

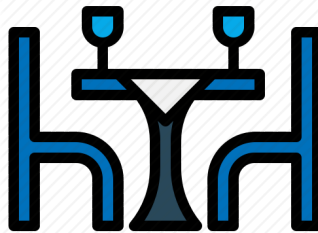
May 28, 2020

 City of Highland Park

Business Development

eNews

Outdoor Expansion Applications



Governor Pritzker has released [***new industry-specific guidelines***](#) to allow for a safe re-opening of businesses as the state progresses into the Phase 3 of the Restore Illinois plan. It is anticipated that Illinois and the City of Highland Park will reach Phase 3 on May 29, if we continue meeting the necessary public health metrics. Phase 3 is expected to see many businesses reopen across the state, and hundreds of thousands of workers back to work.

For the next phase of recovery, the City has created a Temporary Outdoor Expansion Applications for use by businesses that would like to use sidewalks or the public right of way for tables, chairs, signs, merchandise, displays, etc., and for restaurants that would like to use the designated outdoor dining areas and for use by fitness businesses desiring to conduct outdoor fitness classes on City-owned property.

Timing? We have many businesses that will be applying for an outdoor expansion permit. Your patience is greatly appreciated as we review applications and turn around permits within a few days.

- [***Outdoor Expansion Application***](#) (non-fitness)
- [***Fitness Application***](#)

For the benefit of the community the City has identified several areas in the Central and Ravinia Business Districts which will be designated for outdoor dining, subject to physical distancing regulations. [***View the draft Maps.***](#) Businesses adjacent to these areas may apply to designate a portion of the outdoor area for their establishment if they desire to provide

table service to customers. Please contact Carolyn Hersch at chersch@cityhpil.com if you have concerns about street closures.

While Phase 3 safety guidelines offer new precautions for businesses and residents to take, the state encourages all residents to maintain compliance with ongoing public health guidance - using face coverings, washing hands regularly, and practicing social distancing. Our continued compliance with the latest public health guidelines is essential to our ability to safely reopen our state and to restore Illinois.

As many businesses continue to prepare for Phase 3, [Lake County Partners](#), a regional economic development corporation, has compiled a list of where you can purchase PPE to keep employees and customers safe.

Need to scan a document to email to the City of Highland Park but you don't have a scanner?

Don't worry. A printer or smartphone scanning apps or smartphone camera can help you get the job done.

Printer - most printers are multifunction devices that include a scanning option. You may need to install utility software or find the scanning function in your computer's system settings.

Smartphone Apps - a smartphone can take the place of a scanner. Browse your app store and download a mobile scanning app. These apps use your phone's camera to capture an image of the page. That image is saved as a PDF or JPG file to your phone or an online storage site. Be sure to read the app's privacy policy first so you know where your data is being stored and managed by the company.

Smartphone Camera - as a last resort, use your cell phone or a digital camera and take a picture of the document. If needed, straighten and crop the image in edit mode.

Illinois DCEO Issues Phase 3 Reopening Guidelines, Toolkits for Businesses, Restaurants

The [Illinois Department of Commerce & Economic Opportunity](#) has released a Tool-Kit with [Industry-Specific Guidelines](#) to support businesses as they plan for reopening during Phase 3 of Restore Illinois. The Business Toolkits provide guidelines and reproducible posters, signage, training checklists and promotional materials to assist business owners in successfully reopening their businesses. Toolkits are available for the following industries: manufacturing, health and fitness centers, offices, personal care services, retail, outdoor recreation, service counters, day camps, youth sports, and restaurants and bars for outdoor dining and drinking. The [full Toolkit](#), with information for each industry, is also available for download.

Business owners, employees, and customers alike are encouraged to familiarize themselves with the new protocols that should be implemented when the region advances to Phase 3. DCEO maintains a Business Hotline that is available Monday through Friday at 800.252.2923 or ceo.support@illinois.gov should business owners have any questions about how Phase 3 impacts their business or employees.

The earliest date Phase 3 may begin is May 29, 2020. Governor Pritzker stated that all four regions of the state continue to be on track to advance to Phase 3 at the end of this month. As a reminder, Highland Park is in the Northeast Region; metrics for all regions are updated daily at dph.illinois.gov/restore.

The City will continue to support local businesses and to ensure economic vitality in our community. We look forward to our community and the State taking this important step towards the reopening of business operations. The City will continue to provide updates on the [City website](#), [Facebook](#), Twitter, and through [eNews](#) as more information becomes available.

Let Your Customers Know How You Are Addressing Health & Safety Concerns



The City recommends that you email your customers and clients to let them know what measures are being taken to address their health and safety including:

- The maximum number of people allowed in your store.
- Reminders about social distancing and face covering requirements while in your place of business.
- If you will be providing gloves, hand sanitizer or disinfecting wipes.

***Please also post signs on your doors reminding customers that they must wear masks.**

Updates from the SBDC/ITC

- [Business Supply and Resource Guide](#) from Lake County Partners, which provides vendors for things like Personal Protective Equipment (PPE) and cleaning and sanitizing supplies.

- Link to a [webinar](#) designed to answer questions about the Paycheck Protection Program (PPP) Loan Forgiveness process.
- Department of Treasury details about [PPP Loan Forgiveness](#) criteria and a [PPP Loan Program Report](#), which details how PPP funds have been spent so far.



Materials from Virtual Town Hall Meeting for Businesses



The City of Highland Park hosted a virtual Town Hall for businesses on Friday, May 22, at 8:00 AM. The [recording](#) and [Q&A](#) are now available. Please download the following materials referenced during the meeting:

- [Agenda](#)
- [City of Highland Park Report](#)
- [National Restaurant Association COVID-19 Reopening Guidance](#)

Ravinia Farmers Market

The Ravinia Farmers Market returns on Wednesday, June 3, and will be open on Wednesdays from June 3 - October 28, 7:00am - 2:00pm in Jens Jensen Park. The market will feature up to 20 vendors offering fresh produce, meat, cheese, bread, flowers and more. Ravinia Farmers Market is committed to connecting residents with locally grown, healthy food and supporting local farmers, ranchers, and artisans.



New requirements for vendors and shoppers are now in place to promote a safe shopping experience for all, and are in line with all guidelines implemented by the State of Illinois and the City of Highland Park. All vendors have received instructions on modifying their setup and shopping experience. The first hour (7:00am - 8:00am) has been reserved for immunocompromised individuals, pregnant parents, and those at elevated risk for COVID-19, such as seniors. Additional safety requirements include:

- Face coverings are required
- Social distancing must be practiced at all times
- Touchless payments or exact cash preferred (no change will be given with cash purchases)
- Congregating is not permitted
- Attendance limited to one person per household
- Only service dogs permitted
- Touching produce or products, or hand-to-hand contact is not permitted
- Hand sanitizing stations will be provided
- One-way traffic
- Pre-order and pre-pay for onsite pickup

Learn more about the Ravinia Farmers Market at raviniafarmersmarket.com. Video instructions and vendor information is available.

Additional Resources

Essential Business FAQs - Illinois Department of Commerce & Economic Opportunity

COVID-19 Emergency Resources For Businesses - Illinois Department of Commerce & Economic Opportunity

Emergency Small Business Grant & Loan Assistance - Illinois Department of Commerce & Economic Opportunity

COVID -19 Small Business Survival Guide - Illinois Small Business Development & International Trade Center

Illinois Department of Revenue Covid -19 Tax Relief

Illinois Department of Insurance (DOI)

Highland Park Chamber of Commerce COVID-19 Toolkit

Lake County Health Department

NorthShore University HealthSystem

Illinois Department of Public Health

Centers for Disease Control and Prevention

For general business inquiries, contact the City's Business Development Manager Carolyn Hersch at chersch@cityhpil.com.

For more information on the City's response to COVID-19, contact the City's Communications Manager Amanda Civitello at acivitello@cityhpil.com.

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