

**VILLAGE OF LIBERTYVILLE
BOARD OF TRUSTEES**

**Meeting of the
Parks and Recreation Committee**

**Tuesday, August 4, 2020
6:00 pm**

AGENDA

Meeting Conducted Virtually Due to Governor's Executive Orders #2020-10, 18, and 32

Pursuant to the Open Meetings Act, as amended by Public Act 100-0640, the Mayor of the Village of Libertyville, as the head of the public body, has made a determination that an in-person meeting is not practical or prudent because of a disaster.

Please join this meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/843450261>

Members of the public can also dial in using a phone:

United States: +1 (872) 240-3412

Access Code: 843-450-261

1. Approve Minutes of the Tuesday, July 7, 2020 Meeting
2. Public Comment
3. Libertyville Sports Complex Fitness Center
4. Fall Leases
5. Fall Preschool
6. Other
7. Adjournment

Any individual who would like to attend this meeting but because of a disability needs accommodation to participate should contact the ADA Coordinator at 118 West Cook Ave, Libertyville, 847-362-2430

VILLAGE OF LIBERTYVILLE
Meeting Minutes of the Parks and Recreation Committee
Held Virtually
Tuesday, July 7, 2020

The meeting of the Parks and Recreation Committee was called to order at 6:00 pm by virtual attendance on Tuesday, July 7, 2020. Parks and Recreation Committee members in attendance included Chairman Patrick Carey, Trustee Peter Garrity, and Trustee Richard Moras. Also in attendance were Mayor Terry Weppler (arrived at 6:25pm), Village Administrator Kelly Amidei, Deputy Village Administrator Ashley Engelmann and Finance Director Nick Mostardo.

1) Public Comment

Chairman Carey requested public comment. There was none.

2) Minutes of the Parks and Recreation Committee

Trustee Garrity motioned to approve the minutes of the Tuesday, June 2, 2020 meeting. Trustee Moras seconded and the minutes were unanimously approved.

3) Financial Update

Director Mostardo provided the Committee a financial update related to the Recreation and Sports Complex Department. He began by covering summer program participation numbers followed by providing the Committee an updated status on the distribution of Sports Complex refunds on account of the facility closure.

An action item related to the Department's finances was revisit the request from Aloha Falls to amend its lease for the Family Entertainment Center. Director Mostardo indicated that owner Ryan Tracy had provided the documentation requested by the Committee from the previous meeting to substantiate the request to modify the lease. Trustee Moras made a motion to send the lease amendment to the full Village Board for approval with a positive recommendation and Trustee Garrity seconded. After a roll call vote, the motion carried.

AYES – Carey, Moras, Garrity

NAYS – None

NOT VOTING – None

Director Mostardo completed his report with two additional items. The first was the introduction of an outdoor facility rental rate sheet. The Committee supported the idea of the rate sheet. Finally, Director Mostardo reiterated that the Village is still pursuing an outstanding collection from Kessel Heat for outstanding facility usage at the Sports Complex.

4) Fall Programming Update

Director Mostardo provided an update to the Committee related to fall programming that was prepared by Recreation Manager Julie Ludwig. Staff will continue to run reduced in-house programming in-line with the State's reopening guidelines. Management will also utilize contractual programs and promote fall special events where able.

5) Other Updates/Follow-up

- a. Court Re-Striping – Director Mostardo indicated that staff were exploring a restriping of one of the tennis courts at Nicholas Dowden in order to convert it into a pickleball court. This

- conversion would help alleviate the loss of indoor pickleball due to the temporary closure of the Libertyville Sports Complex. The Committee supported the initiative.
- b. Adler Playground Update – Deputy Administer Engelmann shared that the new Adler Park playground is in its final stages of completion, with the only outstanding item being a required fence for safety purposes. The Committee discussed the possibility of holding a socially-distanced in-person ribbon-cutting ceremony, which staff was directed to schedule and organize.
 - c. Letter of Understanding with Vernon Hills Park District – Deputy Administrator Engelmann reviewed that the Village had previously entered into an agreement with the Vernon Hills Park District to have the Vernon Hills resident rate extended to Libertyville residents for day camp programming. At the time of the meeting, ten Libertyville residents had taken advantage of the arrangement. Unfortunately, the same arrangement was not available for the Vernon Hill Park District swimming pool due to social distancing and capacity control concerns. Committee members discussed opportunities to alleviate the incremental non-resident rate for the Libertyville residents wishing to use the Vernon Hills aquatic facility. It was determined that such opportunities would be administratively burdensome in exchange for a small benefit.

6) Public Comment

Chairman Carey once again requested public comment. There was none.

7) Adjournment

Chairman Carey asked for a motion to adjourn. Trustee Moras motioned and Trustee Garrity seconded. Motion was approved in a 3-0 vote. Meeting adjourned at 6:35pm.

Respectfully submitted,

Nicholas Mostardo
Director of Finance

MEMORANDUM

TO: CHAIRMAN CAREY AND MEMBERS OF THE PARKS AND RECREATION COMMITTEE

FROM: KELLY AMIDEI, VILLAGE ADMINISTRATOR
NICHOLAS MOSTARDO, DIRECTOR OF FINANCE

SUBJECT: LIBERTYVILLE SPORTS COMPLEX FITNESS CENTER

DATE: 8/4/2020

Background

Staff have been asked by the Committee to analyze the feasibility of reopening the Libertyville Sports Complex fitness center under State of Illinois Phase 4 reopening guidelines. Two primary considerations related to reopening the fitness center are the safety aspect and the financial aspect. This analysis provides an overview of both considerations and notes any relevant overlap between the two.

Consideration 1 – Safety

Phase 4 of the State’s reopening guidelines allow for health and fitness clubs to operate under specific rules. When Illinois transitioned into Phase 4 in late June, the Village Board made the determination that the Libertyville Sports Complex in its entirety would remain closed due to ongoing safety concerns. This was communicated to the community in a press release dated June 26, 2020.

While the Village recognizes the benefits of exercise to a person’s physical and emotional well-being, it has taken a cautious approach to reopening its recreational facilities, particularly the Libertyville Sports Complex and fitness center. Were the Village to proceed with a reopening of the fitness center, it would be responsible for implementing safety protocols developed by the State, outlined in Attachment A to this memorandum. The major highlights from these guidelines include 1) a maximum of 50% of the facility capacity at a given time, 2) hourly sanitation requirements for high-traffic areas and equipment, 3) implementation of a reservations system, and 4) spacing of equipment or creation of physical barriers between machines.

Even with safety requirements in place, exercising in an indoor facility is still considered a high risk activity for the transmission of COVID-19 infections. Emanuel, MD, PhD, et al. of COVID-19 Recovery Consulting, LLC have assessed that exercising at a gym is Medium to High risk due to “close contact, potential clustering of people, high-touch surfaces, difficult(y) in wearing a mask, and a high respiratory rate”. The group has produced an infographic highlighting a variety of activities and where each falls on a COVID-19 risk spectrum. This graphic is included with this memorandum as Attachment B.

Phase 4 of the State’s reopening began with a COVID-19 positivity rate in the Lake County region of 3.2% at the end of June. As of the end of the July, the positivity rate has crept up to 5.1% and continues on an upward trend. At the time this memorandum was prepared, the Lake County region had seen nine straight days of positivity rate increases. If the positivity rate reaches 8% and is sustained at that level for a minimum of three days, the Governor has suggested that certain regions would return to Phase 3 of the reopening plan. Phase 3 guidelines allow for only outdoor health and fitness and one-on-one personal training.

The Village’s primary objective is to ensure the safety of the community, whether it be from crime, natural disasters, or a pandemic. The spread of COVID-19 is still very real and likely to get worse before it gets better. If the Village were to consider reopening and operating the fitness center, it must contend with a high risk that a COVID-19 outbreak could occur in the facility. The Committee may wish to consider weighing the personal benefits of indoor exercise versus the risk of acquiring a coronavirus infection in deciding whether or not to open the facility at this point in time. Staff would note that beyond the indoor Sports Complex, the Village boasts countless safe outdoor opportunities for exercise in our many parks, trails, and tennis courts. These types of outdoor activities range from Low to Low-Medium risk as illustrated in the Attachment B infographic.

Consideration 2 – Financial

Beyond the safety aspects noted above, there are financial concerns to reopening the fitness center as a standalone operation.

When fully open, the Libertyville Sports Complex operates on very tight margins. On cash basis (excluding depreciation), the Sports Complex has a net income in FY 2019-2020 of \$57,111. This is prior to debt service expense of \$1,400,000 which is subsidized from the General Fund¹. The net income amount is the aggregated performance of the fitness center, sports floor, concessions, conference/party rooms, and regular programming.

The primary driver of net income for the Sports Complex is sports floor rentals. In fact, outside groups renting the sports floor subsidize most other Sports Complex operations, including the fitness center. On a budgetary basis (FY 2020-2021), the fitness center was (pre-COVID) expected to bring in \$340,375 during the fiscal year. This revenue consists of memberships, drop-ins for the fitness center/walking track/pickleball, group classes, and personal training. On the expense side, there are both personnel and non-personnel costs allocated to the fitness center operations. Budgeted personnel costs total \$310,888, while budgeted non-personnel costs total \$172,641. The sum of these two types of expenses of \$483,528, which exceeds the \$340,375 in budgeted revenue by \$143,154. On a budgetary basis, the fitness center is operating at a loss, exclusive of any COVID-19 impacts. In a perfect world, without COVID-19, if the fitness center were to be operated as a standalone operation, membership prices would need to increase 42% in order for the facility to break-even.

Scenario 0 - Budget	Fitness Center
Revenue	\$340,375
Personnel Expenses	(\$310,888)
Non-Personnel Expenses	(\$172,641)
Net Income	(\$143,154)
Revenue Deviation	42%
Estimated price of regular annual membership	\$518 per year (\$365 current)

¹ The debt service subsidy from the General Fund consists of sales tax revenues, which are paid by both residents and non-residents. The bond covenants for the Sports Complex have two pledged revenue sources: 1) Sports Complex revenues and 2) Sales taxes. Residential or commercial property taxes do not support the Sports Complex operations or debt service.

As illustrated above, the facility's base \$365 annual individual adult membership (\$30.42 per month) would need to increase to \$518 per year (\$43.17 per month) if the facility was operating independently of the Sports Complex and without the impacts of COVID-19 and assuming the membership count remained the same.

Unfortunately, the projections look even worse when taking into consideration the impacts of COVID-19. The Village is unable to operate the sports floor in a traditional fashion due to the 50 person capacity limits on gatherings. As a result, there is no sports floor revenue available to subsidize the losses at the fitness center. If the Village were to open the fitness center, it would truly be a standalone operation.

Staff examined two financial scenarios related to operating the fitness center without the sports floor or other portions of the Sports Complex facility in operation. The first scenario evaluates the financial impact of operating solely the fitness center, blocking off all access to the sports floor. This option would not include the ability to utilize the walking tracking or pickleball courts on the sports floor. The second scenario evaluates the financial impact of operating both the fitness center and the portions of the sports floor that are associated with fitness activities such as the walking track and pickleball.

Scenarios 1 and 2 - Revenue

Both scenarios require making reasonable assumptions about revenue and fixed costs that incorporate 1) the fitness center operating as a standalone entity and 2) the impact of COVID-19.

With respect to revenue, staff believe that membership sales, group classes, personal training, and drop-in fees will be limited based on factors related the COVID-19 pandemic. Most significantly, the 50% facility capacity and the reservation requirements will impact the Village's ability to market memberships, particularly as machines will need to be taken out of service to adhere to social distancing requirements. The marketability of memberships in the context of COVID-19 will likely be impacted to an additional degree by the historical demographic of members. At the time of the facility closure, the fitness center (including walking track and pickleball) had 661 members. Of the total membership, 55% (362) of members were from communities other than Libertyville (non-residents). Conversely, residents of Libertyville constitute only 45% (299) of the facility's membership base. While there is no doubt a certain segment of the non-resident membership dedicated to the Libertyville Sports Complex, it is likely that for some portion of that population, membership at the fitness center was more of a convenience. Specifically, we expect corporate memberships to drop significantly due to the fact that many medium and large businesses are having employees work from home. This will eliminate a large portion of memberships from individuals that joined the fitness center because, for instance, it was on their way home from work.

If the facility were to open, staff estimate membership sales for August - October to be 25% of the historical monthly budget revenue. As the weather gets colder and people move inside for physical activity, the estimate for November – April increases to 50% of historical monthly budget revenue. It is unlikely that we would exceed 50% of monthly membership revenue due to the factors noted in the paragraph above until the COVID-19 pandemic substantially abates.

Scenarios 1 and 2 – Personnel Expenses

In late April, the Village reduced the number of full-time personnel in the Recreation & Sports Complex Department on account of COVID-19 and the associated facility closures/programming cancellations. This somewhat relieves a cost burden on the fitness center operations. Staff anticipates needing to hire at least two part-time IMRF employees for 40 hours per week to operate the fitness center for daily usage and adhering to COVID-19 sanitization requirements. This staffing level would be the bare minimum to operate the facility; it is possible additional in-house personnel resources would be required to comply with COVID-19 safety guidelines.

Scenarios 1 and 2 – Non-personnel Expenses

The benefit of the entire Sports Complex in operation is that the immense overhead of the building can be allocated to the different areas of operation. This would not be the case were the Village to run only the fitness center. One of the largest expenses in operating the facility is heating and cooling. The Libertyville Sports Complex uses six rooftop HVAC units (RTUs) that operate on electricity for cooling and natural gas for heating. If the Village were to open just the fitness center with no sports floor activities such as the walking track or pickleball, at least two of the six RTUs would need to be utilized. If the Village were to open both the fitness center and the walking track/pickleball on the sport floor, at least five of the six RTUs would need to be utilized. Unfortunately, there is only a small amount of revenue brought in by fitness center activities relative to the cost of utility service.

Beyond utilities, the Village would need to allocate additional expenses for facility maintenance and sanitization. Normally, these expenses would be spread across the different Sports Complex areas, but with only the fitness center in operation, it would have to absorb a certain portion of prorated charges. Unfortunately, for items such as contracted maintenance and custodial, there is a floor to any agreement. This means that charges of this nature are not generally 1:1 reduction in price when the scope of work is reduced.

Based on the revenue and expenditure impacts noted above, staff make the following financial projections related to the fitness center operations under the two scenarios.

Scenario 1 (Aug-April)	Fitness open/No Sports Floor Activities	Scenario 2 (Aug-April)	Fitness open/With Sports Floor Activities
Revenue	\$125,636	Revenue	\$127,346
Personnel Expenses	(\$52,952)	Personnel Expenses	(\$52,952)
Non-Personnel Expenses	(\$344,395)	Non-Personnel Expenses	(\$481,811)
Net Income	(\$271,711)	Net Income	(\$407,417)
Revenue Deviation	216%	Revenue Deviation	320%
Estimated price of regular annual membership	\$788 per year (\$365 current); \$66/mo	Estimated price of regular annual membership	\$1,168 per year (\$365 current); \$97/mo

Operating the fitness center without regular sports floor revenue subsidizing operations results in very large increases in membership prices in order for the facility to break-even. These membership rates price the Sports Complex fitness center out of the local market for fitness, as illustrated below:

Club	Location	Individual Adult Monthly Rate
Anytime Fitness	Libertyville (Private)	\$36.50/mo, \$438/year
X-Sport Fitness	Libertyville (Private)	\$21.95/mo, \$263.40/year
Lakeview Fitness Center	Vernon Hills (Park District)	\$52/mo, \$565/year (paid-in-full)
NovaCare Fitness Center	Mundelein (Park District)	\$31/mo, \$372/year
Centre Club	Libertyville (Private)	\$129/mo, \$1,548/year (est.)

If the Sports Complex fitness center were to open and market memberships at the amounts required above, it is likely the membership base would decline based upon the membership fees being so far from the local market rate, which would further exacerbate the revenue concerns.

Recommendation

Ultimately, the Village of Libertyville does not have a park district like other area communities. As a result, parks and recreation needs are consolidated into Village operations. The parks and recreation needs of the Village are balanced against the police, fire, and public works needs of the community. These various needs regularly compete for a limited set of resources, more so now than ever with the economic impact of the COVID-19 pandemic. Beyond the financial aspect, there are still very real safety concerns for activities that take place indoors that cannot be mitigated with simple social distancing. With these factors in mind, the staff recommendation to the Committee is:

1. Provide policy direction related to the reopening of the Libertyville Sports Complex fitness center and related fitness activities.

Attachments

1. State of Illinois Phase 4 Reopening Guidelines – Health Clubs
2. COVID-19 Risk Infographic

HEALTH & FITNESS BUSINESSES GUIDELINES



Illinois
 Department of Commerce
 & Economic Opportunity
 JB Pritzker, Governor

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 JUNE 22, 2020 | EARLIEST EFFECTIVE DATE JUNE 26, 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 document is applicable to businesses that meet the following criteria:

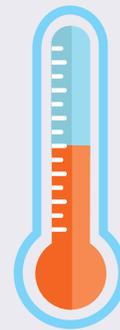
- Customer-facing facilities engaged in health and fitness services
 - ♦ Examples of health and fitness centers include (non-exhaustive): gyms; fitness centers; yoga, dance, cycling, pilates, and barre studios
- **Note:** organizations that operate across multiple workplace environments should refer to applicable Phase IV guidelines for guidance on those workplaces
- **Note:** As of release, health and fitness workplaces may operate at maximum of 50% of occupancy at any given time. Capacity restrictions will be reassessed based on the latest science and public health metrics on an ongoing basis throughout Phase IV

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

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. Employers 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

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 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 72 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. If employee reports having any COVID-19 related symptoms, employers should encourage employee to contact their health care provider; if multiple employees report having any COVID-19 related symptoms, employers should notify their local health department within three days of being informed of the prevalence of COVID-19 symptoms; if multiple employees test positive for COVID-19, employers should notify their local health department within one day of positive test results
5. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed [according to CDC guidelines](#)
6. Where appropriate, notify employees who have been exposed. Employers should not identify an employee who tested positive by name
7. Any employee who has had close contact¹ with co-worker or 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 employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



¹ 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 health and fitness businesses:**PHYSICAL WORKSPACE****i. Minimum guidelines**

1. Fitness centers should [display signage](#) at entry with face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed
2. Allow for 6-ft. spacing between occupied, individual workstations OR if not practical, install an impermeable barrier between workstations
3. Fitness centers should configure workout stations or implement protocols (e.g., decommissioning equipment) to allow for 6-ft. social distancing between individuals without barrier OR 3-ft. apart with barriers)
4. Ancillary accommodations (e.g., saunas, hot tubs, steam rooms) should be closed
5. Locker rooms and showers should be configured with signage, tape, and other markings to ensure members can maintain 6-ft. of social distance
6. Any drop-in childcare areas should follow [state and local guidance on childcare facilities](#) for group sizes and cleaning and disinfecting
7. For martial arts, sparring and other contact sports, contact exercises are permitted provided that:
 - a. Participants undergo a nasal swab for RT-PCR test within forty-eight to seventy-two hours of starting the contact exercise
 - b. Participants are tested regularly for the duration of participation (e.g. every 2 weeks)
 - c. Participants limit participation to one location
 - d. Participants limit contact exercise to participation with one group that should be kept static for at least 10 days

**ii. Encouraged best practices**

1. Display visual markers 6-ft. apart at customer queue points
2. Display signage with guidelines for members to clean equipment before and after each use
3. Where possible, eliminate common touchpoints (e.g., propping doors/ using touchless door pulls)
4. If practical, implement touchless check-in (e.g., confirm membership with a QR code)
5. 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 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 hour recommended for high-traffic areas
3. Fitness centers should provide sanitizing supplies near all equipment and exercising areas (e.g. treadmills, weights, studios)
4. Fitness center employees should fully clean and sanitize exercising areas (e.g. yoga room) before and after use by individuals
5. Sanitization of locker rooms and showers should be completed at least every hour
6. Fitness center employees should fully clean and sanitize any equipment provided before and after use by individuals
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. Develop a system to indicate when equipment has been disinfected (e.g. visual markers, designated area to place equipment that needs to be sanitized)

STAFFING AND ATTENDANCE

i. Minimum guidelines

1. Fitness centers should operate at no more than 50% of occupancy at any given time
2. Fitness classes should allow for 6-ft. of social distancing without barrier or 3-ft. with barrier between participants and are limited to a maximum of 50 participants
3. Multiple groups permitted in a space at once as long as:
 - a. Facilities allow for social distancing of participants and employees
 - b. 30-ft. of distancing is maintained between groups
 - c. Areas for each group are clearly marked to discourage interaction between groups
4. For open gym space, fitness center should assign 1 employee per 4,000 sq. ft. to monitor social distancing and sanitize equipment between uses
5. For open gym space, fitness centers should develop a method to inform members of available facility capacity before members arrive at the facility (e.g. reservation system, overview of days/ times when establishment is typically most crowded)
6. Fitness centers 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. Class schedule should be configured to minimize interaction between classes and allow for adequate cleaning time between classes
2. Stagger shift start and end times to minimize congregation of employees during changeovers
3. Minimize the number of in-person interactions among employees
 - a. If an in-person interaction or meeting of employees is necessary, limit to 50 people with social distancing

EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or non-member visitor to enter, or while requiring them to wait in a designated area, fitness centers should ask whether external supplier or non-member visitor is currently exhibiting COVID-19 symptoms
 - a. If possible, fitness centers should take external supplier or non-member visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Fitness centers should keep log of all external suppliers who enter premises
3. Suppliers and non-member 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/ non-member visitors and employees

CUSTOMER BEHAVIORS

i. Minimum guidelines

1. Members should check for available capacity before going to the facility
2. Members should wear face coverings over their nose and mouth whenever not exercising (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
3. Before allowing entrance or before class, fitness centers should ask whether member is currently exhibiting COVID-19 symptoms. If member does have symptoms, they should wait to enter premises until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared
4. Members should clean and sanitize equipment (e.g., weights, treadmills, any equipment used outdoors) before and after use
5. Members should maintain 6-ft. of distance during exercise
6. Equipment should not be shared between members at the same time unless from the same household



ii. Encouraged best practices

1. If practical, fitness centers should take member temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Members should arrive at facility dressed in workout attire
3. If practical, members should wear face coverings over their nose and mouth while exercising (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
4. Members should make a reservations for group fitness classes if practical

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 illinois.gov/businessguidelines

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](#)

COVID-19 Risk Index

Risk levels for exposure vary based on four main factors:



Enclosed space



Duration of interaction



Crowds

Density of people + challenges for social distancing



Forceful exhalation

Sneezing, yelling, singing, and coughing



Medium



Visiting hospital emergency department

Risks: Indoor, potential clustering of people

Medical office visit

Risks: Indoor, close contact, potential clustering of people, high-touch surfaces



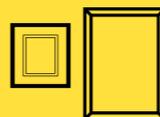
Dentist appointment

Risks: Indoor, close contact, potential clustering of people, patient not wearing a mask

Taking a taxi or a ride-sharing service



Risks: Dependency on frequency of cleaning, duration of ride, and number of passengers



Museum

Risks: Indoor, close contact/potential clustering of people



Outdoor restaurant dining

Risks: Close contact, potential clustering of people, challenge to wear a mask during eating

Medium / High

Exercising at a gym



Risks: Indoor, close contact/potential clustering of people, high-touch surfaces, difficult to wear a mask, high respiratory rate

Hair/nail salon and barbershops



Risks: Prolonged close contact, difficult to wear a mask

Working in an office



Risks: Indoor, high-touch surfaces, prolonged close contact/potential clustering of people



Indoor restaurant or coffee shop

Risks: Indoor, prolonged close contact/potential clustering of people, difficult to wear mask while eating and drinking

Low / Medium

Playing "distanced" sports outside



Ex. Tennis or golf

Grocery shopping



Risks: Indoor, close contact, potential clustering of people, high-touch surfaces



Retail shopping

Risks: Indoor, close contact, potential clustering of people

High



Indoor party

Risks: Indoor, prolonged close contact/potential clustering of people

Additional risks: alcohol (loss of inhibition), shared joint/pipe (coughing)



Bars and nightclubs

Risks: Enclosed space, prolonged close contact/potential clustering of people, high respiratory rate, yelling/projection of voice



Playing contact sports

Football, basketball, soccer, etc

Risks: Prolonged close contact/potential clustering of people, high respiratory rate, unable to wear a mask



Air travel

Risks: Enclosed space, prolonged close contact/potential clustering of people, and high-touch surfaces



Public transportation
Subway or bus

Risks: Enclosed space, prolonged close contact/potential clustering of people, and high-touch surfaces



Concert

Risks: Enclosed space, prolonged close contact/potential clustering of people, high-touch surfaces, yelling/projection of voice



Religious services

Risks: Enclosed space, prolonged close contact/potential clustering of people, high-touch surfaces, singing/projection of voice

Movie theater or live theater



Risks: Enclosed space, prolonged close contact/potential clustering of people, high-touch surfaces



Watching sports

Risks: Prolonged close contact/potential clustering of people, high-touch surfaces, yelling/projection of voice, enclosed space (if indoor)

**REOPEN INTELLIGENTLY.
REOPEN SAFELY.**

Low



Staying at home
Alone or with members of your household

Walking outdoors
With or without pets



Running or biking
Alone or with another person



Risks: Close contact or potential clustering of people



Picking up takeout food, coffee, or groceries from stores

Risks: Potential crowding

Outdoor picnic or porch dining

With non-household people and physical distancing



Risks: Potential crowding and activity

MEMORANDUM

TO: CHAIRMAN CAREY AND MEMBERS OF THE PARKS AND RECREATION COMMITTEE

FROM: KELLY AMIDEI, VILLAGE ADMINISTRATOR
NICHOLAS MOSTARDO, DIRECTOR OF FINANCE

SUBJECT: FALL LEASES

DATE: 8/4/2020

Background

While it has already been previously established that it is not in the best interest of the Village to operate the Libertyville Sports Complex during Phase 4 on its own, two organizations have approached the Village with an inquiry on leasing the sports floor portion of the facility in the fall. The two organizations are the Greater Libertyville Soccer Association (GLSA) and the Lake County Lightning. Both of these organizations were previously significant renters of floor space in the Complex.

Analysis

Because the facility is currently closed to the public, this concept would normally not even be a consideration that staff would bring to the attention of the Committee. However, both groups have agreed to structure any rental as a lease which would include indemnifying the Village against injuries and illnesses. Additionally, both groups have expressed willingness to agree to use the facility independently and be responsible for cleaning, sanitization, and general maintenance of their leased areas. The Village would only provide a single manager-on-duty for general supervision and to provide support in the event of an emergency. There is no need to hire additional full-time recreational personnel with this type of arrangement. As a result, expenses to the Village would be very minimal.

Due to the current COVID-19 crisis and the closure of other areas of the facility, there will be a premium on the cost of leasing of sports floor space. If directed to move forward, staff intend to utilize a monthly lease payment structure with the two organizations, rather than the adhoc hourly rental structure that was employed when the Village was operating the facility. This payment structure is more amendable to building in the overhead of the facility for items such as utilities. It will also allow for easier prorations of lease payments if the State imposes additional COVID-19 restrictions which make it impossible for the lessees to use the facility.

The GLSA has requested use of a portion of the facility from November 2020 – March 2021 while the Lake County Lightning has requested use of a portion of the facility from November 2020 – April 2021. Each organization has requested the use of both turf fields, which is a conflict that will have to be resolved by staff if the Village moves forward. If the Committee elects to move proceed, staff will negotiate lease agreements with both parties during the month of August and bring the agreements to the Committee for review during the September meeting.

Recommendation

1. Provide policy direction related to the requests from the GLSA and Lake County Lightning to lease sports floor space within the Sports Complex this fall.

MEMORANDUM

TO: CHAIRMAN CAREY AND MEMBERS OF THE PARKS AND RECREATION COMMITTEE

FROM: JULIE LUDWIG, RECREATION MANAGER

SUBJECT: RECREATION FALL 2020-2021 KINDER KORNER PRESCHOOL

DATE: 7/30/2020

CC: KELLY A. AMIDEI, VILLAGE ADMINISTRATOR

Background

The Restore Illinois Plan, Phase 4 guidelines allow for additional programs and recreational activities to resume in-person. With D70 announcing that grades K-8 will be remote to start the school year staff has reviewed options for Fall 2020-2021 Kinder Korner Preschool at Adler Lodge and the Riverside Clubhouse location.

Analysis

Following the Phase 4 guidelines set forth by the State of Illinois, staff believe that the Recreation Department can provide preschool program offerings by utilizing two Village-owned facilities: Alder Lodge and the Riverside Clubhouse. Each space is unique and valuable to the community and will be utilized to its full potential.

Staff has successfully run six weeks of preschool camps this summer for ages three to six-year-olds. Staff has received positive feedback from all families registered and the campers are following all the guidelines set forth. Staff believes that with our guidelines in place, managing three classrooms with a maximum classroom size of eight, will allow for a successful in-person classroom experience for the kids. Classes would begin September 9, 2020. The Village would continue to follow all CDC and Phase 4 guidelines.

Staff conducted a survey of other area local preschools and found that the following are planning on holding in-person classes this fall:

- Vernon Hills Park District
- Mundelein Park District
- Grayslake Park District
- St. Joseph's Catholic School
- Christ Lutheran Church

Growing with Grace Preschool and Libertyville Coop Preschool have not made a final decision regarding remote vs. in-person learning.

Staff sent out a survey to the 21 families that are currently registered in the Kinder Korner Preschool program to confirm their interest in an in-person program which would require masks on each child for the duration of the school day. Survey results will be available for the meeting.

Recommendation

Staff is recommending in-person preschool for the 2020-2021 school year, with guidelines in place, managing three classrooms and having a maximum number of eight per class will allow for a safely managed program. Staff will however be ready to shift to a remote program if the Restore Illinois phase for Lake County is lowered, which would not allow for in-person learning.

Attachments:

1. Recommended Safety Guidelines

Village of Libertyville Recreation Department



Kinder Korner Preschool Guidelines

- Drop off and Pick up - will be outside the buildings (weather permitting). We are asking parents NOT to enter buildings.
- We will take the preschoolers temperature when they arrive. (if temperature is at or over 100.4 we will ask that the camper be taken home). We ask that parents check their children's health status and temperature before attending preschool and use sound judgment as to whether they should attend. If a preschooler shows symptoms during preschool, they will be separated from the group with a staff person until they are picked up.
- Students will be sanitizing hand before entering the building and periodically throughout school. Hand sanitizer will be available in every room and brought with the teachers where ever they go.
- Each preschooler will have an assigned table space and supplies.
- Teachers will be required to wear face coverings. Face covering are required indoors when social distancing cannot be maintained. While we know it may be difficult for children of this age group to maintain social distancing , we have found fun and creative ways to encourage it. The campers in our Summer Preschool camps did a great job wearing face covering and we're confident our preschoolers will, too!
- Equipment, supplies and the classroom will be sanitized/disinfected daily and between classes. Gloves are required for teachers when assisting children with snacks, administering first aid, and cleaning.
- Snacks will be provided by the Village of Libertyville Kinder Korner Program.
- **PLEASE LEAVE ALL TOYS AT HOME!**

WHAT TO BRING EVERYDAY:

Mask

Questions or Concerns please contact :

Julie Ludwig, Recreation Manager - 847-247-7651 or email jludwig@libertyville.com

Julie Herchenbach, Preschool Director - 847-347-8329 or email jherchenbach@libertyville.com