



July 14, 2020

Nicole M. Prater
Winfield Township Clerk
Winfield Township
130 Arbor Ave.
West Chicago, IL 60185


Dear Ms. Prater,

This letter confirms, that based upon the State of Illinois' transition to Phase 4, under the Governor's Reopen Illinois Plan, (<https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4/>), in person meetings are now allowable. Specifically, on page 5 of the Meetings and Social Events Guidance, it states:

STAFFING AND ATTENDANCE i. Minimum guidelines 1. Limit to the lesser of 50 people or 50% of room capacity 2. Multiple groups of 50 or fewer are permitted at once as long as: a. Facilities allow for social distancing of groups b. Groups meet in separate rooms during the meeting or event c. Event start/ end times are staggered to discourage interaction d. Groups are static for duration of meeting or event. If event includes multiple sessions, participants should remain in one room, and speakers/ presenters should rotate between rooms or be digitally displayed (e.g. projected, livestreamed) in multiple rooms 3. Venue operators should design a plan to allow for social distancing within the workplace and if needed, designate employee(s) to monitor capacity limits and social distancing 4. Venue operators 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

Providing that Winfield Township reviews and assures that all practices and public health guidelines are addressed in the upcoming Annual Meeting, the DuPage County Health Department offers no further recommendations or guidance. **Importantly, all attendees should wear a mask or face covering and continue to keep about 6 feet between themselves and others. The mask or face covering is not a substitute for social distancing.** Thank you for reaching out to us to confirm this information.

Sincerely,


Karen J. Ayala, MPH
Executive Director

