



**18451 Convention Center Drive  
Tinley Park, Illinois 60477  
(708) 342-5485 / Fax (708) 342-6221  
[www.TinleyParkConventionCenter.net](http://www.TinleyParkConventionCenter.net)**

3/10/2020

IL. School Counselors Association  
P.O. Box 734  
Downers Grove, IL 60515

Dear Tinley Park Guest,

Thank you for considering reaching out to us. Similar to all, we have been closely tracking the coronavirus (COVID-19) both locally and globally. As you are aware there are some confirmed cases in the Metro Chicago area. While we know this virus is primarily spread through close contact, we want you to know that we are taking precautionary measures to maintain a healthy and safe environment for your attendees.

We have a team on our staff that is constantly monitoring updates from the Centers of Disease Control and Prevention (CDC) and we have implemented a precautionary plan. This plan will change and adjust based any changes is the current conditions. Some of the following are precautionary measure currently in place.

- The placement of large satellite Hand Sanitizer stations throughout the concourse
- Restroom wastebaskets will be relocated outside of the bathroom in order for the guest to not come in direct contact with the door but rather utilize a tissue once hands are washed
- Weather permitting the entrance doors will be propped open to simplify ingress and egress
- Bathroom Sanitation is a priority at the TPCC and we are ramping up staffing to have double the cleaning coverage
- This staffing increase will provide additional cleaning cycles throughout the facility with an emphasis on all doors
- Once the Facility is closed, clean and sanitized each night it will be locked down overnight
- We have been also retraining our entire staff on sanitation, hand washing and staying home if they are sick

Feel free to contact me personally if you would like to discuss the matter further my direct line is 708.342.5495. Until we have the pleasure of speaking, please accept my sincere regards

Thank you for your time and consideration.

Sincere Regards,

Daniel P. Fitzgerald  
Managing Director