



CITY OF CHICAGO



April 4, 2020

Mr./Ms. Administrator,

Mayor Lori E. Lightfoot and the City of Chicago are pleased to be able to offer hotel rooms to accommodate emergency and critical care workers from your healthcare facility during the COVID-19 crisis. Due to limited supply, we are focused on healthcare personnel in direct contact with COVID-19 positive or symptomatic persons, including cleaning the spaces that serve this population. Within that group, we are prioritizing those who live with others and do not have a means of safe quarantine from other household members (such as a separate room and bathroom). We are asking for your partnership to assist us in identifying which healthcare workers at your facility are most in need of a room by implementing the following steps:

- Identify which healthcare workers at your facility are most in need of accommodation, prioritizing the highest risk workers;
- Circulate an internal communication to those healthcare workers informing them of their eligibility for accommodation;
- Complete and issue the verification form provided by the City of Chicago to the healthcare workers identified as eligible;
- Notify Neal Heitz (neal.heitz@cityofchicago.org) at the City of Chicago indicating which healthcare workers have been issued the verification form.

Upon completion of the preceding steps, healthcare workers meeting the eligibility criteria are advised to call the property ahead of arrival to verify available capacity at the property. Upon arrival, eligible healthcare workers must present a valid form of employee identification, government identification, and the verification form issued by the healthcare facility in order to secure accommodation at the property.

It is our hope that this process allows those on the front lines of this crisis to determine which employees are in greatest need of accommodation at the property while ensuring the process is both secure and efficient. Please do not hesitate to contact Neal Heitz at the City of Chicago with any questions or concerns.

I know I speak for the entire City of the Chicago when I say thank you to you and your colleagues for all that you are doing during these trying times.

Warm Regards,

Mayor Lori E. Lightfoot