



March 18, 2020

Dear Prospect Heights Park District PART TIME Staff Member:

First off, thank you for continuing to be a valued team member of the Prospect Heights Park District! This is an unprecedented time for our organization and the community. As you may know, the Governor declared that no large public gatherings should take place, schools were ordered to close, dining/bar restrictions are in place as means to prevent the spread of the COVID-19 virus.

Each day, organizations across the country are modifying work schedules and we are no different. The Governor has urged our community to aggressively work together to significantly reduce the spread of COVID-19. At this point, we have temporarily suspended operations at Gary Morava Recreation Center which includes events, programs, and rentals from March 16, 2020 through March 29, 2020. This will be re-evaluated on March 27, 2020. Our organization is being as proactive as possible but it's now gone beyond just social distancing (keeping 6 feet between you and someone else) and local health officials are stressing that isolation and staying home as much as possible is the best defense. We have never had to temporarily suspend nearly all operations throughout the Park District's existence.

These closures will have a significant negative impact on our revenue, so we are working to reduce expenses to the best of our ability. This also means we are at the point where we had to make some tough decisions that will impact you over the next two weeks or longer. We are asking that you stay home and not report to work. Please know this is only temporary. During this temporary closing of GMRC we encourage you to learn about state unemployment benefits using this link:
<https://www2.illinois.gov/ides/individuals/UnemploymentInsurance/Pages/default.aspx>

Under emergency rules by the Illinois Governor, an individual temporarily laid off in this situation may qualify for benefits. You would not have to register with the employment service. You are considered to be actively seeking work as long as you are prepared to return to your job at the Prospect Heights Park District once we have reopened.

This has never happened before so a lot is going to have to be worked out and the way we are used to functioning will need to change for the next several weeks. Change and uncertainty is hard though so be kind to yourself and your family/team members as this can be a very stressful and worrisome time. The EAP service provider for the District is Workplace Solutions LLC. Please feel free to contact them at 1-877-215-6614 to assist you during this time. Also, the United Way is also a good source of information especially regarding meals while schools are out. Here is a link:
<https://liveunitedchicago.org/>.

Please stay in contact with your supervisor to determine your anticipated return to work date. We plan to reopen as soon as our state and health officials remove community-wide restrictions. If you have any questions about this letter or your unemployment benefits, please contact Edlyn Castil at 847-666-4864 or ecastil@phparks.org. You are a very important part of our team and we will be relying on your great work to help people enjoy life! We are one team and we will get through this together.

Sincerely,

Christina Ferraro

Christina Ferraro, Executive Director