running Monday-Thursday. We were able to put together multiple on-demand classes for community members. Participants loved the classes, and we are offering additional classes in July on Tuesdays and Wednesdays. Dekhockey was also part of our Sports

Trac in July on Tuesday and Wednesdays. That program has 236 participants playing Dekhockey.

Pickleball

Pickleball continues to be a huge success. We opened up two new classes for our 2nd session that began July 20. We now have four, 6-week sessions running from July 20 to August 27.

Pickleball Workshops	Enrolled	Revenue
Session 1 (began June 8)	8	\$1,060
Session 2 (begin July 20)	28	\$3,665
Totals	60	\$4,725



ALL SPORTS POLICY

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

PART OF PHASE 4 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE IV | ISSUED ON JULY 29, 2020 | EARLIEST EFFECTIVE DATE AUGUST 15, 2020

The Revitalization Phase of the Restore Illinois public health approach to reopening the Illinois economy includes larger gathering sizes, additional businesses reopening and increased capacities. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

This guidance pertains to all youth and adult recreational sports, including, but not limited to, school-based sports (IHSA & IESA), travel clubs, private leagues and clubs, recreational leagues and centers, and park district sports programs. This guidance does NOT pertain to professional sports leagues or college division level sports.

These guidelines do not apply to adult sport activities subject to existing DCEO guidance identified below:

- For golf, refer to [existing guidance](#) on the [DCEO website](#).
- For tennis, refer to [existing guidance](#) on the [DCEO website](#).

This guidance will be regularly updated as public health conditions change and new information becomes available.

HIGHER RISK	MEDIUM RISK	LOWER RISK
Boxing	Basketball	Archery
Competitive Cheer	Fencing	Badminton
Competitive Dance	Flag Football or 7v7 Football	Baseball *
Football	Paintball	Bass Fishing *
Hockey	Racquetball	Bowling
Lacrosse	Soccer	Climbing
Martial Arts	Volleyball	Crew
Rugby	Water Polo	Cross Country*
Ultimate Frisbee	Wheelchair Basketball	Cycling *
Wrestling		Disc Golf
		Golf
		Gymnastics *
		Horseback Riding
		Ice Skating *
		Ropes Courses *
		Sailing, Canoeing, Kayaking *
		Sideline Spirit *
		Skateboarding
		Softball *
		Swimming/Diving *
		Tennis
		Track and Field *
		Weight Lifting *

* With safety measures.
See full table for detailed guidance



The level of play allowed is dictated by current public health conditions.

Below are the **Type of Play Levels**:

Level 1	No-contact practices, and trainings only
Level 2	Intra-team scrimmages allowed, with parental consent for minors; no competitive play
Level 3	Intra-conference or Intra-EMS-region or intra-league play/meets only; state- or league-championship game/meet allowed for low-risk sports only
Level 4	Tournaments, out-of-conference/league play, out-of-state play allowed; championship games allowed

Current Conditions Allow for the Following Types of Play per Sport Risk Level:

- Low-risk sports can currently play at Levels 1, 2, and 3
- Medium-risk sports can currently play at Level 1 and 2
- High-risk sports can currently play at Level 1

¹ EMS Regions are the 11 regions IDPH uses for the Restore Illinois boundaries

The following sports are considered low risk IF the below mitigations are met.

Baseball	At least 6-feet apart in dugout areas, or players seated 6-feet apart in bleachers behind dugout, otherwise considered Medium
Bass Fishing	Limit number of individuals on boat to allow for social distancing, otherwise Medium
Cross Country	If number of teams is significantly limited and physical workspace guidelines followed
Cycling	Individual or use only every other track in velodrome, otherwise Medium
Gymnastics	If able to clean equipment between participants, otherwise Medium
Ice Skating	If singles only, otherwise Higher
Ropes Courses	If able to socially distance and clean between each individual, otherwise Higher
Sailing, Canoeing, Kayaking	If limited number on boat to socially distance, otherwise Higher
Sideline Spirit	If 6-feet apart and no stunts or lifts, otherwise Higher
Softball	If at least 6-feet apart in dugout areas, or players seated 6-feet apart in bleachers behind dugout, otherwise considered Medium
Swimming/Diving	If restricted to single lane and singles diving; no relays, synchronized swimming, or paired diving, otherwise Medium
Track and Field	Lower if delayed starts, every other track, and cleaning of equipment between usage; otherwise Medium
Weight Lifting	If able to clean between each individual, otherwise Medium

Uniform guidelines across businesses, industries, and nonprofits within the State of Illinois; the following two categories do not apply to school-based activities.

GENERAL HEALTH

i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. 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
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase IV guidelines
4. Employer should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees and workers who perform work at the worksite (such as temporary or contract workers) 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. Employees should follow [CDC travel guidance](#) to protect themselves and others during business travel
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
4. Employers should clearly explain all paid leave policies and make workers aware that they may be eligible for benefits if they are sick or symptomatic
5. Employers should be aware that the Occupational Safety and Health Act of 1970 and provisions of state law prohibit employers from retaliating against workers for raising safety or health concerns



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

Guidelines specific to all youth and recreational sports, inclusive of school-based activities:

HEALTH MONITORING**i. Minimum guidelines**

1. Sports organizations should make temperature checks available for employees and encourage their use. Organizers should post information about the symptoms of COVID-19 in order to allow employees, participants, and spectators 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. Employers should conduct in-person screening of employees upon entry into workplace to verify no presence of COVID-19 symptoms
 - b. If employee shift is greater than 5 hours, employers should also conduct mid-shift screening to verify no presence of COVID-19 symptoms (in person preferred, though virtually is permitted)
3. If employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days after symptom onset AND until feverless and feeling well (without fever-reducing medication) for at least 24 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. Before allowing participation in sporting activities, sport organizers or coaches should ask whether participant is currently exhibiting COVID-19 symptoms. If participant does have symptoms, they should wait to enter premises or participate in any sporting activity for a minimum of 10 days after symptom onset OR until feverless and feeling well (without fever-reducing medication) for at least 24 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
5. Sport organizers or coaches should maintain attendance log of participants for contact tracing purposes. Sports organizers should maintain attendance logs of all facility rentals, spectators, and employees for contact tracing purposes
6. If employee, coach, participant, or spectator reports having any COVID-19 related symptoms, sports organizer should encourage individual to contact their health care provider; if multiple individuals report having any COVID-19 related symptoms, sports organizer or coach should notify their local health department within three days of being informed of the prevalence of COVID-19 symptoms; if multiple individuals test positive for COVID-19, sports organizer or coach should notify their local health department within one day of positive test results
7. If an employee, athlete, coach, or spectator is identified as being COVID-19 positive by testing, deep cleaning and disinfecting should be performed according to CDC guidelines
8. Where appropriate, notify individuals who have been exposed. Individuals who tested positive should not be identified by name.
9. Any individual who has had close contact (15 min or more) with any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other individuals should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



PHYSICAL WORKSPACE

i. Minimum guidelines

1. For school-based activities:
 - a. Gatherings of up to 50 individuals who maintain safe social distance, indoors or outdoors, are allowed. Indoors, limits of 50 individuals or 20% the capacity of the space, whichever is lower, is the maximum no matter the spacing; everyone must wear face coverings at all times.
 - b. Outdoors, multiple groups of 50 are allowed if thirty feet of space is maintained between groups, up to a maximum 20% the capacity of the space. Face coverings must be worn unless social distancing of 6-feet can be maintained.
2. For non-school-based activities:
 - a. Gatherings of up to 50 individuals, indoors or outdoors, are allowed. Multiple groups of 50 are allowed if thirty feet of space is maintained between groups.
3. Sport organizers should display signage at entry with face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed.
4. Non-competitive activities (activities in Level 1) should be set up to allow for 6-ft. of distancing between participants whenever possible. If social distancing cannot be maintained during activity, participants should still maintain 6-ft. of distancing while on the sidelines/ not directly involved in the activity.
5. If a sporting facility has stations for individual recreation activities, sport organizers should ensure at least 6-ft. between stations. If stations cannot be moved, sport organizers should limit number of open stations to ensure social distancing.
6. If locker rooms and showers are a necessity, they should be configured with signage, tape, and other markings to ensure participants can maintain 6-ft. of social distance
7. Sport organizers should designate an area for spectators with existing seating (e.g., bleachers) or in space around area of play. Gatherings should be restricted to 20% of capacity outdoors (multiple groups of 50 should have 30 feet between groups) and the lesser of 50 people OR 20% capacity indoors, inclusive of athletes, coaches, referees, and spectators. Organizers should ensure at least 6-ft. between seats occupied by spectators that are not members of the same household or party.
 - a. Display visual markers (e.g., tape, cones) 6-ft. apart for seating
 - b. Remove any furniture/ block off areas not conducive to social distancing
 - c. If seats cannot be moved, venue operators should limit number of open seats to ensure social distancing (e.g., zip tie unused seats, remove seat bottoms, cover unused seats)
8. Concessions should follow Restaurant and Bar guidelines for all food and beverage operations and should be one of the following:
 - a. Delivered by a server who takes orders from guests while seated with distancing requirements laid out in Restaurant and Bar guidelines; OR
 - b. At outdoor kiosk, purchased pre-packaged via "grab and go" with queuing areas clearly marked to observe social distancing OR
 - c. At indoor quick service areas over 500 square feet, purchased pre-packaged via "grab and go" (no queuing permitted)
 - d. At indoor quick service areas 500 square feet and under, purchased pre-packaged via "grab and go" with queuing areas clearly marked to observe social distancing

ii. Encouraged best practices

1. Display visual markers 6-ft. apart at any queue points (e.g. check-in, along sidelines, concessions)
2. Designate an area separate from others for anyone who exhibits COVID-like symptoms during the activity session to isolate from others before being picked up to leave
3. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical
4. Limit spectators to immediate household members or guardians of participants
5. If practical, expand seating beyond current capacity (e.g., bleachers, stands) by utilizing any available field/ court space to encourage social distancing between spectators
 - a. Use portable seating from other activity areas
 - b. Encourage spectators to bring their own additional seating (e.g., chairs) from home
6. Stream practices/ games online to minimize in-person spectating, if possible
7. Appropriate clothing/shoes should be worn at all times to minimize sweat from transmitting onto equipment/surfaces.

DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with [CDC protocols](#) on a weekly basis
2. Clean and disinfect common areas (e.g., restrooms) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 2 hours recommended for high-traffic areas
3. For outdoor activities, sports organizers should make hand sanitizer or hand washing stations available to participants
4. Minimize sharing of high-touch equipment between nonhousehold individuals. If equipment is to be shared, sports organizers should sanitize equipment before and after use (see [EPA approved list of disinfectants](#))
 - a. Athletic equipment such as bats and batting helmets should be cleaned between each use. Other equipment, such as catchers gear, hockey helmets/pads, wrestling ear guards, football helmets/other pads, lacrosse helmets/pads/gloves/eyewear should be worn by only one individual and not shared
 - b. Shared equipment such as athletic balls, thud pads, sleds should be cleaned frequently during practice and competitions
5. Sanitization of locker rooms and showers should be completed at the beginning and end of practice/ games at minimum
6. Sport organizer should sanitize any individual recreation stations before and after participant use
7. All required disinfecting, cleaning, or sanitizing activities to be conducted by employees should be within their normal workday or during otherwise compensated time



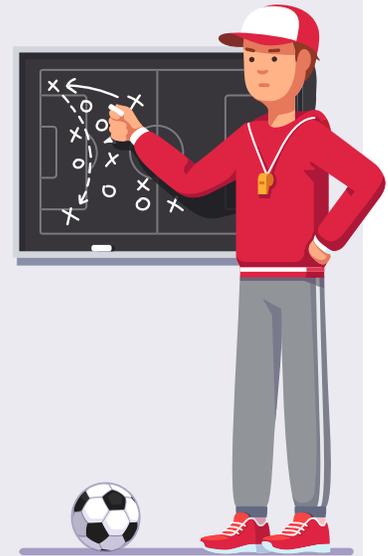
ii. Encouraged best practices

1. If practical, sanitize shared equipment during use (e.g., between drills) and encourage frequent hand sanitizing or hand washing
2. If practical, assign shared equipment to one household for duration of sports season
3. Athletes should be encouraged to shower and wash their workout clothing immediately upon returning home

STAFFING AND ATTENDANCE

i. Minimum guidelines

1. Group sizes should be limited to 50 total persons including participants, coaches, referees, and spectators
 - a. Any team members not participating in gameplay should sit on the sidelines 6-ft. apart from one another
2. Outdoors only, during practice as well as competitive games, multiple groups of 50 or fewer participants are permitted at once as long as:
 - a. Venue allows for social distancing of participants, employees and spectators
 - b. 30-ft of distancing is maintained between groups/ opposing teams on the sidelines
 - c. Areas for each group are clearly marked to discourage interaction between groups outside of competitive game play
 - d. Total number of people in the space does not exceed 20% of the capacity
3. Indoor activities should follow the following capacity restrictions:
 - a. For school-based activities, the total number of individuals allowed in the space is the lesser of 20% of the total capacity of the space OR 50 individuals, inclusive of athletes, coaches, referees, spectators, and others.
 - b. For non-school-based activities, multiple groups of 50 or fewer participants are permitted at once as long as:
 - i. Venue allows for social distancing of participants, employees and spectators
 - ii. 30-ft of distancing is maintained between groups (spectators and participants)
 - iii. Areas for each group are clearly marked to discourage interaction between groups outside of competitive game play
4. Sport organizers should design a plan to allow for social distancing within the venue and if needed, designate employee(s) or coaches to monitor capacity limits and social distancing
5. Sport organizers 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



ii. Encouraged best practices

1. Stagger game and practice times to minimize congregation of groups
2. Teams/ groups should be static, with no mixing of employees or participants between groups for the duration of the season, if practical
3. Teams/ groups should not add new participants once the season has started
4. If practical, assign participants from the same household to the same team or group
5. Limit spectators to immediate household members or guardians of participants

EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or non-participant visitor to enter, or while requiring them to wait in a designated area, sport organizers should ask whether external supplier or nonparticipant visitor is currently exhibiting COVID-19 symptoms
 - a. If practical, sport organizers should take external supplier or non-participant visitor temperature using thermometer (infrared/ thermal cameras preferred, touchless thermometers permitted)
2. Sport organizers should keep log of all external suppliers, visitors, spectators who enter premises
3. Suppliers and other 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)
4. Spectators should wear face covering over their nose and mouth at all times except for when eating, drinking, or when outside and able to maintain a safe social distance (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
5. Limit spectators to immediate household members or guardians of participants



ii. Encouraged best practices

1. Limit contact between external suppliers/ non-participant visitors and employees
2. For youth sports, suspend post-activity group snacks
3. As practical, parents dropping off or picking up participants should wait at designated drop-off/ pick-up areas and should arrive during designated time window
4. Volunteers should abide by static team/ group guidelines applied to employees with no mixing between groups for the duration of the season/ volunteer period, if practical
5. If practical, limit spectators to immediate household members or guardians of participants for both outdoor and indoor sports
 - a. Spectators from the same household should sit together

CUSTOMER BEHAVIORS

i. Minimum guidelines

1. For school-based or school-sponsored activities:
 - a. All participants and spectators must follow ISBE guidance, meaning all individuals must wear a face covering at all times, except while eating or drinking, unless they have a medical contraindication, are younger than 2 years of age, have trouble breathing or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance.
 - b. Face coverings must be worn indoors and outdoors. Face coverings may be removed outdoors while actively exercising or participating in practices or competitions, as long as social distancing can be maintained. Face coverings may also be removed while eating or drinking; however, strict adherence to social distancing must be maintained during these activities.
 - c. It is recommended that programs require physicians notes for individuals who have a medical contraindication to wearing a face covering. Face coverings must fully cover the mouth and nose, and that they must fit snugly against the sides of the face with no gaps. Reusable face coverings should be machine washed or washed by hand and allowed to dry completely after each use.
2. For non school-based or non school-sponsored activities:
 - a. When exercising outdoors, participants should wear face coverings over their nose and mouth whenever not actively exercising or participating in practices or competition (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering).
 - b. When exercising indoors, face coverings should be worn at all times, including while exercising or participating in practices or competition.
3. Before allowing participation in the sport, sport organizers or coaches should ask whether participant is currently exhibiting COVID-19 symptoms. If participant does have symptoms, they should wait to enter premises for a minimum of 10 days after symptom onset OR until feverless and feeling well (without fever-reducing medication) for at least 24 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. Sport organizers or coaches should maintain attendance log of participants for contact tracing purposes
5. Participants should wash hands with soap and water or use hand sanitizer before participating
6. Participants should bring their own source of water and refrain from using any communal sources of hydration (e.g., team water or sports drink jug)
7. There should be no shared athletic towels, clothing, or shoes between participants.
8. No handshakes, high fives, fist bumps, hugs, touching "go-team" hand raises, etc. can occur.
9. No spitting or blowing of the nose without the use of a tissue is allowed.

ii. Encouraged best practices

1. If practical, sport organizers should take participant temperature using thermometer (infrared/ thermal cameras preferred, touchless thermometers permitted) prior to participation in the activity.
2. Activity sessions should be held by appointment only (e.g., limit walk-ins, limit pick-up games)
3. Participants should sanitize hands regularly
4. Participants should avoid touching facility accessories (e.g., goal posts, flags)
5. Participants should use their own equipment (e.g., helmet, bat, gloves) as much as practical
6. Participants should place personal belongings at least 6 feet away from other' personal belongings



**Have questions or need additional support?
Contact ISBE for school-related inquiries at
COVID19@isbe.net. Contact DCEO for private
operator or industry-related inquiries at
ceo.support@illinois.gov**

Additional Resources:

- [CDC Interim Guidance for Businesses and Employers](#)
- [CDC Workplace Decision Tool](#)
- [IDPH Releasing COVID-19 Cases and Contacts from Isolation and Quarantine](#)
- [IDPH Testing Guidance](#)
- [IDPH FAQs](#)
- [Symptoms of Coronavirus](#)
- [IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- [CDC Guidelines on Cleaning and Disinfecting Your Facility](#)
- [CDC Guidance on Cleaning Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [EPA Disinfectants for Use Against SARS-CoV-2](#)