



CITY OF CHICAGO • OFFICE OF THE MAYOR

March 12, 2020

Dear City Partners,

As your Mayor, I know that Chicago's businesses, community organizations, unions and workers are the heart of our economy and critical to the life our neighborhoods. That is why we want to ensure that each of you have the latest information on the steps the City of Chicago is taking to address the spread of the Coronavirus Disease 2019 (COVID-19), as well as provide you with updated guidance you can follow to protect your employees and customers.

Following evidence-based recommendations from public health experts and our counterparts in other jurisdictions experiencing similar impacts, for the next 30 days, the City is banning all events with more than 1,000 attendees and is strongly recommending that events with 250 people or more be cancelled or postponed. Furthermore, any event with 10 attendees or more from vulnerable populations – consisting of those 60 years or older or with underlying health conditions – is also recommended to be cancelled or postponed over the next 30 days. Additional guidance can be found [here](#).

In order to keep yourselves and the rest of the public safe, we also recommend taking the following measures:

- All businesses must require employees to **stay at home** if they experience respiratory symptoms, fever or cough.
- Employers should practice **social distancing strategies and explore flexible worksites** to increase the physical distance between employees. Evaluate opportunities for teleworking for employees who have underlying health conditions or who are at risk.
- To prevent the spread of the disease, it is essential for sick individuals to stay home and to be able to do so without fear of the impact this will have on their employment. That is why we strongly encourage you to be mindful of the role that you can play to help lessen the impact of this outbreak through **flexible sick leave policies**.
- **Increase cleaning** following the recommendations set forth in the U.S. EPA's Emerging Pathogen Policy regarding cleaning disinfectants. Ensure high-touch areas are cleaned regularly and that hand sanitizer is readily available for employees and patrons.
- As part of this precautionary measure, we also recommend that you **review your emergency operations plan**, including identification of essential business functions, teleworking and flexible sick leave policies.

For more information and updates on COVID-19, you can visit the City's website at www.chicago.gov/coronavirus.



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Though the situation is ongoing, we want everyone to know that our teams prepare year-round for situations like this and we will continue to do everything that's needed to keep all of Chicago safe, healthy and secure.

Answers to frequently asked questions can be found in English [here](#) and in Spanish [here](#).

Thank you.

Lori E. Lightfoot, Mayor

**Allison Arwady, MD, MPH
Commissioner
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