



Town of Altavista, Virginia
Meeting Agenda
Town Council Work Session
Tuesday, September 22, 2020
5:00 p.m. – Council's Chambers

J.R. "Rudy" Burgess Town Hall
510 7th Street
Altavista, VA 24517

1. Call to Order

2. Agenda Adoption

3. Recognitions and Presentations [\(LINK\)](#)

a. Introduction of new Assistant Town Manager – Amanda "Amie" Owens

b. Center for Healthy Veterans project update

4. Public Comment (Agenda Items Only)

*Citizen's wishing to address Council should provide their name and residential address. Citizen's comments are limited to three (3) minutes with a total of fifteen (15) minutes allotted for this purpose. (Please note that the Citizen's Time is **NOT** a question-and- answer session between the public and the Council.)*

5. Public Hearing

a. Amendments to FY2021 Adopted Budget [\(LINK\)](#)

6. Items Referred from Previous Meetings

a. Altavista Outreach and Enrichment Request – Story Walk [\(LINK\)](#)

b. Altavista Economic Development Authority (AEDA) Proposal [\(LINK\)](#)

c. COVID-19 "Forward Virginia" regulations – Town owned facilities [\(LINK\)](#)

d. English Park – Tree removal discussion/follow up [\(LINK\)](#)

7. New Items for Discussion/Unfinished Items

a. Consideration of Bid Award – WWTP Electrical Upgrades (Phase II and III) [\(LINK\)](#)

b. Small Business Saturday (Sharon Williams) [\(LINK\)](#)

c. FY2020 Carryover Requests (Tobie Shelton) [\(LINK\)](#)

d. Surplus Item Request [\(LINK\)](#)

e. CARES Act Funding discussion [\(LINK\)](#)

f. Town Code Chapter 18 Animals review [\(LINK\)](#)

8. Public Comment (Non Agenda Items)

*Citizen's wishing to address Council should provide their name and residential address. Citizen's comments are limited to three (3) minutes with a total of fifteen (15) minutes allotted for this purpose. (Please note that the Citizen's Time is **NOT** a question-and- answer session between the public and the Council.)*

9. Matters from Council**10. Closed Session**

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

11. Adjournment

THE TOWN OF ALTAVISTA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN THREE (3) WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (434) 369-5001 FOR ASSISTANCE.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Recognitions and Presentations

MEETING DATE:

September 22, 2020

ITEM #: 3a**ITEM TITLE:**

Introduction of new Assistant Town Manager – Amanda “Amie” Owens

DESCRIPTION:

We welcome Ms. Owens to the Altavista family; her first day of work was Monday, September 21st.

ITEM TITLE:

Center for Healthy Veterans facility update

DESCRIPTION:

Council recently requested that staff invite a representative of the Center for Healthy Veterans to come and give a brief presentation on the proposed facility just north of Town off of Route 29. Brigadier General Jeff Horne will attend Council’s Work Session on Tuesday, September 22nd to provide a brief update on the project. Additional information can be found on the organization, as well as the project, at their website:

<https://www.healthyveterans.org>

RECOMMENDATION:

This item is for Informational Purposes Only.

BUDGET/FUNDING:

N/A

POTENTIAL ACTION:

- None Requested

ATTACHMENTS:

- None at this time.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Public Hearing(s)

MEETING DATE:

September 22, 2020

ITEM #: 5a**ITEM TITLE:**

FY2021 Adopted Budget Amendments

DESCRIPTION:

Pursuant to Section 15.2-2507 of the Code of Virginia, the Altavista Town Council will conduct a public hearing this evening in regard to amendments to the FY2021 Adopted Budget that increase the budget in excess of one percent (1%) of the adopted total. There are several changes to the budget that fall into this category; they are: 1) Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds; 2) Hazard Mitigation Grant Program (generator project); 3) Town of Altavista Water Supply System-wide Emergency Power source; 4) Proceeds from the sale of the former Altavista National Guard Armory; and 5) Recreation Trail Grant funds and local funds to support construction of the Dalton's Landing Canoe Launch project. A copy of the notice of public hearing is attached. [\(LINK\)](#) The estimated total amendment to the FY2021 Adopted budget is \$1,566,846.

RECOMMENDATION:

Conduct the required public hearing and adopt these items as part of the FY2021 Adopted Budget (Amended).

BUDGET/FUNDING:

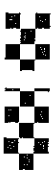
These funds are designated to specific purposes either by project or legal requirements and will be spent accordingly.

POTENTIAL ACTION:

- Per Council's discussion:
 - Motion to approve the amendments to the FY2021 Budget as set forth.
 - Defer action and place on a future meeting agenda.
 - Take No Action.

ATTACHMENTS:

- Notice of Public Hearing [\(LINK\)](#)



Received 9-4-20
will run on
the date requested
the Cindy Rowland

Law Offices of
J. JOHNSON ELLER, JR.
P.O. Box 239
Altavista, Virginia 24517

Telephone: 434-369-5663
Fax: 434-369-5663

FAX TRANSMISSION COVERS SHEET

DATE: September 4, 2020
TO: Classified Ad/Legal Notice Department of Altavista Journal (369-6689)
FROM: John Eller
RE: Notice of Public Hearing
NUMBER OF PAGES TO FOLLOW: 1

Attached please find a copy of a Notice of Public Hearing advertisement to be published in the legal notice section in the Journal on September 9, 2020.

Please send the invoice for this publication to the Town of Altavista, P. O. Box 420, Altavista, VA 24517.

Please fax a confirmation (434-369-5663) that you received this notice and it will be run in the Journal on September 9, 2020. Thanks.

John

Please verify that all pages were received and call the sender if there is a discrepancy.

The information contained in this facsimile message is attorney privileged and confidential information intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copy of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by telephone and return the original message to us at the above address via the U. S. Postal Service. Thank you.

Law Offices of
J. JOHNSON ELLER, JR.
P. O. Box 209
Altavista, Virginia 24517

Telephone: 434-369-5661
Fax: 434-369-5663

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**ALTAVISTA TOWN COUNCIL
NOTICE OF PUBLIC HEARING
PROPOSED AMENDMENTS TO FY 2020-2021 BUDGET**

The Altavista Town Council will hold a public hearing at the September Work Session on Tuesday, September 22, 2020 at 5:00 P.M. in the Council Room of the Altavista Municipal Building, 510 Seventh Street. The purpose of this public hearing is to receive public input on proposed amendments to Fiscal Year 2020-2021 budget.

The proposed amendments increase the General Fund budget by \$1,765,566 which increases exceed one percent (1%) of the total expenditures shown in the currently adopted budget thus requiring a public hearing pursuant to Virginia Code Sec. 15.2-2507. The information contained herein is for informative and fiscal planning purposes only and does not constitute an obligation on the part of the Town Council to appropriate funds for any purpose.

The proposed amendments are set forth below. No changes to the tax rates and fees in the current budget are proposed.

1. Expenditure of \$594,320 in Federal Coronavirus Relief Funds authorized pursuant to the federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act). These funds will be used to cover necessary expenditures incurred from March 1, 2020 to December 31, 2020 due to the public health emergency known as Coronavirus 2019 (COVID-19).
2. Expenditure of \$498,100 in federal funds obligated through the Hazard Mitigation Grant Program.
3. Expenditure of \$24,900 in local funds to support the Town of Altavista Water Supply System-wide Emergency Power Source project.
4. Expenditure of \$212,826 in funds generated from the sale of the former Virginia National Guard Armory property to support General Fund operations and projects.
5. Expenditure of \$236,700 in DCR -- Recreation Trail Grant funds and \$198,720 in local funds to support the construction of Dalton's Landing Canoe Launch project.

The public and all interested parties are invited to attend this public hearing to make their views known on the proposed budget amendments. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001.

J. Waverly Coggsdale, III
Town Manager



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items Referred from Previous Meetings

MEETING DATE:

September 22, 2020

ITEM #: 6a**ITEM TITLE:**

Altavista Outreach and Enrichment (AOE) Request – Story Walk

DESCRIPTION:

Staff previously provided Council with correspondence regarding AOE's request to pursue grant funding to allow for a "Story Walk" project at Avondale Park. Following discussion, Council asked that a representative of AOE appear to further discuss this project. ([LINK](#))

RECOMMENDATION:

Reach a consensus to allow AOE to pursue this project at a town owned park.

BUDGET/FUNDING:

No funds are needed, based on AOE's request.

POTENTIAL ACTION:

- Per Council's discussion:
 - Motion to approve AOE's request to proceed to seek grants for a Story Walk project in a town owned park.
 - Defer action and place on a future meeting agenda.
 - Take No Action.

ATTACHMENTS:

- AOE's correspondence ([LINK](#))

A proposal for the Altavista Town Council from Altavista Outreach and Enrichment:

The StoryWalk® Project was created by Anne Ferguson of Montpelier, VT and developed in collaboration with the Kellogg Hubbard Library. A StoryWalk® is a fun, educational activity that places a children's story (literally a book taken apart) along a popular walking route in your community. StoryWalk® helps build children's interest in reading while encouraging healthy activity for both adults and children.

Recent research supports an interactive and experiential process of learning spoken and written language skills that begins in early infancy. We now know that children gain significant knowledge of language, reading, and writing long before they enter school.

Our concern in the Altavista community is the number of children who enter pre-K or Kindergarten not having the pre-literacy skills needed for success learning to read. It is part of the mission of Altavista Outreach and Enrichment to encourage literacy in our community, and every opportunity we have to introduce literature to children is a step in the right direction.

Altavista Outreach and Enrichment (AOE) would like to place a StoryWalk in the Avondale Park where many children and their families would have access to it. AOE would raise funds for the frames, posts, and the books used. We would change the book at least monthly.

A StoryWalk consists of about 18 stations. At Avondale Park, this could be around the perimeter of the playground, or around the perimeter of the park (along the tree line). A semi-local example, should anyone like to visit, is at Timbrook Library on Leesville Road. (Please note, though, that ours would be of a sturdier construction.)

AOE is currently seeking funding for this project, as well as for the Little Free Library project that Town Council approved in the Spring. As before, we need permission for the project before applying for grants.

Thank you.





TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items Referred from Previous Meetings September 22, 2020

MEETING DATE:**ITEM #: 6b****ITEM TITLE:**

Altavista Economic Development Authority Proposal

DESCRIPTION:

The Altavista Economic Development Authority provided to Town Council a proposal that would narrow the focus of the existing Economic Development Strategic Plan; this item was delivered to Town Council at their August 11th meeting. This item was a follow up to the joint meeting between Town Council and the AEDA in July 2020.

The proposal serves to narrow the focus of the previous plan in two primary areas:

1. Downtown revitalization/community development (vacant building utilization/revitalization and increased housing availability and diversity); and
2. Industry (workforce development and business retention and expansion (BRE)).

In addition the AEDA cites the continued importance of maintaining strong strategic partnerships with local, regional, and state organizations. The proposal sets forth “Challenges”; while addressing the “Approach” through three-phases. While it is important to review and support all phases; the first step is Phase I which is detailed on a subsequent page.

(LINK) In addition the entire proposal is attached. (LINK) In addition, the Community Development & Housing Analysis was provided to Town Council at their August 25, 2020 Work Session and this item is tentatively scheduled to be placed on the October 27, 2020 Work Session for discussion and consideration by Town Council. With there being some overlap in the two documents, Council may want to work through both before charting a course. In addition, the Goals Matrix from the existing 2019 Economic Development Strategic Plan which is updated in regard to activity through the 2nd Quarter of 2020 is attached. (LINK)

RECOMMENDATION:

Per discussion of Town Council.

BUDGET/FUNDING:

No funds were included in the FY2021 Budget for this item.

POTENTIAL ACTION:

- Per Council’s discussion:
 - Motion to accept/approve the AEDA’s proposal to narrow the focus of the existing Economic Development Strategic Plan in line with the 3-Phase Approach as outlined. *(Note: Additional decisions/direction will need to be provided to staff in regard to implementation.)*
 - Defer action and place on a future meeting agenda.
 - Take No Action.

ATTACHMENTS:

- Phase I Getting Organized Key Steps ([LINK](#))
- AEDA Letter and Full Proposal ([LINK](#))
- Existing AEDA Strategic Plan Goal Matrix Updated Scorecard (Qtr. 2) ([LINK](#))

PHASE I: GETTING ORGANIZED (Completed by December 31, 2020)

Key steps:

- A. Town Council to **appoint the overall project manager to Chair the Steering Committee.**
- B. Project manager to perform the following:
 - a. **Conduct a meeting** with Altavista Economic Development Authority, Altavista On Track, Altavista Area Chamber of Commerce, and the Planning Commission to reach consensus on achieving the strategic initiatives in the plan and select members of the steering committee. At a minimum, responsibility for the following must be addressed:
 - i. Coordination of all town group communication and planning – goal of each steering committee member to communicate with their board.
 - ii. Local industry plant manager visitation focusing on expansion plans and workforce issues.
 - iii. Evaluation of existing vs. needed workforce development programs.
 - iv. Maintenance of the relationship with Campbell County and Lynchburg Regional Business Alliance (LRBA).
 - v. Vacant property data accumulation.
 - vi. Communication and consultation with property owners.
 - vii. Town process review.
- C. Utilizing the steering committee, **develop simple to understand, easy to obtain incentives** to stimulate the following:
 - a. Housing development, including potential senior housing.
 - b. Sale of vacant properties.
 - c. Improvement/reuse of deteriorated properties in alignment with “walkable urbanism”.
 - d. Demolition of blighted property.
 - e. Development of workforce development programs and youth camps to form a pipeline of potential local labor talent.
 - f. Other incentives as determined by the steering committee.
- D. **Propose a budget** to cover incentives, marketing, events, and consultation fees. Costs will be funded by the AEDA and reimbursed by the Town.

- E. **Develop list** of simple progress measures to monitor and report.
 - a. Property owners contacted.
 - b. Buildings converted to productive use.
 - c. Incentives paid.
 - d. Etc.

- F. **Develop a list of ways to simplify processes** that will be used by those pursuing the Town's vision (i.e. permitting, zoning, etc.)

- G. **Develop a communication plan** including the following:
 - a. Regular and consistent communication to citizens.
 - b. Regular and consistent communications to vacant property owners.
 - c. Regular and consistent communication to potential investors.

- H. **Submit plan** to Town Council for approval.

Altavista Economic Development Authority
510 7th Street
Altavista, VA 24517

July 7th, 2020

Town of Altavista
510 7th Street
Altavista, VA 24517

Attn: Honorable Mike Mattox, Mayor & Members of the Town Council

Dear Mayor Mattox & Members of Council:

Per your request, the Altavista Economic Development Authority (AEDA) has enclosed a proposed implementation plan to assist the Council with advancing various strategic initiatives that were discussed at our joint meeting held on June 11th, 2020. This proposal provides a path to attain the goals raised in that meeting. It also addresses the Council's and the AEDA's joint desire to combine available resources that would enhance the Town's efforts in both Industrial and Community Development. Beginning with an articulated Vision of the Town Council (the plan), the implementation of that Vision (the plan) by town staff & various support groups will bring many benefits to the Town and more importantly the citizens of this great community.

As discussed during the presentation, the EDA has narrowed its original scope of work to a concept of a vibrant, revitalized downtown as the cornerstone of local economic development. The AEDA believes this to be critical to the Town's efforts to attract new and expand local businesses.

In support of this concept, the AEDA desires to redefine the overall goal of the use of its financial resources so that incentive packages for revitalization projects in the community, workforce development, expansion projects for industry, and consulting services can be advanced using AEDA funds. The AEDA anticipates annual expenditures in support of these efforts would amount to \$100,000 per year. AEDA requests that the Town of Altavista provide an annual funding stream to fund these efforts.

In addition to this funding steam, the AEDA requests that the Town appoint a project manager to provide oversight for the revitalization/community development effort. A reporting line diagram proposal is attached for your review. A structure such as this, we believe, will improve collaboration and streamline the overall management of this project.

In closing, the AEDA appreciates the opportunity the Council has afforded the Board to share our concerns regarding who and how to get this vitally needed effort moving forward. As we stated in our joint meeting the Town Council is the corner stone of this effort. It must be Council's vision and Council must hold all those involved, including the AEDA, accountable for the plan's implementation.

We realize you wear many hats and this effort is only one among many, however we also believe it is one of the most important and has the greatest potential of producing many beneficial returns to the community.

Respectfully,

Altavista Economic Development Authority

**Altavista Economic Development Authority
Strategic Planning-Narrowed Scope Roll Out
Proposal Narrative to Altavista Town Council**

BACKGROUND

Over the last four years, the citizens and stakeholders of the Town of Altavista have participated in two strategic planning events held by town organizations in which they have expressed their desires for the future development of the town. The desires of the town citizens are outlined primarily in two documents: 1) 2016 updated Planning Commission Comprehensive Plan of Altavista, and 2) 2019 updated Economic Development Authority Strategic Plan. Both plans eloquently describe Altavista's rich heritage, diverse assets, and potential for future development. Additionally, both plans contain recommended activities that the participants believe will spur development that will bring the town into alignment with their vision.

Over the past four years, the Town Council has made progress on some foundational initiatives described in these plans that will improve the quality of life for town residents and prepare the town for growth. The updated AEDA plan serves as a mechanism that narrows the focus of the previous planning efforts while at the same time maintaining the content and recommendations of those plans, many of which are still in progress. It is the goal of the EDA's plan to leverage these improvements to target efforts toward revitalizing downtown spaces and increasing the diversity of attractions available to the citizens.

Accordingly, the AEDA Plan has narrowed its focus to two primary areas: 1) downtown/community revitalization, and 2) existing local industry. Within these areas of priority, it was determined from stakeholder feedback that the following issues are of highest priority:

1. Downtown revitalization/community development

1. Vacant building utilization/revitalization- including blight reduction
2. Increased housing availability and diversity

2. Industry

1. Workforce development
2. Retention and expansion of existing business

Along with these priorities, the EDA considers it important to continue to maintain strong strategic partnerships with Campbell County, Lynchburg Regional Business Alliance, VDHCD and the State sponsored Main Street program. The main objective of these relationships is to leverage the resources they provide to assist Altavista in its revitalization plans.

CHALLENGES

There are numerous groups and individuals who hold passionate views on the future of the town's development. For example, there are formal organizations with staff and volunteer boards that have specific charters that govern the group's activities. Additionally, specific members of town staff are currently charged with downtown/community development and executing the vision contained within the Planning Documents previously mentioned. The interests, activities and resources of these groups must be communicated/coordinated with the citizens and property owners who all want to accomplish the same goal.

Certain initiatives necessary to spur economic activity can present challenges. For example, incentives that are offered to new businesses or developments can cause resentment from established businesses that feel they were not offered the same assistance. Additionally, the town respects the rights of the owners of private property, and some owners of vacant or deteriorated property might not be interested in selling or improving their properties. It is an important tenant of the town's revitalization plan that all local

stakeholders understand the intent of the plan, which is to improve conditions for all citizens. As the revitalization efforts begin to produce results, the additional traffic created will benefit every property owner and downtown business. The only reason for additional incentives at this time is to encourage investment into a market that otherwise is not attracting private sector interest. As consumer traffic and property values begin to increase, all downtown property and business owners will benefit.

It is understood that owners of existing vacant and/or deteriorated property may not be interested in selling or improving their properties at this time therefore, the town will need to develop specific strategies to enhance/encourage opportunities that will benefit the property owner, the Town, and its citizens, such as:

1. Incentives for selling vacant/deteriorated property (either local, state, or regional programs)
2. Incentives for purchasing or improving vacant or deteriorated property which should help increase sales values
3. Consultation with property owners regarding the opportunities to achieve above average returns if sales or improvements are made while these revitalization programs are active. Also, sales and reuse proposals can be shared with owners to stimulate ideas for investment or change of use.
4. Consultation with property owners regarding the obligations and risks associated with holding vacant and deteriorated property including potential future registration requirements or special assessments.

APPROACH

This narrowed focus of the strategic plan was developed from information contained in Community Improvement documents previously accepted by Town Council. The goal of narrowing the focus was to reduce the number of tasks and make the plan easier to manage and more achievable. Town council controls the resources of town government, and town staff is directly accountable to council. Much of the focus of the revised plan centers around the idea of a revitalized town center and expanded housing being the catalyst to create growth. Additionally, the preservation and nurturing of the needs of our existing industry base will provide the town with ample opportunities for continued business expansion. Lastly, aggressive interaction with our regional and county partners will avail the town to potential new business relocations.

Since the core of the narrowed plan focuses on activities currently within the purview of existing town staff, it is recommended that the management of this proposal be the responsibility of a member of town staff appointed by town council. It is anticipated that regular interaction with various town departments will be required, and in some cases, the influence of Town Council will be necessary to clear the path for progress. Accordingly, it is recommended that the project manager be selected from an effective and highly visible level of town management.

Since revitalization efforts require broad involvement from a wide range of support organizations and town staff, the implementation of the narrowed plan will be guided by a steering committee made up of representatives selected from each support group (see exhibit 1). Since the steering committee will be comprised of members from each support group, the narrowed plan should receive strong support and cross group conflicts can be easily resolved. Additionally, cross group funding will be possible by using funding agreements that require specific actions or outcomes. This will enable quicker action since delays waiting for funding approval can be avoided.

The project manager will serve as the lead for the steering committee, manage communication with the Town Council, and join Campbell County and LRBA on visits to town industries. The representatives from each support organization will manage communication with their respective group regarding the activities of the steering committee. Any support required from a town organization will be authorized by

the group's board based on a request from the member of their "home" board serving on the steering committee, including requests for the involvement of a consultant. Requests for the development of town policy will be initiated by the project manager to town council following the normal protocols of the town.

The AEDA will actively assist the steering committee with the execution of the narrowed plan. With town staff managing downtown revitalization and community development via interaction with the steering committee, the EDA will focus on existing industry expansion, workforce development and establishing new industry. The anticipated activities of the AEDA would be as follows:

1. Receive regular updates of the results of local plant visitation and develop plans to address any issues identified during the visit.
2. Assist with evaluating workforce issues and developing plans to address those issues.
3. Meet with prospects interested in relocating to Altavista. Evaluate the feasibility of purchasing property or offering incentives to facilitate recruitment.
4. Investigate potential sites and match with needs for expansion or relocation.
5. Engage the services of a consultant, on an as needed basis, to assist with advancing negotiations with existing or prospective industry.
6. Support downtown revitalization and community development by evaluating requests for incentives.

It is the goal of the AEDA to focus resources on the highest priorities in the most efficient way possible. Additionally, an effective and efficient organizational structure should be developed in a manner that will provide continuity over the long term. It is believed that focusing on the above items will enable the AEDA to accomplish this goal while at the same time reducing fixed costs and preserving resources.

Since certain steps of the narrowed plan are intended to generate energy for future action, it is important to follow a sequence to get things started. To ensure that the tools are in place when needed, it is proposed that the narrowed plan be rolled out in three phases: Phase I- Getting Organized, Phase II- First Steps and Phase III- Full Execution.

PHASE I: GETTING ORGANIZED (Completed by December 31st, 2020)

Before this narrowed approach is actively marketed to local stakeholders, the town must prepare the underlying infrastructure to complete the work. It is critical that the plan have abundant support from all town organizations and town staff and that these same organizations are properly aligned to ensure efficiency. Accordingly, Phase I of this process needs to be focused on designating appropriate leadership and developing the underlying processes and incentives to see it through to completion.

Key steps to be completed during Phase 1 would include the following:

- A. Town council to **appoint the overall project manager to Chair the Steering Committee**
- B. Project manager to perform the following:
 - a. **Conduct a meeting** with Altavista Economic Development Authority, Altavista on Track, Chamber of Commerce, and Planning Commission to reach consensus on achieving the strategic initiatives in the plan and select members of the steering committee. At a minimum, responsibility for the following must be addressed:
 - i. Coordination of all town group communication and planning- goal of each steering committee member to communicate with their board
 - ii. Local industry plant manager visitation focusing on expansion plans and workforce issues.
 - iii. Evaluation of existing vs needed workforce development programs
 - iv. Maintenance of the relationship with Campbell County and LRBA

- v. Vacant property data accumulation
 - vi. Communication and consultation with vacant property owners
 - vii. Town process review
- C. Utilizing the steering committee, **develop simple to understand, easy to obtain incentives** to stimulate the following:
 - a. Housing development, including potential senior housing
 - b. Sale of vacant properties
 - c. Improvement/reuse of deteriorated properties in alignment with "walkable urbanism"
 - d. Demolition of blighted property
 - e. Development of workforce development programs and youth camps to form a pipeline of potential, local labor talent
 - f. Other incentives as determined by the steering committee
- D. **Propose a budget** to cover incentives, marketing, events, and consultation fees. Costs will be funded by the EDA and reimbursed by the town.
- E. **Develop list** of simple progress measures to monitor and report
 - a. Property owners contacted
 - b. Buildings converted to productive use
 - c. Incentives paid
 - d. Etc.
- F. **Develop a list of ways to simplify processes** that will be used by those pursuing the town's vision (permitting, zoning, etc.)
- G. **Develop a communication plan** including the following:
 - a. Regular and consistent communication to citizens
 - b. Regular and consistent communications to vacant property owners
 - c. Regular and consistent communication to potential investors
- H. **Submit plan** to town council for approval

PHASE II: FIRST STEPS (Completed by March 31, 2021)

With the above tools in place, the town will be ready to actively begin work on the plan. Examples of initial actions progressing toward the goal would be as follows:

1. **Conduct an inventory** of vacant properties noting at a minimum the following:
 - a. Property address
 - b. Owners name, address and contact information
 - c. Date of last occupancy
 - d. Prior productive use
 - e. Current condition (poor, fair, good, excellent, etc)
 - f. Marketing status: For sale, not for sale
 - g. Potential for conversion to productive "walkable urbanism" use (low, medium or high)
2. **Develop profiles** on each building that has medium to high reuse potential showing potential reuses
3. **Develop a list** of techniques to encourage property owners without plans or goals for the property to sell or improve
4. **Communicate newly approved incentives** to property owners, potential investors, developers & citizens
5. **Report to EDA** the results of the first visits with plant management, and discuss timing for recurring visits- focus should be on expansion plans and workforce issues
6. **Meet with Campbell County** and LRBA to discuss existing workforce assets, report to EDA on gaps in training
7. **Set up first public event** and review details of narrowed scope and consolidated approach

PHASE III: FULL EXECUTION (Ongoing beginning March 31, 2021)

Now that the town is organized and the tools are in place, aggressive action can begin. Rolling out the plan would include the following activities:

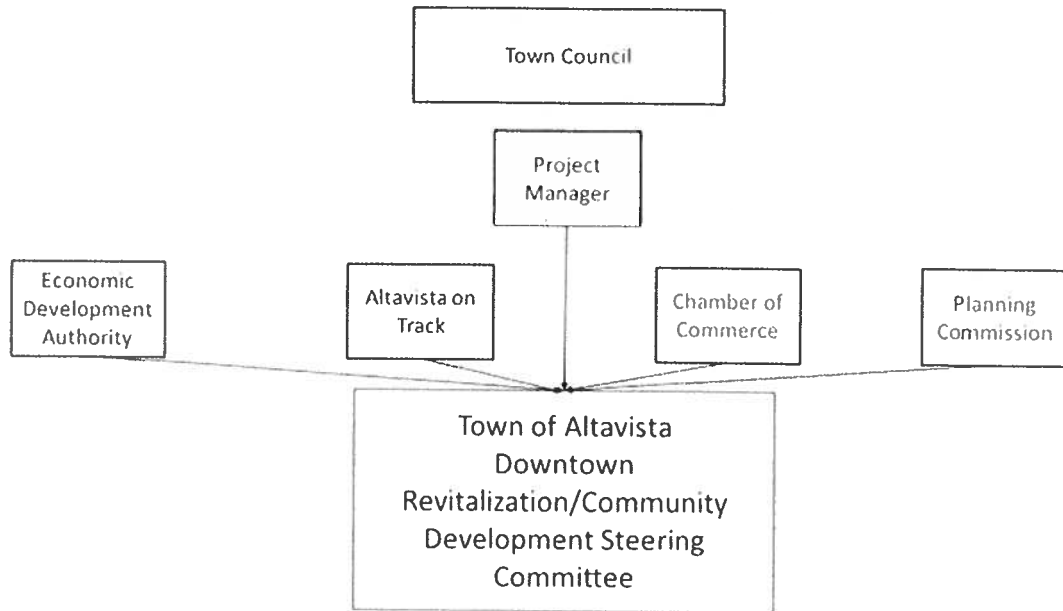
1. Individual responsible for building owner communication should **contact vacant and/or deteriorated building owners** and discuss plans, goals, potential and incentives. Regularly scheduled update meetings should be with EDA, AOT, and the Planning Commission by their representatives on the steering committee
2. **Coordinate an event** to showcase vacant buildings with medium to high reuse potential
3. **Initiate marketing activities** to appropriate parties - based on knowledge obtained from event
4. **Coordinate other events** to encourage development that aligns with "walkable urbanism" and building profiles such as café's, art studios, loft apartments, public gathering spaces, etc.
5. **Summarize and report on industry workforce concerns**, existing workforce assets available and planned improvements
6. Community Development Director to **report on incentives and programs** available for housing and/or potential for senior housing from various non town sources

SUMMARY

The approach noted above narrows the focus of the 2019 Economic Development Authority strategic plan to assist with its management and implementation. This approach focuses on downtown revitalization/community development and local industry. Specific targets of the plan are vacant/deteriorated properties and workforce development.

This approach involves a steering committee comprised of members drawn from all support groups involved in the execution of the plan. The steering committee will be overseen by a project manager chosen by Town Council from the town's senior management level. The intent of this structure is to provide as much expertise as possible to specific areas of the plan, while at the same time fostering and improving collaboration.

Exhibit 1.



ED Strategic Plan 2019 "Scorecard"

UPDATE: August 2020

Legend:

Scheduled:

In Process:

Completed:

Not Completed:

Goal #1: Align Organizational Capacity with Economic Development Goals

Strategic Initiative	Actions	Priority	Action Lead	Partners	Resources/ Funding	Timeline	Status
A. Modify the purpose and function of the Altavista Economic Development Authority to comport with a new direction.	i. Agree to new vision: "Be the community of choice".	High	AEDA Chair	AEDA Board	Volunteer Board	Qtr 1 2019	
	ii. Agree to new mission statement: "Be the catalyst for new ideas and programs"	High	AEDA Chair	AEDA Board	Volunteer Board	Qtr 1 2019	
B. Develop Guiding Principles to facilitate EDA decision making.	i. Determine need for guiding principles and confirm the following: - Aligning the Strategic Economic Development Plan - Diversify the job base for residents - Advance land use development priorities - Improve quality of life - Spur competitive advantage for Altavista businesses	High	AEDA Chair	AEDA Board	Volunteer Board	Qtr 1 2020	
C. Hire an Executive Director of Economic Vitality to help advance the quality of life, community based, economic priorities of the town of Altavista	i. Conduct a full assessment (program audit) of the roles and responsibilities of the Assistant Town Manager position to determine a) if there is overlap with the proposed Executive Director roles and responsibilities, b) whether the positions can be merged as one, or c) if the Assistant Town Manager and EDEV functions warrant separate positions. Report the results of the audit to the AEDA Board.	High	Town Manager	Town Council	Town	Qtr 2 2019	Staff presented a staffing plan. Council modified.
	ii. Form a search committee, working with the town manager and a representative of the AOT board, to supervise the recruitment of candidates and hire of a skilled professional to fill the position.	High	AEDA Chair	Town Manager, Town Council	Town	Qtr2 2019	Position not filled. Opted to pursue Community Development Director.
D. Hire a Community Development Specialist and reassign Main Street Coordinator as direct reports to the Executive Director.	i. Based on results of audit of the Assistant Town Manager roles and responsibilities, if the Assistant Town Manager job is merged with the Executive Director job, then use vacant ED resources to hire Community Development Specialist. Otherwise, assess allocation for new position.	High	Town Manager	AEDA Board	Town	Qtr 2 2019	Community Development Director hired (November 2019) Town Council opted to include Asst. Town Manager in FY2021 Budget.
E. Evaluate Governance of Economic Development Authority	i. Evaluate the need to amend the by-laws of the EDA to expand board through memberships or subcommittees.	Medium	AEDA Chair	AEDA Board	Volunteer Board	Qtr 2 2020	Item previously placed on AEDA Agenda. No Action at this time.

ED Strategic Plan 2019 "Scorecard"
UPDATE: August 2020

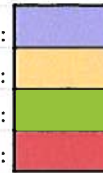
Legend:

Scheduled:

In Process:

Completed:

Not Completed:



Goal #1: Align Organizational Capacity with Economic Development Goals

Strategic Initiative		Actions	Priority	Action Lead	Partners	Resources/ Funding	Timeline		Status
A.	Modify the purpose and function of the Altavista Economic Development Authority to comport with a new direction.	i. Agree to new vision: "Be the community of choice".	High	AEDA Chair	AEDA Board	Volunteer Board	Qtr 1	2019	
		ii. Agree to new mission statement: "Be the catalyst for new ideas and programs"	High	AEDA Chair	AEDA Board	Volunteer Board	Qtr 1	2019	
B.	Develop Guiding Principles to facilitate EDA decision making.	Determine need for guiding principles and confirm the following: - Aligning the Strategic Economic Development Plan - Diversify the job base for residents - Advance land use development priorities - Improve quality of life - Spur competitive advantage for Altavista businesses	High	AEDA Chair	AEDA Board	Volunteer Board	Qtr 1	2020	
C.	Hire an Executive Director of Economic Vitality to help advance the quality of life, community based, economic priorities of the town of Altavista	i. Conduct a full assessment (program audit) of the roles and responsibilities of the Assistant Town Manager position to determine a) if there is overlap with the proposed Executive Director roles and responsibilities, b) whether the positions can be merged as one, or c) if the Assistant Town Manager and EDEV functions warrant separate positions. Report the results of the audit to the AEDA Board.	High	Town Manager	Town Council	Town	Qtr 2	2019	Staff presented a staffing plan. Council modified.
		ii. Form a search committee, working with the town manager and a representative of the AOT board, to supervise the recruitment of candidates and hire of a skilled professional to fill the position.	High	AEDA Chair	Town Manager, Town Council	Town	Qtr2	2019	Position not filled. Opted to pursue Community Development Director.
D.	Hire a Community Development Specialist and reassign Main Street Coordinator as direct reports to the Executive Director.	i. Based on results of audit of the Assistant Town Manager roles and responsibilities, if the Assistant Town Manager job is merged with the Executive Director job, then use vacant ED resources to hire Community Development Specialist. Otherwise, assess allocation for new position.	High	Town Manager	AEDA Board	Town	Qtr 2	2019	Community Development Director hired (November 2019) Town Council opted to include Asst. Town Manager in FY2021 Budget.
E.	Evaluate Governance of Economic Development Authority	i. Evaluate the need to amend the by-laws of the EDA to expand board through memberships or subcommittees.	Medium	AEDA Chair	AEDA Board	Volunteer Board	Qtr 2	2020	Item previously placed on AEDA Agenda. No Action at this time.

Goal #3: Enhance Quality of Place

Strategic Initiative		Actions	Priority	Action Lead	Partners	Resources/ Funding	Timeline			Status
A.	Improve and maintain appearance of downtown properties to encourage investment.	i. Review Code of Ordinances (Chapter 21-2) with Planning Commission to determine whether existing language is adequate to create desired downtown environment. Update language as necessary.	High	Town Manager	CD Director, Planning Commission, AOT	Town	Qtr2	2020		
		ii. Increase spot checks while review is underway	High	Town Manager	Code Compliance	Town	Qtr 2	2020		
		iii. Retrain town representatives who conduct code enforcement to ensure uniform enforcement and understanding of codes	Medium	Town Manager	Code Compliance	Town	Qtr 2	2020		
B.	Enact appropriate incentives to encourage productive use of commercially zoned properties.	i. Positive Consequences: a. Open-up additional town grants/funds for property owners that clean up their properties. b. Offer expedited permitting process, technical consultations or other promotional programs.	High	CD Director	VDHCD	Town	Qtr 2	2020		
		ii. If necessary, consider Negative Consequences: a. Set escalating vacant property fees for continued poor property maintenance. b. Produce public notices that list out properties in violation of code. c. Prevent issuance of permits or licenses to people that have history of property violations until such time as viable plans for improvements are made.	Low	Town Manager	Planning Commission, CD Director, Code Compliance	Town	Qtr 3	2020		
C.	Build out entertainment and recreational amenities that support family-friendly activities, encourage visitation to Altavista and add to the town's character.	i. Identify a downtown site near English Park for development as a local and regional eatery.	High	CD Director	Town Manager, Planning Commission, AOT	Town	Qtr 2	2020		Several sites downtown have been identified.
		ii. Prepare a comprehensive list of desired uses and events for the Booker Building and determine whether desired use is best undertaken by public or private section. If private sector, develop RFP to send out to regional developers to gauge interest in site development	High	Town Manager	CD Director, Planning Commission, AOT, Chamber, Town Council	Town	Qtr1	2020		Study completed; RFP issued with no submittals.
		iii. Market the development process of the Dalton's Landing canoe launch in town communications, and externally across the county.	Medium	Asst Town Manager	Chamber, AOT. Community Development	Town	Qtr 2	2020		Project construction set to begin: open in spring 2021.
		iv. Cross-promote downtown events with AOT and Chamber	Medium	CD Director	Chamber, AOT	Town	Qtr 2	2020 Ongoing		Town/AOT/ Chamber reps. mee monthly.
		v. Annual review of the Town's Capital Improvement Plan for recreational amenities and provide feedback on priorities related to the Town's Park & Trail Master Plan.	Low	Asst Town Manager	Planning Commission, Commissions/Boards, Town Departments	Town	Qtr 3	2019 Ongoing		Process (FY2022) begins in October 2020.

Goal #4: Diversify & Increase Housing Stock

Strategic Initiative		Actions	Priority	Action Lead	Partners	Resources/ Funding	Timeline			Status
A.	Stimulate mixed-use development through incentives, strategic land assembly and partnerships	i. Identify vacant land poised for strategic assembly for housing investment and develop proposals for project types that can be pursued.	High	CD Director	Town Manager, Town Council	Town	Qtr4	2020	Ongoing	
		ii. Complete a review with Planning Commission of zoning ordinances on identified vacant properties to ensure that regulations allow for flexible, missed-use development. Present a plan to the AEDA on what properties are available, current zonings and highest and best use.	High	CD Director	AOT, Planning Commission	Town via Director	Qtr 2 2020			
		iii. Establish specific incentives for these priority development properties, such as: fee waivers, real estate tax abatements, expedited permitting, or density bonuses (where appropriate).	High	CD Director	Town Manager, Town Council, Planning Commission, County	Town	Qtr 4 2020			
		iv. As projects arise, determine the town's position as an active development partner, for example in the form of owner/developer, equity investor, or in the form of a long-term ground lease.	Medium	CD Director	Town Manager, Town Council	Town	Qtr 2	2020	Ongoing	
B.	Increase and diversify housing stock and encourage long term residence in Altavista.	i. Proactively seek professional consultation and advice from Virginia Department of Housing and Community Development (DHCD).	High	CD Director	VDHCD	Town	Qtr 1	2020		
		ii. Offer incentives for residential or commercial developments that support the mobility and ability of residents to age in place.	Medium	CD Director	Private developers, Town Manager, Town Council	Town/Private	Qtr2	2021		
		iii. Develop programs for recent local graduates to live and stay in town for specific period-of-time.	Medium	CD Director	Town Manager, Town Council, Planning Commission, County	Town, County, Private Sources	Qtr 1 2022			
		iv. Develop public/private partnerships to offer homes as an incentive to attract new employees.	Low	CD Director	Private developers, Industrial partners	Town/Private	Qtr 4	2021		
		v. Enact time-based incentives for employees to locate in Altavista via reductions in local/county tax, closing fees, etc.	Low	CD Director	Town Manager, Town Council, Planning Commission, County	Town, County, Private Sources	Qtr 1 2021			

Goal #5: Targeted Marketing

	Strategic Initiative	Actions	Priority	Action Lead	Partners	Resources/ Funding	Timeline	Status
A.	Update the Town's economic development website with current, relevant information and high-production imagery.	i. Examine the Town's economic development website and evaluate its effectiveness. Report to the AEDA and town manager how well the website reaches its intended audience and compares to competitor sites. Propose upgrades as necessary using all current best practices in website design.	High	ED Director	AOT, Chamber, Website consultants, Town Manager	Town	Qtr 4 2020	<i>Regional partner has evaluated website and offered suggestions.</i>



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items Referred from Previous Meetings September 22, 2020

MEETING DATE:**ITEM #: 6c****ITEM TITLE:**

COVID-19 “Forward Virginia regulations/Town owned facilities

DESCRIPTION:

Staff provides the following recommendations in regard to proceeding to the Town’s Phase 3 Reopening Plan:

Town owned facilities (rentals): Capacity 250 patrons or 50% of posted capacity; whichever is less. (Includes: Booker Building and Train Station) Outside events (i.e. Avoca weddings) would be 250 persons maximum.

Basketball: No games; individual shooting with 10’ distance between individuals.

Picnic Shelters/Pavilions: Remain Open; All visitors use at their own risk and must adhere to social distancing guidelines. (Rentals are not being accepted at this time.)

Halloween: The Town of Altavista does not coordinate town-wide trick or treating. Town Council may want to decide if they want to allow it or not. There had been some interest in providing a “trunk or treat” at the Trade Lot; however staff is uncertain on any protocol or requirements that would limit interaction; accordingly it is not recommended.

Staff has attached the Town’s Reopening Plan ([LINK](#)) and *Forward-Virginia Phase III Guidelines* ([LINK](#))

RECOMMENDATION:

Per discussion of Town Council.

BUDGET/FUNDING:

Impact of non-rental of facilities will be a slight reduction to the budget.

POTENTIAL ACTION:

- Per Council’s discussion:
 - Motion to approve/amend recommendations for the Town to enter its Phase III for Town facilities.
 - Defer action and place on a future meeting agenda.
 - Take No Action.

ATTACHMENTS:

- Town’s Reopening Plan ([LINK](#))
- *Forward-Virginia Phase III Guidelines* ([LINK](#))



TOWN OF ALTAVISTA Parks & Recreation and Facility Reopening Plan

Parks and Recreation/Town Facilities	Phase One	Phase Two	Phase Three
	Current	June 5th	September 28th
PARKS: OPEN SPACES/TRAILS	Open	Open	Open
PARKS: TENNIS COURTS	Closed	Open with signage/restrictions	Open with signage/restrictions
PARKS: PUBLIC RESTROOMS	Closed	Open with signage	Open with signage
PARKS: PLAYGROUNDS	Closed	Open with signage/restrictions	Open with signage
PARKS: PAVILION RENTALS	Closed	Open with signage/restrictions (No Rentals)	Open with signage/restrictions (No Rentals)
PARKS: ATHLETIC FIELDS	Closed	Open with signage/restrictions	Open with restrictions
PARKS: BASKETBALL	Closed	Closed	Open with signage/restrictions (No team play – Individual shooting only)
PARKS: SPLASH PAD	Closed	Closed	Closed
FACILITY: TRAIN STATION	Closed	Open with restrictions	Open with VA Guidelines/Restrictions
FACILITY: AVOCA MUSEUM	Closed	Open with signage/restrictions (No Rentals)	Open with VA Guidelines/Restrictions
FACILITY: BOOKER BUILDING	Closed	Open with restrictions (No Rentals)	Open with VA Guidelines/Restrictions
THIRD PARTY EVENTS (RACES, WALKS, ETC.)	Closed	Considered case by case, with restrictions.	Supported with VA Guidelines



SAFER AT HOME: PHASE THREE GUIDELINES FOR ALL BUSINESS SECTORS

PHYSICAL DISTANCING BEST PRACTICES:

- ✓ Establish policies and practices for maintaining appropriate physical distance between persons not living in the same household. Maintain at least ten feet of distance for establishments where exercise activities, singing, or cheering is performed, and at least six feet of distance for all other settings. (See sector-specific guidelines below for more detailed information on public engagement.)
- ✓ Provide clear communication and signage for physical distancing in areas where individuals may congregate, especially at entrances, in seating areas, and in check-out lines.
- ✓ Limit the occupancy of physical spaces to ensure that adequate physical distancing may be maintained. (See sector-specific guidelines for more detailed information.)
- ✓ Encourage telework whenever possible.
- ✓ For those businesses where telework is not feasible, temporarily move or stagger workstations to ensure six feet of separation between co-workers and between members of the public.
- ✓ Limit in-person work-related gatherings, including conferences, trade shows, and trainings.
- ✓ When in-person meetings need to occur, keep meetings as short as possible, limit the number of employees in attendance, and use physical distancing practices.

ENHANCED CLEANING AND DISINFECTION BEST PRACTICES:

- ✓ Practice routine cleaning and disinfection of high contact areas and hard surfaces, including check out stations and payment pads, store entrance push/pull pads, door knobs/handles, dining tables/chairs, light switches, handrails, restrooms, floors, and equipment. Follow [CDC Reopening Guidance for Cleaning and Disinfection](#) and use an [EPA-approved disinfectant](#) to clean. For high contact areas, routinely disinfect surfaces at least every 2 hours. Certain surfaces and objects in public spaces, such as shopping carts and point of sale keypads, should be cleaned and disinfected before each use.
- ✓ To the extent tools or equipment must be shared, provide access to and instruct workers to use an [EPA-approved disinfectant](#) to clean items before and after use.
- ✓ Provide a place for employees and customers to wash hands with soap and water, or provide alcohol-based hand sanitizers containing at least 60% alcohol. (See sector-specific guidelines for more detailed information.)
- ✓ When developing staff schedules, implement additional short breaks to increase the frequency with which staff can wash hands with soap and water. Alternatively, consider providing alcohol-based hand sanitizers with at least 60% alcohol so that workers can frequently sanitize their hands.
- ✓ Provide best hygiene practices to employees on a regular basis, including washing hands often with soap and water for at least 20 seconds and practicing respiratory etiquette protocols. A CDC training video is available here: <https://www.cdc.gov/handwashing/videos.html>.

ENHANCED WORKPLACE SAFETY BEST PRACTICES:

- ✓ Prior to a shift and on days employees are scheduled to work, employers should screen employees prior to starting work. Employees should also self-monitor their symptoms by self-taking of temperature to check for fever and utilizing the questions provided in the [VDH Interim Guidance for COVID-19 Daily Screening of Employees](#) before reporting to work. For employers with established occupational health programs, employers can consider measuring temperature and assessing symptoms of employees prior to starting work/before each shift. CDC considers a person to have a fever when he or she has a measured temperature of 100.4° F (38° C) or greater, feels warm to the touch, or gives a history of feeling feverish.

- ✓ Implement practices such as those described in [VDH Interim Guidance for COVID - 19 Daily Screening of Employees](#) for examples of a screening questionnaire. A sample symptom monitoring log is available in this Interim Guidance.
- ✓ Instruct employees who are sick to stay at home and not report to work. If an employee becomes ill or presents signs of illness, follow [CDC What to Do if You Are Sick guidance](#). Employers should post signage in the common languages of the employees telling employees not to come to work when sick.
- ✓ Develop or adopt flexible sick leave policies to ensure that sick employees do not report to work. Policies should allow employees to stay home if they are sick with COVID-19, if they need to self-quarantine due to exposure, and if they need to care for a sick family member. Employers should recommend that employees follow [CDC guidance on If You Are Sick or Caring For Someone](#).
- ✓ Some employees are at [higher risk for severe illness](#) from COVID-19. These vulnerable employees include individuals over age 65 and those with underlying medical conditions. Vulnerable employees should be encouraged to self-identify and employers should take particular care to reduce their risk of exposure, while making sure to be compliant with relevant Americans with Disabilities Act (ADA) and Age Discrimination in Employment Act (ADEA) regulations.
 1. Consider offering vulnerable employees duties that minimize their contact with customers and other employees (e.g., restocking shelves rather than working as a cashier), if agreed to by the employee.
 2. Protect employees at [higher risk for severe illness](#) by supporting and encouraging options to telework.
 3. If implementing health checks, conduct them safely and respectfully, and in accordance with any applicable privacy laws and regulations. Confidentiality should be respected.
 4. Other information on civil rights protections for workers related to COVID-19 is available [here](#).
- ✓ Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.

- ✓ Implement staggered shifts for both work periods and break periods. Consider cohort scheduling where groups of employees only work with employees in their group.
- ✓ Limit the number of employees in break rooms and stagger breaks to discourage gatherings.
- ✓ Use messaging boards or digital messaging for pre-shift meeting information.
- ✓ If the building has not been occupied for the last seven days, there are additional public health considerations that should be considered, such as taking measures to ensure the [safety of your building water system](#). However, it is not necessary to clean ventilation systems other than routine maintenance as part of reducing the risk of coronavirus transmission.
- ✓ Establish a relationship with your local health department and know who to contact for questions.

For healthcare facilities, additional guidance is provided on [CDC's Guidelines for Environmental Infection Control in Health-Care Facilities](#).

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

[CDC Printable Flyer Vietnamese](#)

[FDA information](#)

[What Grocery Store and Food Retail Workers Need to Know about COVID-19](#)

[CDC Re-Opening America Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

[CDC What You Need to Know About Handwashing VIDEO](#)

SAFER AT HOME: PHASE THREE

GUIDELINES FOR SOCIAL GATHERINGS

BEST PRACTICES:

In addition to the best practices in the “Guidelines for All Business Sectors” document, social gatherings should consider the following best practices:

- ✓ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
- ✓ Post signage to provide public health reminders regarding physical distancing, gatherings, options for [high-risk individuals](#), and staying home if sick (samples at bottom of this document).
- ✓ Social gatherings should be limited to 50% occupancy of the event space, if applicable, or 250 participants, whichever is less.
- ✓ Limit the occupancy of spaces to ensure that six feet of physical distance can be maintained between all organizers, staff, volunteers, and attendees who are not members of the same household.
- ✓ Reconfigure seating areas to allow six feet of physical distance between individuals by eliminating or closing select tables or seating areas, or by spreading them out to allow for adequate spacing.
- ✓ Ensure exits are configured to reduce the occurrence of bottlenecks at the conclusion of the event.
- ✓ Practice routine cleaning and disinfection of high contact areas and hard surfaces, including check out stations and payment pads, store entrance push and pull pads, door knobs and handles, dining tables and chairs, light switches, handrails, restrooms, guest lockers, floors, and equipment. Follow [CDC Reopening Guidance for Cleaning and Disinfection](#) and use an [EPA-approved disinfectant](#) to clean. For high contact areas (e.g., in both public and staff areas), routinely disinfect surfaces at least every 2 hours. Certain surfaces and objects in public spaces, such as point of sale keypads, should be cleaned and disinfected before each use.

- ✓ Social gatherings should not include close contact between gathering organizers, staff, and attendees not from the same household. Discontinue activities such as face-painting, temporary tattoo application, or audience participation with performers.
- ✓ Events that cannot restrict access to the general public should not take place.
- ✓ Where applicable, organizers must create a participant flow plan of modified queue lines to and within the mass gathering. Determine areas likely to become bottlenecks or pinch points and adjust participant flow accordingly.
- ✓ Where applicable, install visible markers for queue lines that separate people by six feet of physical distance. Provide physical guides to seating areas including floor decals, colored tape, or signs to indicate where attendees should not sit, stand, or congregate. Sample markers are available in the VDH Business Toolkit.
- ✓ Do not include side events as part of the gathering. These are events associated with but located outside of the formal gathering location, such as souvenir vending stations, gaming areas, petting zoos, and designated food truck areas.
- ✓ Designate a coordinator who will be responsible for identifying COVID-19 related issues and their impact on the gathering, including coordinating health preparedness for the event and emergency response planning.
- ✓ Develop an emergency and medical response plan for COVID-19. This plan should include information about how attendees should interface with the local healthcare system (who to speak with or call if they feel sick) and procedures for isolating sick attendees and reporting illnesses to event organizers. The response plan must also include a plan for organizers to notify the local health department and all participants if any exposure to COVID-19 occurs at the event.
- ✓ Develop a mitigation plan for COVID-19, to include how all requirements listed here will be met, and how guidelines and requirements will be enforced at the gathering.
- ✓ Consider limiting the duration of the gathering, especially for indoor gatherings and gatherings involving activities that would increase respiration (e.g., cheering, singing).
- ✓ Consider delaying gatherings where the target demographic is persons in high-risk populations.
- ✓ Use technology solutions where possible to reduce person-to-person interaction, including contactless payment and ticket scanning.

- ✓ Install physical barriers, such as sneeze guards and partitions, at staffed kiosks.
- ✓ All bathrooms, hand-washing stations, and portable toilets should be placed in a convenient location for use by attendees but away from congregate areas and arranged in a configuration that maintains at least six feet of physical distance.
- ✓ Provide a place for staff and attendees to wash hands with soap and water, or provide alcohol-based hand sanitizers containing at least 60% alcohol.
- ✓ Where applicable, provide best hygiene practices to employees on a regular basis, including washing hands often with soap and water for at least 20 seconds and practicing respiratory etiquette protocols. A CDC training video is available here: <https://www.cdc.gov/handwashing/videos.html>.
- ✓ Close off areas used by a sick person and do not use them until after cleaning and disinfection. Wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
- ✓ Attendees should leave as quickly as possible following the event in order to limit contact and exposure to themselves and other attendees.
- ✓ Establish relationships with key community partners and stakeholders, such as the local health department, community leaders, hospitals, and law enforcement. Collaborate and coordinate with them on broader planning efforts for the gathering.
- ✓ Identify actions to take if the event needs to be postponed or cancelled.
- ✓ Private events may be held at venues provided they can comply with these guidelines.

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[CDC Symptoms Spanish](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

[CDC Printable Flyer Vietnamese](#)

[FDA information](#)

SAFER AT HOME: PHASE THREE
RESTAURANT AND BEVERAGE SERVICES

SCOPE: Restaurants, dining establishments, food courts, breweries, cideries, mobile units (food trucks), distilleries, wineries, and tasting rooms.

PHASE 3: Establishments must either implement the following mandatory requirements or close.

MANDATORY REQUIREMENTS:

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. Virginia Department of Health and Virginia Department of Agriculture and Consumer Services regulated facilities must continue to follow requirements related to prohibiting sick employees in the workplace, strict handwashing practices, and procedures and practices to clean and sanitize surfaces.

During Phase 3, businesses should continue to offer takeout and delivery options. If businesses choose to open to dine-in customers, they may do so in indoor and outdoor spaces and must adhere to the following additional requirements for service:

- ✓ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
- ✓ Post signage to provide public health reminders regarding physical distancing, gatherings, options for [high-risk individuals](#), and staying home if sick (See samples at the bottom of this document).
- ✓ All parties must be separated by at least six feet, including in the bar area, (i.e., the six feet cannot include the space taken up by the seated guest). If tables are not movable, seat parties at least six feet apart, including in the bar area. Spacing must also allow for physical distancing from areas outside of the facility’s control (i.e., provide physical distancing from persons on public sidewalks). All parties, whether seated together or across multiple tables, must be limited to 250 patrons or less.

- ✓ Bar seats and congregating areas of restaurants must be closed to patrons except for through-traffic. Non-bar seating in the bar area (i.e., tables or counter seats that do not line up to a bar or food service area) may be used for customer seating as long as a minimum of six feet is provided between parties at tables.
- ✓ Do not seat multiple parties at any one table unless marked with six foot divisions (such as with tape).
- ✓ If live musicians are performing at an establishment, they must remain at least ten feet from patrons and staff.
- ✓ Employees working in customer dining and service areas are required to wear face coverings over their nose and mouth, such as using [CDC Use of Cloth Face Coverings guidance](#).
- ✓ Prior to each shift, employers should ask that the employee self-measure their temperature and assess symptoms. Please see [VDH Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers During Widespread Community Transmission](#).
- ✓ Buffets may be open for self-service, with continuous monitoring by trained staff required at food lines, and serving utensils must be changed hourly during peak meal times. Facilities must provide hand sanitizer at buffets, and employees and patrons must use barriers (e.g. gloves or deli tissue) when touching utensils.
- ✓ Provide hand sanitizer stations or hand washing stations for patrons and employees.
- ✓ Perform thorough cleaning and disinfection of frequently contacted surfaces including digital ordering devices, check presenters, self-service areas, tabletops, bathroom surfaces, and other common touch areas every 60 minutes during operation. Tabletops and credit card/bill folders must be disinfected between patrons.
- ✓ Table resets must be done by an employee who has washed their hands with soap and water for at least 20 seconds just prior to reset activities.
- ✓ Patrons may wait for takeout or for seated dining in the lobby area, but they must maintain six feet of physical distance between parties.

BEST PRACTICES:

In addition to the requirements provided above, establishments are encouraged to utilize the following best practices to the extent they are feasible:

- ✓ Utilize reservations for dining on the premises.
- ✓ Use staff facilitated seating where appropriate. If seating is not staff facilitated and tables cannot be moved to meet the physical distancing requirements outlined above, tables that should not be used must be clearly marked that they are out of service.
- ✓ Assign employee(s) to monitor and clean high touch areas while in operation.
- ✓ Use technology solutions where possible to reduce person-to-person interaction, including mobile ordering and menu tablets, text on arrival for seating, and contactless payment options.
- ✓ Consider methods to make point of sale terminals safer, including use of no contact applications, placement of a glass or clear plastic barrier between the employee and the customer, and providing a hand sanitizer station for customer and employee use after handling credit/debit cards, PIN terminals, or exchange of cash.
- ✓ Servers should avoid touching items on tables while customers are seated. Dedicated staff should remove all items from the table when customer(s) leave.
- ✓ Consider scheduled closure periods throughout the day to allow for cleaning and disinfecting, including bathrooms (i.e., after lunch service).
- ✓ Use separate doors to enter and exit the establishment when possible.
- ✓ When protective equipment such as face coverings are used, launder daily and wash hands after touching/adjusting the face covering while working.
- ✓ Single-use items should be discarded after use. Consider using rolled silverware and eliminating table presets.
- ✓ Consider installing touchless door and sink systems or providing single-use barriers (e.g., deli tissues, paper towels) for use when touching door and sink handles.
- ✓ Implement procedures to increase how often the back-of-house areas are cleaned and sanitized.

ADDITIONAL CONSIDERATIONS:

Take-out and Delivery providers are encouraged to utilize the following recommendations:

- ✓ Notify customers as the delivery is arriving by text message or phone call.
- ✓ Ensure transport containers are cleaned and sanitized between uses.
- ✓ Establish designated pick-up zones for customers, including separate entrances and exits where possible.
- ✓ Offer curb-side pick-up.
- ✓ Encourage cashless transactions where possible.
- ✓ Practice physical distancing by offering to place orders in vehicle trunks.
- ✓ Seal food packages to safeguard the integrity of contents.
- ✓ If an establishment uses a delivery service, implement a contactless pick-up option where drivers do not have to come into the restaurant.

Food Trucks/Mobile Units are encouraged to utilize the following recommendations:

- ✓ Provide signage and aids to help customers maintain six feet of distance while ordering or waiting for an order.
- ✓ Food and other items should not be returned after they are loaded onto the mobile unit.
- ✓ Schedule frequent cleaning and disinfecting of order pick-up areas and other commonly touched surfaces.

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

[CDC Printable Flyer Vietnamese](#)

[FDA information](#)

[What Grocery Store and Food Retail Workers Need to Know about COVID-19](#)

[CDC Re-Opening America Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

[CDC What You Need to Know About Handwashing VIDEO](#)

SAFER AT HOME: PHASE THREE

FARMERS MARKETS

PHASE 3: Establishments must either implement the following mandatory requirements or close.

MANDATORY REQUIREMENTS:

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. Virginia Department of Health and Virginia Department of Agriculture and Consumer Services regulated facilities must continue to follow requirements related to prohibiting sick employees in the workplace, strict handwashing practices, and procedures and practices to clean and sanitize surfaces.

During Phase 3, farmers markets should continue to offer order ahead and pickup options. If markets choose to open, they must adhere to the following additional requirements for outdoor service:

- ✓ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment or farmers market.
- ✓ Post signage to provide public health reminders regarding physical distancing, gatherings, options for [high-risk individuals](#), and staying home if sick (See samples at the bottom of this document).
- ✓ Employees and patrons must maintain at least six feet of physical distancing between individuals who are not members of the same household at all times. Configure operations to avoid congestion or congregation points.
- ✓ Employees and vendors working at the farmers markets must wear face coverings over their nose and mouth, such as using [CDC Use of Cloth Face Coverings guidance](#).
- ✓ Provide a minimum of six feet between parties at tables, (i.e., the six feet cannot include the space taken up by the seated guest). Spacing should also allow for physical distancing from areas outside of the facility’s control (i.e. provide physical distancing from persons on public sidewalks).

- ✓ Provide hand sanitizer stations or hand washing stations for patrons and employees.
- ✓ Vendors must use enhanced cleaning and disinfecting practices to regularly clean and disinfect spaces and equipment.
- ✓ Vendors and employees handling money should wash their hands between each transaction.

BEST PRACTICES:

In addition to the requirements provided above, farmers markets are encouraged to utilize the following best practices to the extent they are feasible:

- ✓ Promote no touch or low touch purchasing opportunities by pre-boxing or pre-bagging food items.
- ✓ Update your website and social media with detailed instructions so patrons understand the expectations while at the market.
- ✓ Discourage vendor sampling.
- ✓ A mobile market could be used to reach communities with low food access but should comply with physical distancing guidelines for customers shopping and follow all recommended hygiene and sanitation protocols.
- ✓ Encourage touchless payment systems.

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

[CDC Printable Flyer Vietnamese](#)

[FDA information](#)

[What Grocery Store and Food Retail Workers Need to Know about COVID-19](#)

[CDC Re-Opening America Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

[CDC What You Need to Know About Handwashing VIDEO](#)

SAFER AT HOME: PHASE THREE
BRICK AND MORTAR RETAIL

SCOPE: All non-essential brick and mortar retail establishments.

PHASE 3: Establishments must either implement the following mandatory requirements or close.

MANDATORY REQUIREMENTS:

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. They must also adhere to the following additional requirements:

- ✓ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
- ✓ Post signage to provide public health reminders regarding physical distancing, gatherings, options for [high-risk individuals](#), and staying home if sick (samples at bottom of this document).
- ✓ Employees and patrons must maintain at least six feet of physical distancing between individuals who are not members of the same household at all times.
- ✓ Retailers must assist customers in keeping at least six feet of space between individuals or households while shopping and waiting in line. Mark floors in six-foot increments in areas where customers will be congregating or standing in line such as cashier areas. If six feet of space cannot be maintained between checkout lines, only operate alternate checkout lines.
- ✓ If seating is available, provide a minimum of six feet between tables; if tables are not movable, parties must be spaced at least six feet apart.
- ✓ Employees working in customer-facing areas are required to wear face coverings over their nose and mouth, such as using [CDC Use of Cloth Face Coverings guidance](#).

- ✓ Perform a thorough cleaning and disinfection of frequently contacted surfaces including digital ordering devices, self-service areas, countertops, bathroom surfaces, cashier stations, belts, shelves, cash machine pads, keyboards, order separation bars, and other high touch surfaces, at a minimum, every 2 hours.
- ✓ Ensure there is a way to sanitize shopping cart and basket handles: either make an [EPA-approved disinfectant](#) easily accessible to customers or have employees manage the process and sanitize between each customer use.

BEST PRACTICES:

In addition to the requirements provided above, establishments are encouraged to utilize the following best practices to the extent they are feasible:

- ✓ Provide sanitizing stations for customers and staff throughout the store, particularly at entry and exit points.
- ✓ Consider managing customer movement utilizing one-way aisles or other directional instructions.
- ✓ Consider reserving certain hours for [senior citizens and other high-risk populations](#).
- ✓ Provide opportunities to shop and pay online or on the phone whenever possible.
- ✓ Provide options for home delivery, in store pickup, or curbside pickup whenever possible to minimize the number of customers in facilities.
- ✓ When protective equipment such as face coverings are used, launder daily and wash hands after touching/adjusting face covering while working.
- ✓ Use separate doors to enter and exit the establishment when possible.
- ✓ Consider installing touchless door and sink systems or providing single-use barriers (e.g., deli tissues, paper towels) for use in touching door and sink handles.
- ✓ Consider using a reservation system to schedule customer visits, including asking customers to set up a time to visit the showroom or sales floor to limit the number of customers in a facility.
- ✓ Prohibit congregating in break rooms or common areas and limit the capacity of such areas to allow for safe physical distancing of a minimum of six feet whenever possible.

- ✓ If reusable shopping bags are permitted, ask customers to bag their own products/groceries.

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

[CDC Printable Flyer Vietnamese](#)

[FDA information](#)

[What Grocery Store and Food Retail Workers Need to Know about COVID-19](#)

SAFER AT HOME: PHASE THREE
FITNESS AND EXERCISE FACILITIES

SCOPE: Gymnasiums, recreation centers, sports facilities, and exercise facilities.

PHASE 3: Establishments must either implement the following mandatory requirements or close.

MANDATORY REQUIREMENTS:

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. If businesses choose to offer fitness and exercise services, they must adhere to the following additional requirements for operations:

- ✓ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
- ✓ Post signage to provide public health reminders regarding physical distancing, gatherings, options for [high-risk individuals](#), and staying home if sick (samples at bottom of this document).
- ✓ Occupancy must be limited to no more than 75% of the lowest occupancy load on the certificate of occupancy, if applicable, while maintaining a minimum of ten feet of physical distancing between all individuals as much as possible.
- ✓ Facilities should separate fitness equipment to ensure ten feet of separation between patrons, members, and guests using such equipment.
- ✓ Facilities should screen patrons for COVID-19 symptoms prior to admission to the facility. Patrons should be asked if they are currently experiencing fever (100.4 degrees Fahrenheit or higher) or a sense of having a fever, a new cough that cannot be attributed to another health condition, new shortness of breath that cannot be attributed to another health condition, new chills that cannot be attributed to another health condition, a new sore throat that cannot be attributed to another health condition, or new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise). Anyone experiencing symptoms should

not be permitted in the facility. Screenings should be conducted in accordance with applicable privacy and confidentiality laws and regulations.

- ✓ Instructors and all participants of group exercise and fitness classes must maintain at least ten feet of physical distancing between each other at all times.
- ✓ The total number of attendees (including both participants and instructors) in all group exercise and fitness classes cannot exceed 75% of the minimum occupancy load on the certificate of occupancy or 250 persons.
- ✓ Personal trainers must maintain at least ten feet of distance between themselves and their clients.
- ✓ Employees working in customer-facing areas are required to wear face coverings over their nose and mouth, such as using [CDC Use of Cloth Face Coverings guidance](#). Lifeguards responding to distressed swimmers are exempt from this requirement.
- ✓ Provide hand sanitizing stations, including at the entrance/exit and where shared fitness equipment is utilized.
- ✓ Employers must ensure cleaning and disinfection of shared equipment after each use.
- ✓ Facilities must prohibit the use of any equipment that cannot be thoroughly disinfected between uses (e.g., climbing rope, exercise bands, etc.). Facilities must also prohibit the use of equipment requiring more than one person to operate, unless those operating are from the same household (e.g., free weights when it requires a spotter).
- ✓ Hot tubs, spas, saunas, splash pads, spray pools, and interactive play features must be closed. Swimming pools may operate in accordance with the Guidelines for Swimming Pools below.

BEST PRACTICES:

In addition to the requirements provided above, establishments are encouraged to utilize the following best practices to the extent they are feasible:

- ✓ When protective equipment such as face coverings are used, launder daily and wash hands after touching/adjusting face covering while working.

- ✓ Use disposable towels and linens where possible. All reusable towels, linens and other porous fabric should be laundered after single use. Store towels and linens in a closed, covered container prior to use.

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

[CDC Printable Flyer Vietnamese](#)

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SAFER AT HOME: PHASE THREE

SWIMMING POOLS

SCOPE: Indoor and outdoor swimming pools.

PHASE 3: Establishments must either implement the following mandatory requirements or remain closed.

MANDATORY REQUIREMENTS:

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. If businesses choose to open, they must adhere to the following additional requirements for outdoor operations:

- ✓ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
- ✓ Post signage to provide public health reminders regarding physical distancing, gatherings, options for [high-risk individuals](#), and staying home if sick (samples at bottom of this document).
- ✓ Hot tubs, spas, saunas, splash pads, spray pools, and interactive play features must be closed.
- ✓ Indoor and outdoor swimming pools may be open at up to 75% occupancy, if applicable, provided ten feet of physical distance may be maintained between patrons not of the same household. Free swim is allowed.
- ✓ Swimming instruction and water exercise classes must be limited to allow all participants to maintain ten feet of physical distance where practicable. Parents or guardians may support a participant during class, and instructors may have contact with swimmers when necessary.
- ✓ Seating may be provided on pool decks with at least ten feet of spacing between persons who are not members of the same household.

- ✓ All seating (including lifeguard stations) must be cleaned and disinfected between uses.
- ✓ Employees working in customer-facing areas are required to wear face coverings over their nose and mouth, such as using [CDC Use of Cloth Face Coverings guidance](#). Lifeguards responding to distressed swimmers are exempt from this requirement.
- ✓ Provide hand sanitizing stations, including at the entrance/exit and where shared equipment is utilized.
- ✓ Facilities should screen patrons for COVID-19 symptoms prior to admission to the facility. Patrons should be asked if they are currently experiencing fever (100.4 degrees Fahrenheit or higher) or a sense of having a fever, a new cough that cannot be attributed to another health condition, new shortness of breath that cannot be attributed to another health condition, new chills that cannot be attributed to another health condition, a new sore throat that cannot be attributed to another health condition, or new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise). Children should be screened per the CDC guidance for screening children. Anyone experiencing symptoms should not be permitted in the facility. Screenings should be conducted in accordance with applicable privacy and confidentiality laws and regulations.

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

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SAFER AT HOME: PHASE THREE

RECREATIONAL SPORTS

SCOPE: Indoor and outdoor recreational sports activities

PHASE 3: Recreational sports activities must either implement the following mandatory requirements or must not take place.

MANDATORY REQUIREMENTS:

Participants and organizers of recreational sports activities must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. Participants and organizers of recreational sports activities must adhere to the following additional requirements for such activities:

- ✓ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
- ✓ Post signage to provide public health reminders regarding physical distancing, gatherings, options for [high-risk individuals](#), and staying home if sick (samples at bottom of this document).
- ✓ Indoor and outdoor recreational sports should maintain ten feet of physical distance between all instructors, participants, and spectators, where practicable.
- ✓ The total number of attendees (including both participants and spectators) of recreational sports cannot exceed the lesser of 50% of the occupancy load on the certificate of occupancy, if applicable, or 250 persons. For sports played on a field, attendees are limited to 250 persons per field.
- ✓ Ensure anyone who has symptoms of, has tested positive for, or has been exposed to COVID-19 follows appropriate guidelines for quarantine or isolation. Persons with symptoms should stay home until CDC criteria for ending isolation have been met. Persons with severe symptoms may need to be evaluated by a healthcare provider. Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.

- ✓ Conduct daily screening of coaches, officials, staff, and players for COVID-19 symptoms prior to admission to the venue/facility. Children should be screened per the CDC guidance for screening children. Adults should be asked if they are currently experiencing fever (100.4 degrees Fahrenheit or higher) or a sense of having a fever, a new cough that cannot be attributed to another health condition, new shortness of breath that cannot be attributed to another health condition, new chills that cannot be attributed to another health condition, a new sore throat that cannot be attributed to another health condition, or new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise). Anyone experiencing symptoms should not be permitted in the venue/establishment. Screenings should be conducted in accordance with applicable privacy and confidentiality laws and regulations.
- ✓ All shared items must be disinfected between each use to the extent practicable.

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

[CDC Printable Flyer Vietnamese](#)

[FDA information](#)

SAFER AT HOME: PHASE THREE
PERSONAL CARE AND PERSONAL GROOMING SERVICES

SCOPE: Beauty salons, barbershops, spas, massage centers, tanning salons, tattoo shops, and any other location where personal care or personal grooming services are performed.

PHASE 3: Establishments must either implement the following mandatory requirements or remain closed.

MANDATORY REQUIREMENTS:

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. They must also adhere to the following additional requirements:

- ✓ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
- ✓ Post signage to provide public health reminders regarding physical distancing, gatherings, options for [high-risk individuals](#), and staying home if sick (samples at bottom of this document).
- ✓ Stagger work stations with at least six feet of separation.
- ✓ Maintain physical distancing between clients of at least six feet within the waiting area.
- ✓ Staggered appointments must be utilized to minimize the number of individuals congregating in a waiting area and allow time to disinfect work stations and tools in between clients.
- ✓ Employees and service providers working in customer-facing areas are required to wear face coverings over their nose and mouth, such as using [CDC Use of Cloth Face Coverings guidance](#).

- ✓ Provide face coverings for clients or ask that clients bring a face covering with them that they must wear during the service. Limit services to only those that can be completed without clients removing their face covering.
- ✓ Wash hands with soap and water for at least 20 seconds after each service is performed, and, when gloves are worn, change gloves after each client's service.
- ✓ Perform thorough cleaning and disinfection of frequently contacted surfaces every 60 minutes; clean and disinfect all personal care and personal grooming tools after every use or discard.
- ✓ Employers must maintain a list of the names and contact information for all clients, to include the date and time services are received.

BEST PRACTICES:

In addition to the requirements provided above, establishments are encouraged to utilize the following best practices to the extent they are feasible:

- ✓ Provide hand sanitizer at the reception area and all stations for employee and client use.
- ✓ Remove commonly touched non-essential items such as magazines, self-serve coffee, and candy jars.
- ✓ Where possible use disposable towels, capes, and linens. All reusable towels, capes, linens and other porous fabric should be laundered after single use. Non-porous capes (e.g., plastic, vinyl) should be cleaned and disinfected after single use or discarded. Towels, capes, and linens should be stored in a closed, covered container prior to use.
- ✓ When capes are used on clients, use a freshly laundered or disposable cape for each client.
- ✓ Minimize to the greatest degree possible close, direct face-to-face contact with clients, such as allowing clients to be seated prior to approaching to perform a service.
- ✓ When protective equipment such as face coverings are used, launder daily and wash hands after touching/adjusting face covering while working.
- ✓ Use separate doors to enter and exit the establishment when possible.

- ✓ Consider installing touchless door and sink systems or providing single-use barriers (e.g., deli tissues, paper towels) for use in touching door and sink handles.
- ✓ Consider limiting the maximum time of services (e.g., no more than 1 hour).

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

[CDC Printable Flyer Vietnamese](#)

[FDA information](#)

SAFER AT HOME: PHASE THREE
CAMPGROUNDS AND OVERNIGHT SUMMER CAMPS

SCOPE: Private campgrounds and overnight summer camps.

PHASE 3: Private campgrounds must either implement the following mandatory requirements or close. Overnight summer camps must remain closed in Phase 3.

MANDATORY REQUIREMENTS:

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. They must also adhere to the following additional requirements:

- ✓ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in their prior 14 days, is permitted in the establishment.
- ✓ Post signage to provide public health reminders regarding physical distancing, gatherings, options for [high risk individuals](#), and staying home if sick (samples at bottom of this document).
- ✓ No physical sharing of recreation or sports equipment unless it is cleaned and disinfected with an [EPA-approved disinfectant](#).
- ✓ No gatherings of greater than 250 people in one location.
- ✓ On site retail, recreation and fitness, cabins, and food establishments must follow the requirements and guidelines specific to those establishments.
- ✓ Employees working in customer-facing areas are required to wear face coverings over their nose and mouth, such as using [CDC Use of Cloth Face Coverings guidance](#).
- ✓ Provide hand washing in bath houses or sanitizing stations for guests and employees.

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

[CDC Printable Flyer Vietnamese](#)

[FDA information](#)

SAFER AT HOME: PHASE THREE
ENTERTAINMENT AND PUBLIC AMUSEMENT

SCOPE: Performing arts venues, concert venues, movie theaters, drive-in entertainment, sports venues, botanical gardens, zoos, fairs, carnivals, amusement parks, museums, aquariums, historic horse racing facilities bowling alleys, skating rinks, arcades, amusement parks, trampoline parks, fairs, carnivals, arts and craft facilities, escape rooms, trampoline parks, public and private social clubs, and all other entertainment centers and places of public amusement.

PHASE 3: Establishments must either implement the following mandatory requirements or remain closed.

MANDATORY REQUIREMENTS:

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. They must also adhere to the following additional requirements:

- ✓ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in their prior 14 days, is permitted in the establishment.
- ✓ Post signage to provide public health reminders regarding physical distancing, gatherings, options for [high risk individuals](#), and staying home if sick (samples at bottom of this document).
- ✓ Occupancy cannot exceed the lesser of 50% of the lowest occupancy load on the certificate of occupancy, if applicable, or 1000 patrons.
- ✓ All private bookings are limited to no more than 250 people.

- ✓ Ten feet of physical distance must be maintained between all performers, participants, and patrons who are not members of the same household.
- ✓ All shared items must be cleaned and disinfected between uses.
- ✓ Remove or deactivate all shared objects and interactive exhibits/events to discourage congregating and reduce contact with high-touch surfaces.
- ✓ Outdoor queue lines should follow physical distancing guidelines, allowing for six feet of separation between persons who are not members of the same household.
- ✓ Create a guest flow plan of modified queue lines to and within the facility. Determine areas likely to become bottlenecks or pinch points and adjust guest flow accordingly.
- ✓ Install visible markers for queue lines that separate people by six feet of physical distance. Sample markers are available in the [VDH Business Toolkit](#).
- ✓ Create and display physical distancing communication tools, including static signs, kiosks, audio announcements, or video announcements. Signage should include the requirement to wear face coverings at all times and to maintain six feet of physical distance between people who do not reside in the same household. Sample signage is available in the VDH Business Toolkit.
- ✓ Reconfigure seating areas to allow six feet of physical distance between individuals by eliminating and closing select tables or seating areas, or by spreading them out to allow for adequate spacing.
- ✓ Ensure facility exits are configured to reduce the occurrence of bottlenecks and large gatherings.
- ✓ Where possible, install sneeze guards in front of commonly used point-of-sale or guest service stations.
- ✓ On site retail, recreation and fitness, cabins, and food establishments must follow the requirements and guidelines specific to those establishments.
- ✓ Employees working in customer-facing areas are required to wear face coverings over their nose and mouth, such as using [CDC Use of Cloth Face Coverings guidance](#).
- ✓ Provide hand washing or sanitizing stations for guests and employees.

BEST PRACTICES:

In addition to the requirements provided above, establishments are encouraged to utilize the following best practices to the extent they are feasible:

- ✓ Practice routine cleaning and disinfection of high contact areas and hard surfaces, including check out stations and payment pads, store entrance push/pull pads, door knobs/handles, dining tables/chairs, light switches, handrails, restrooms, guest lockers, floors, and equipment. Follow [CDC Reopening Guidance for Cleaning and Disinfection](#) and use an [EPA-approved disinfectant](#) to clean. For high contact areas (e.g., in both public and staff areas), routinely disinfect surfaces at least every 2 hours. Certain surfaces and objects in public spaces, such as point of sale keypads, should be cleaned and disinfected before each use.
- ✓ Sanitizing wipes should be made available throughout the facility for guests to use on high-touch surfaces.
- ✓ Determine appropriate guest capacity levels for each facility to ensure compliance with physical distancing requirements, taking into account facility size, layout, and operational needs.
- ✓ Employers should remain cognizant of the potential for outdoor staff to experience overheating or breathing difficulties caused by using facial coverings. When developing staff schedules, implement additional short breaks to increase the frequency with which staff can cool off indoors.

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

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SAFER AT HOME: PHASE THREE

RELIGIOUS SERVICES

SCOPE: Religious services.

PHASE 3: Religious services must be conducted according to the following requirements.

Given the public health implications of the 2020 global pandemic, the Commonwealth's diverse faith community quickly adjusted in response to this unprecedented crisis.

Therefore, it is important that the diverse faith communities in Virginia stay informed with local, state, and national officials using the links below:

CDC's main COVID-19 Web page: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Virginia Department of Health COVID-19 Web page: <http://www.vdh.virginia.gov/coronavirus/>

Virginia Governor's COVID-19 Web page: <https://www.virginia.gov/coronavirus/>

MANDATORY REQUIREMENTS:

Religious services must strictly adhere to the following requirements:

- ✓ Individuals attending religious services must be seated at least six feet apart at all times and must practice physical distancing at all times. Family members, as defined in Executive Order 61, Order of Public Health Emergency Three, may be seated together. Mark seating in six-foot increments.
- ✓ Any items used to distribute food or beverages must be disposable and used only once and discarded.
- ✓ A thorough cleaning and disinfection of frequently contacted surfaces must be conducted prior to and following any religious service. Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.

- ✓ Post signage to provide public health reminders regarding social distancing, gatherings, options for high risk individuals, and staying home if sick (samples at the bottom of this document).
- ✓ If any place of worship cannot adhere to the above requirements, it must not conduct in-person services.

BEST PRACTICES: In addition to the requirements provided above, faith communities are encouraged to utilize the following best practices to the extent they are feasible:

- ✓ Designate a health coordinator and/or health equity team who will be responsible for COVID-19 planning and preparation for your place of worship.
- ✓ *For the **building**:*
 - Conduct thorough [cleaning](#) before and between services.
 - Use separate doors to enter and exit the establishment when possible.
 - Allow interior doors to remain open to limit touching of door handles.
 - Provide sanitizing stations throughout the building, particularly at entry and exit points.
 - Consider installing touchless door entry systems or providing single-use barriers (i.e., paper towels) for use in touching door and sink handles in bathroom facilities.
 - Use messaging boards or digital messaging and social media for announcements to eliminate use of bulletins and handouts.
- ✓ *For weekly **religious services**:*
 - Members are safer at home. Continue to provide and encourage use of online streaming and drive-in options for people who can utilize these options. No place of worship should feel obligated to return to in-person worship before they are ready to do so.
 - Consider holding multiple services, with time for thorough cleaning in between each service, to allow for greater distancing during services.
 - Suspend the choir as part of services.

- Consider shorter services to avoid the need for people to use bathroom facilities.
- Consider limiting or suspending youth services until a safer time.
- Consider holding small group or separate services for [senior citizens and other high-risk populations](#).
 - Consider making this the first service of the week, after thorough cleaning and disinfection of facilities have been performed.
 - Ensure social distancing in parking lots or common areas.
- ✓ Consider discontinuing use of common items (e.g., microphones, books, hymnals, scriptural texts) that may be shared between people and are difficult to clean. Consider assigning religious books to a family or individual that they can bring to each service, or use a projector for the display of sacred texts, scriptures, and songs.
- ✓ Attendees should not pass items to other attendees, who are not family members, as defined above.
- ✓ When oils, water, ashes, or other materials are applied to a person's forehead, self-application should be used, to the extent possible.
- ✓ *Possible methods for religious services:*
 1. **Drive-in/parking lot church:** This is the safer model of religious service where social distancing may be maintained.
 2. **Sign-up worship services:** This will limit the number of live worship services. Ask members, visitors, or guests to sign up for one live service per month, or every other week. If needed, members can take turns between online and in-person worship services during this interim time. Allow space for impromptu visitors by registering fewer people (for each worship or religious service) than the maximum allowed per occupancy restrictions.
 3. **Multiple gatherings during the week:** A place of worship may divide the number of congregants by the maximum occupancy level and offer worship services at that level. Consider adding online services, multiple services on one day, or alternative services during the week and/or on Saturdays and Sundays.

4. **Utilize multiple methods:** As a result of the COVID-19 crisis, most places of worship lost the ability to gather in-person, but many gained a stronger online presence. Consider nurturing both aspects for at-risk individuals, as well as for the increased capacity to reach and serve those outside of the walls of the faith organization.
5. **Adult-only services:** This method asks parents of young children to alternate worship attendance (naturally reducing attendance, as one parent stays home with children).
6. **Online-only:** Take this approach if you are in a high-risk area, your place of worship is not yet prepared with the conditions outlined in the state guidelines for opening, you or a member of your family has COVID-19 symptoms, or the governing authorities have requested additional measures in the interest of public health.

COMMUNICATION RESOURCES:

Members and leaders of the diverse faith communities and funeral homes around the Commonwealth can receive a signage tool-kit and register to receive updated information from the Governor's Office of Diversity and Partners in Prayer and Prevention from the Virginia Department of Health by contacting OHE@vdh.virginia.gov

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

[CDC Printable Flyer Vietnamese](#)

[FDA information](#)

SAFER AT HOME: PHASE THREE

HORSE AND OTHER LIVESTOCK SHOWS

SCOPE: Indoor and outdoor horse and other livestock shows.

PHASE 3: Horse and other livestock shows must either implement the following mandatory requirements or they must not take place.

MANDATORY REQUIREMENTS:

Participants and organizers of horse and other livestock show activities must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document.

Participants and organizers of horse and other livestock shows must adhere to the following additional requirements for such activities:

- ✓ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the establishment.
- ✓ Post signage to provide public health reminders regarding physical distancing, gatherings, options for high risk individuals, and staying home if sick (samples at bottom of this document).
- ✓ Create a guest flow plan of modified queue lines to and within the facility. Determine areas likely to become bottlenecks or pinch points and adjust guest flow accordingly.
- ✓ Install visible markers for queue lines that separate people by six feet of physical distance. Sample markers are available in the VDH Business Toolkit.
- ✓ Create and display physical distancing communication tools, including static signs, kiosks, audio announcements, or video announcements. Signage should include the requirement to wear face coverings at all times and to maintain six feet of physical distance between people who do not reside in the same household. Sample signage is available in the VDH Business Toolkit.

- ✓ Reconfigure seating areas to allow six feet of physical distance between individuals by eliminating and closing select tables or seating areas, or by spreading them out to allow for adequate spacing.
- ✓ Ensure facility exits are configured to reduce the occurrence of bottlenecks and large gatherings. The total number of attendees (including both participants and spectators) of livestock and horse shows cannot exceed the lesser of 50% of the occupancy load of the venue, if applicable, or 250 persons. For shows held in a barn, stable, or ring, attendees are limited to 250 persons per structure or assigned area.
- ✓ Ensure anyone who has symptoms of, has tested positive for, or has been exposed to COVID-19 follows appropriate guidelines for quarantine or isolation. Persons with symptoms should stay home until CDC criteria for ending isolation have been met. Persons with severe symptoms may need to be evaluated by a healthcare provider. Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.
- ✓ Conduct daily screening of trainers, officials, staff, participants, and other attendees for COVID-19 symptoms prior to admission to the venue/facility. Children should be screened per the CDC guidance for screening children. Adults should be asked if they are currently experiencing fever (100.4°F or higher) or a sense of having a fever, a new cough that cannot be attributed to another health condition, new shortness of breath that cannot be attributed to another health condition, new chills that cannot be attributed to another health condition, a new sore throat that cannot be attributed to another health condition, or new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise). Anyone experiencing symptoms should not be permitted on show grounds. Screenings should be conducted in accordance with applicable privacy and confidentiality laws and regulations.
- ✓ All shared items must be disinfected between each use to the extent practicable.
- ✓ Employees should wear face coverings in customer-facing areas that cover their nose and mouth using CDC Use of Cloth Face Coverings guidance.
- ✓ Require all people inside the show grounds, unless mounted on a horse, to wear a face covering.
- ✓ Provide hand washing or sanitizing stations at the reception area and throughout the entire facility for employee and attendee use.
- ✓ Best Practices: In addition to the requirements provided above, management must utilize the following best practices to the extent they are feasible:

- ✓ Utilize online entries and payment by credit card.
- ✓ Designate one representative to handle the entire barn or stable's interface with the show and event offices.
- ✓ Adhere to physical distancing guidelines and utilize face coverings when in the show office.
- ✓ Install sneeze guards in front of commonly used point-of-sale or guest service stations.
- ✓ Clean and disinfect all tack, equipment, and surfaces that others may come in contact with or handle frequently. This includes golf carts, tack trunks, reins, halters, lead ropes, and other common show items.
- ✓ Maintain at least six feet of physical distance in the show ring.
- ✓ Encourage competitors, trainers, riders, grooms, owners, competition staff, and parents to leave as expeditiously as possible after their competition.
- ✓ Include current COVID-19 guidelines in the show's protocols and entry procedures.
- ✓ Require attendees to keep dogs under control and confined or leashed at all times. Dogs can potentially come in contact with multiple people if loose on competition grounds. They must be confined and/or leashed.
- ✓ Require all current entry agreements and addendums that cover COVID-19 to be signed and returned to the show office prior to competing.

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

[CDC Printable Flyer Vietnamese](#)

[FDA information](#)

SAFER AT HOME: PHASE THREE
HORSE RACING RACETRACKS: MULTI-DAY EVENTS

SCOPE: Horse Racing Racetracks

PHASE 3: Establishments must either implement the following mandatory requirements or remain closed.

MANDATORY REQUIREMENTS:

The following guidance is intended to assist owners, operators, and participants during Phase III reopening of Forward Virginia. This guidance applies to multi-day events. This guidance provides information regarding physical distancing, enhanced cleaning and disinfection, enhanced workplace safety, and other best practices recommended to control the spread of COVID-19. Please refer to the Virginia Department of Health Interim Guidance on Screening, Monitoring, and Testing Employees Returning to Work: Non-Essential Workforce for more information on screening and monitoring for COVID-19 in the workplace.

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “Guidelines for All Business Sectors” document. They must also adhere to the following additional requirements:

- ✓ Physical Distancing Signage
 - Post signage throughout the grounds to provide public health reminders regarding physical distancing, gatherings, options for high-risk individuals, staying home if sick, and hand washing. (Sample signage can be found in the VDH Business Toolkit.)
 - Post signage at all entrance(s) to the facility and/or event stating that no one with a fever or symptoms associated with COVID-19, or who has been exposed to COVID-19 in the past 14 days, is permitted on the property (especially areas that are prone to congregation (e.g. entrances and restrooms)).
 - Provide physical guides for seating, lines, and congregations areas including floor decals, colored tape, or signs to assist participants in complying with physical distancing.
 - Install physical barriers, such as sneeze guards and partitions at staffed kiosks.

- Configure stabling and paddocks to comply with physical distancing requirements to manage concentration of horses and people.
- ✓ The event must be held at locations with the ability to restrict access (i.e. barriers and gating that would preclude the general public from accessing the event).
 - No tailgating and camping is allowed during these events, except for staff or race participants.
 - Entrances and exits must be staffed.
- ✓ The total number of attendees (including both participants and spectators) cannot exceed the lesser of 50% of the lowest occupancy load on the certificate of occupancy, if applicable, or 1000 persons.
- ✓ Access to stabling areas are restricted to essential personnel (e.g. individuals licensed by the Virginia Racing Commission).
- ✓ Individuals must wear face coverings over their nose and mouth at all times with the exception of jockeys from departing the paddock to completion of the race and returning to the paddock. This requirement does not apply to persons with health conditions that prohibit wearing a face covering. Nothing in this paragraph shall require the use of a face covering by any person for whom doing so would be contrary to his or her health or safety because of a medical condition.
- ✓ All individuals must maintain at least six feet of physical distancing between themselves and other participants.
- ✓ Prior to each race event, participants must self-monitor their symptoms by taking their temperature to check for fever.
 - Upon arrival and prior to gaining access to the raceway, individuals will be screened by event or facility staff who will ensure the individual does not have a temperature of 100.4° F (38° C) or greater, felt warm to the touch, or had a history of feeling feverish in the last 72 hours, without the use fever-reducing medication, and completes a COVID-19 symptom questionnaire, following the Virginia Department of Health Interim Guidance on Screening, Monitoring, and Testing Employees Returning to Work: Non-Essential Workforce
 - Any individual who fails any of the screening requirements shall not gain admittance to the event.

- Team Trainers: Team trainers are responsible for monitoring their staff and jockey for symptoms of COVID-19, 14 days prior, during, and following the event.
- Trainers will be held responsible for the conduct and adherence to the rules and guidelines set forth during the competition and notification thereafter.
- ✓ If an individual who was present at the event tests positive for COVID-19, or is a presumed case as indicated by a medical provider, within 14 days of the conclusion of the competition, the individual must notify the facility or event staff and the local health department.
- ✓ Prior to the event, organizers must establish a schedule for routine cleaning and disinfection of high-contact areas and hard surfaces, including door knobs/handles, tables/chairs, gates, restrooms, mass transit vehicles (shuttles) and shared equipment.
 - Encourage participants to wipe down equipment after each use.
 - To the extent tools or equipment must be shared, provide access to and instruct use of an EPA-approved disinfectant to clean items before and after use.
- ✓ Must supply hand sanitizer stations or hand washing stations.
 - Provide hand washing or sanitizing stations at each competition and warm-up area.
 - All hand-washing stations and portable toilets shall be placed in a convenient location for use by attendees but away from congregate areas and arranged in a configuration that maintains at least six feet of physical distance between persons.
- ✓ Mass transit vehicle operators must wear face coverings. Operator areas should be cleaned and disinfected between shifts.
- ✓ Food services must adhere to the sector-specific guidance for restaurant and beverage services and camping areas must adhere to the sector-specific guidance for campgrounds.
- ✓ Restrict the number of people accompanying a horse to the competition area to those persons who are needed for safety or for achieving effective competition, and all must comply with physical distancing requirements.
- ✓ During award ceremonies, ensure physical distancing at all times during presentation of awards and ribbons. Minimize or eliminate hand-to-hand contact.

BEST PRACTICES:

- ✓ Once an individual has passed the initial screening test, an individual should be provided with a credential to wear throughout the event.
- ✓ All portable toilets will be spaced at least six feet apart.
- ✓ Steward stands and jockey's quarters should be configured to maintain at least six feet of physical distancing between individuals.
- ✓ Stabling should be configured to maintain at least six feet of separation between all persons in a barn or paddock.
- ✓ Entering and exiting the track will be executed in a sequenced manner, in order to facilitate physical distancing and avoid congestion or congregation points. Competitors should leave the venue as expeditiously as possible following their last race or event in order to limit contact and exposure to themselves and other participants.
- ✓ Use technology solutions where possible to reduce person-to-person interaction, including contactless payment, registration/entry forms, sign-in, judges' cards, scoring sheets, etc.

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

[CDC Printable Flyer Vietnamese](#)

[FDA information](#)

SAFER AT HOME: PHASE THREE

OUTDOOR SPEEDWAYS

SCOPE: Outdoor motor speedways

PHASE 3: Establishments must either implement the following mandatory requirements or remain closed

MANDATORY REQUIREMENTS:

The following guidance is intended to assist owners, operators, and participants during Phase III reopening of Forward Virginia. This guidance applies to motor speedway races. This guidance provides information regarding physical distancing, enhanced cleaning and disinfection, enhanced workplace safety, and other best practices recommended to control the spread of COVID-19. Please refer to the [Virginia Department of Health Interim Guidance on Screening, Monitoring, and Testing Employees Returning to Work: Non-Essential Workforce](#) for more information on screening and monitoring for COVID-19 in the workplace.

Businesses must strictly adhere to the physical distancing guidelines, enhanced cleaning and disinfection practices, and enhanced workplace safety practices provided in the “[Guidelines for All Business Sectors](#)” document. They must also adhere to the following additional requirements:

- ✓ Physical Distancing Signage
 - Post signage throughout the grounds to provide public health reminders regarding physical distancing, gatherings, options for high-risk individuals, staying home if sick, and hand washing. (Sample signage can be found in the [VDH Business Toolkit](#).)
 - Post [signage](#) at all entrance(s) to the facility and/or event stating that no one with a fever or symptoms associated with COVID-19, or who has been exposed to COVID-19 in the past 14 days, is permitted on the property (especially areas that are prone to congregation (i.e. entrances and restrooms)).
 - Provide physical guides for seating, lines, and congregations areas including floor decals, colored tape, or signs to assist participants in complying with physical distancing.

- Install physical barriers, such as sneeze guards and partitions at staffed kiosks.
- ✓ The event must be held at locations with the ability to restrict access (i.e. barriers and gating).
 - Entrances and exits must be staffed.
- ✓ Event staff, motor crew, vehicle part suppliers and all other participants must wear face coverings over their nose and mouth, while inside buildings or outside when six feet of physical distancing cannot be maintained, with the exception of participants whose face is covered by appropriate safety gear. This requirement does not apply to persons with health conditions that prohibit wearing a face covering. Nothing in this paragraph shall require the use of a face covering by any person for whom doing so would be contrary to his or her health or safety because of a medical condition.
- ✓ All individuals must maintain at least six feet of physical distancing between themselves and other participants. If that is not possible, individuals must ensure the greatest amount of physical distancing possible.
- ✓ Prior to each race event, individuals must self-monitor their symptoms by taking their temperature to check for fever.
 - Upon arrival and prior to gaining access to the raceway, the facility must screen individuals to ensure they do not have a temperature of 100.4° F (38° C) or greater, feel warm to the touch, or have had a history of feeling feverish in the last 72 hours, without the use fever-reducing medication and completes a COVID-19 symptom questionnaire, following the [Virginia Department of Health Interim Guidance on Screening, Monitoring, and Testing Employees Returning to Work: Non-Essential Workforce](#)
 - Any individual who fails any of the screening requirements shall not gain admittance to the event.
- ✓ If an individual who was present at the event tests positive for COVID-19, or is a presumed case as indicated by a medical provider, within 14 days of the conclusion of the competition, the individual must notify the facility and event staff and the local health department.

- ✓ Prior to the event, organizers must establish a schedule for routine cleaning and disinfection of high-contact areas and hard surfaces, including door knobs/handles, tables/chairs, gates, restrooms, mass transit vehicles (shuttles) and shared equipment.
 - Encourage participants to wipe down equipment after each use.
 - To the extent tools or equipment must be shared, provide access to and instruct use of an [EPA-approved disinfectant](#) to clean items before and after use.
- ✓ Facilities must supply hand sanitizer stations or hand washing stations. All hand-washing stations and portable toilets shall be placed in a convenient location for use by individuals but away from congregate areas and arranged in a configuration that maintains at least six feet of physical distance between persons.
- ✓ Mass transit operators must wear face coverings. Operator areas should be cleaned and disinfected between shifts.
- ✓ No public-facing amenities will be provided, including concessions, food sales, merchandise sales, hospitality, camping or loitering on the property, or fan experiences.
- ✓ No public-facing amenities will be provided, including concessions, food sales, merchandise sales, hospitality, or loitering on the property or fan experiences.
- ✓ The total number of attendees (including both participants and spectators) cannot exceed the lesser of 50% of the occupancy load of the venue, if applicable, or 1000 persons.
- ✓ Food services must adhere to the sector-specific guidance for restaurant and beverage services and camping areas must adhere to the sector-specific guidance for campgrounds.
- ✓ During award ceremonies, ensure physical distancing at all times during presentation of awards and ribbons. Minimize or eliminate hand-to-hand contact.

BEST PRACTICES:

- ✓ Once an individual has passed the initial screening test an individual should be provided with a credential to wear throughout the event.
- ✓ All portable toilets should be spaced at least six feet apart.
- ✓ Entering and exiting the track should be executed in a sequenced manner, in order to facilitate physical distancing and avoid congestion or congregation points. Competitors must leave as expeditiously as possible following their last race or event in order to limit contact and exposure to themselves and other participants.
- ✓ Use technology solutions where possible to reduce person-to-person interaction, including contactless payment, registration/entry forms, sign-in, judges' cards, scoring sheets, etc.

RESOURCES TO PRINT AND DISPLAY:

[CDC Symptoms English](#)

[Spanish CDC Symptoms](#)

[CDC Printable Flyer English](#)

[CDC Printable Flyer Spanish](#)

[CDC Printable Flyer Chinese](#)

[CDC Printable Flyer Korean](#)

[CDC Printable Flyer Vietnamese](#)

[FDA information](#)



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

September 22, 2020

ITEM #: 6d**ITEM TITLE:**

Recreation Committee Request – Dead Trees at English Park

DESCRIPTION:

At its August 25, 2020 meeting, Town Council considered a request of the Recreation Committee to remove dead ash trees at English Park.

At the meeting Town Council asked staff to identify the overall number of trees that needed to be removed, the number that posed an immediate hazard along Eagle Trail and within the park, and determine what the cost might be to remove them.

Staff met with the Virginia Department of Forestry (VDOF) on September 9, 2020 to inspect the park and determine which trees needed to be removed or pruned. Each tree requiring attention was marked by staff and VDOF. Public Works created a list based on the trees identified during the inspection and solicited quotes from three (3) companies. [\(LINK\)](#)

There are several options available to Council, should it decide to proceed with the tree removal:

Option A: Remove 16 ash trees at cost of \$11,000 with a potential cost share reimbursement of \$5,500 from VDOF

Option B: Remove the 60 hazardous trees (16 ash and 44 other species) at a cost of \$32,000 with a potential cost share reimbursement of \$5,500 from VDOF

Option C: Remove 82 dead trees of various species at a cost of \$42,500 with a potential cost share reimbursement of \$5,500 from VDOF

Option D: Removal of dead trees and limbing/pruning at a cost of \$47,000 with a potential cost share reimbursement of \$5,500 from VDOF

RECOMMENDATION:

Provide direction to staff.

BUDGET/FUNDING:

A funding source would need to be identified for the tree removal.

The Virginia Department of Forestry (VDOF) offered a 50% cost share program for the removal of ash tree. The town submitted an application and if awarded, \$5,500 could be used toward the project. Council will need to commit \$5,500 as a match, which is Option A, as well as identify a funding source to remove any trees under Option B, C, or D.

POTENTIAL ACTION:

Per discussion of Town Council.

ATTACHMENTS:

1. Memorandum from Public Works ([LINK](#))
2. Tree Removal Quotes ([LINK](#))



MEMORANDUM

To: Waverly Coggsdale, III, Town Manager
From: David Garrett, Public Works Director
CC: Sharon D. Williams, Community Development Director
Date: September 16, 2020
Re: English Park/Eagle Trail Ash Tree Evaluation

As requested by Town Council at the August 25, 2020 work session, I contacted Cory Deniker, Certified Arborist with Bartlett Tree Experts, to evaluate the dead ash trees in English Park in order to identify the trees that pose a hazard trees within the park and along Eagle Trail. Below is a list of hazards trees, non- hazard trees, and trees in need of limbing/pruning, which were documented during the evaluation.

Quantity	Description	Hazard Tree Removal	Non Hazard Tree Removal	Limbing & Pruning
16	Ash Trees over (17- 36") that would qualify for DOF Grant	√		
44	Multiple Tree Types (5 - 40")	√		
22	Non-Hazard Removal (5 - 30") within the next one to two years max		√	
22	Limbing & Pruning (2 - 18") within next 12 months			√
104	Total Tree Removal/Limbing & Pruning			

Based on the above findings, the Arborist recommends that the 60 hazardous trees identified be taken down as soon as possible. He also recommended the removal of the non-hazardous trees and pruning occur within the next 12 to 24 months.

Attached are the proposals received from Bartlett Tree Experts and two other local tree removal contractors, (Wisecarver Tree Service and Mason's Tree Service) for your review and consider. Staff has reviewed the proposals and Mason's Tree Services was low bidder at \$47,000.00 for the above scope of work.

Town of Altavista
Eagle Trail Tree Removal
Quote Tabulation Sheet
Wednesday, September 16, 2020

Quantity	Description	Bartlett Tree Experts	Wisecarver Tree Service	Mason's Tree Services
16	Ash Tree Removal (17-39")	\$38,400.00	\$12,200.00	\$11,000.00
44	Multiple Types Removal	\$56,800.00	\$29,800.00	\$21,000.00
22	Non-Hazard Removal	\$12,800.00	\$12,887.50	\$10,500.00
22	Limbing & Pruning	\$18,000.00	\$12,887.50	\$4,500.00
104	Total Cost of Bids Received	\$126,000.00	\$67,775.00	\$47,000.00



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

September 22, 2020

ITEM #: 7a**ITEM TITLE:**

Consideration of Bid Award – WWTP Electrical Upgrade (Phases II and III)

DESCRIPTION:

Bids for this project were slated to be received on Thursday, September 17, 2020 for this project. Staff and the engineer will review and present a recommendation to Town Council at their meeting on Tuesday, September 22, 2020. This project is to be funded through the Virginia Clean Water Revolving Loan Fund.

RECOMMENDATION:

Per discussion of Town Council.

BUDGET/FUNDING:

This item would be funded through the Virginia Clean Water Revolving Loan Fund.

POTENTIAL ACTION:

- Per Council's discussion:
 - Motion to approve the recommendation of staff/engineer in regard to this project.
 - Defer action and place on a future meeting agenda.
 - Take No Action.

ATTACHMENTS:

- None at this time.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

September 22, 2020

ITEM #: 7b**ITEM TITLE:**

Small Business Saturday

DESCRIPTION:

Community Development, Altavista On Track and Altavista Chamber of Commerce are requesting to form a partnership to promote Small Business Saturday on November 28, 2020.

We know that small businesses are being hit especially hard by the pandemic and understand the need to support our local economy. Several businesses have closed, and we are concerned about vacancies going forward. Not knowing when we are going to be out of this pandemic, we want to try our best to make sure that our retailers, restaurants, and landlords are supported. We believe that if businesses continue to close, it is going to probably be a while before someone is going to want to take that risk and, and re-tenant that building.

Staff, AOT, and Chamber of Commerce want to work with businesses to allow them, on this one day, to move merchandise into the public rights-of-way. Broad and Campbell streets would be closed to vehicular traffic. This would allow the public to shop and observe social distancing protocols. Shoppers will be able to utilize the town's free parking lots and the town will provide free bus service from those lots to downtown, the entire length of Main Street and to Altavista Commons.

RECOMMENDATION:

Staff, AOT, and Chamber of Commerce recommend that Town Council authorize their partnership and promotion of Small Business Saturday in Altavista.

BUDGET/FUNDING:

Staff request that Town Council authorize the Town Manager to explore if this venture qualifies as business support under the CARES Act and to spend up to \$5,000 on eligible items including promotional materials, supplies, and equipment.

POTENTIAL ACTION:

- Approve the request of staff, AOT, and Chamber of Commerce.
- Provide alternative guidance to staff, based on discussion.
- Deny the request.

ATTACHMENTS:

- Small Business Saturday Flyer ([LINK](#))
- Small Business Saturday Article ([LINK](#))

WE'RE MORE THAN A SHOP

**WE'RE PART OF YOUR
COMMUNITY.**

And you're more than a customer.
You're a part of ours.

#ShopSmall and continue to support
the local businesses you love.





SMALL BUSINESS MARKETING

Small Business Saturday 2020: The Ultimate Guide for Small Business Owners

Nicolas Straut

Updated on July 24, 2020

Situated between the long lines of Black Friday and the seemingly-minute-long online deals of Cyber Monday, is a relatively new holiday which glorifies the [value of American small businesses](#): Small Business Saturday.

This national holiday, which was first celebrated in 2010, calls to attention the importance of shopping at the small businesses that serve as the backbone of the American economy and our local communities. Each year, Small Business Saturday draws crowds to main streets across the country with great deals on unique products and services, events that encourage shopping locally, and unique experiences that introduce you to commonly valued neighbors.

While this holiday is designed to help draw customers to local small businesses, it can be challenging for business owners to plan events, decorate their stores, and market their offers. This guide will explain how to make your Small Business Saturday a success, whether you're a small business owner who is participating for the first time or a seasoned Small Business Saturday veteran who's looking for some fresh ideas.

What Is Small Business Saturday?

Small Business Saturday is an annual holiday that celebrates small business and encourages consumers to shop locally at the start of the [holiday shopping season](#). The holiday aids small businesses by drawing attention to their importance in our economy. It also helps customers who want access to unique products and experiences in their community, and local economies that benefit from successful small businesses.

When Is Small Business Saturday?

Small Business Saturday is on November 28.

In 2021, Small Business Saturday will take place on November 27.

This annual holiday falls on the Saturday after Thanksgiving, a day after Black Friday, and two days before [Cyber Monday](#). Placing Small Business Saturday on this weekend, which marks the start of the holiday shopping season ensures that consumers keep local businesses in mind as they buy gifts.

How to Register for Small Business Saturday

As a small business owner, you don't need to register with any organization to participate or market the holiday at your place of business.

That said, American Express offers [free resources and marketing materials](#) geared toward small business owners. You can create custom flyers, social media assets, signs, and more with your brand name and American Express branding on the website's Small Business Saturday hub. There are also offers materials on how to host events like [pop-up markets](#), food festivals, welcome stations, and more.



How to Have a Successful Small Business Saturday

Depending on various factors including your business's offerings, the amount of space in your store, and your customer base, there are a number of ways for you to have a successful Small Business Saturday. You could host an event for customers, offer a special deal, advertise on social media, or try another themed idea of your own creation to draw in customers and assert your business as an exemplar of how to do Small Business Saturday right.

When choosing which strategies you want to employ, consider your bandwidth and limitations, whether an idea will [increase sales](#) or [build](#)

[customer loyalty](#), and if it will further your brand. Below are a few ideas for Small Business Saturday success that you could use at your business.

Why Small Business Saturday Matters

Small Business Saturday is an important holiday to draw attention to the importance of shopping at local businesses over large retailers. By becoming registered on small business directories for the holiday, offering exclusive deals, and marketing in advance of the holiday, small businesses can draw in customers that will hopefully direct their dollars to these businesses for the foreseeable future.

This holiday is a clear win for small businesses, but consumers benefit as well by finding great new local products and services and supporting their local economies. When [shopping locally](#), \$68 for every \$100 stays in the community, while only \$43 stays in the community when shopping non-locally. Shopping locally also offers a more unique product selection which is the primary reason that shoppers state they prefer small and local retailers.

The History of Small Business Saturday

Small Business Saturday was trademarked by the American Express Corporation in 2010.^[3] The day was intended to celebrate small businesses and draw shoppers to these businesses in time for the start of the holiday shopping season. The holiday quickly outgrew American Express, and has been adopted or recognized by local business organizations across the country, the Small Business Administration (SBA), and even Congress.

The Senate first recognized the Saturday after Thanksgiving as Small Business Saturday in 2011.^[4] Since then, the Senate has passed this resolution annually to increase “awareness of the value of locally owned small businesses.”

Today, small businesses recognize Small Business Saturday by participating in local community events, spreading the word about the holiday online and in their stores, and marketing exclusive deals to customers.

In 2017, an estimated 108 million consumers shopped or dined at local businesses on Small Business Saturday, and 70% of U.S. consumers were aware of the holiday, according to a survey conducted by the National Federation of Independent Business and American Express.^[5] Additionally, nearly 48% of consumers who participated in Small Business Saturday reported that they visited a small business that they had previously had not been to on that day.

These numbers are especially impressive, given that the holiday is only eight years old.

What Small Business Saturday Can Mean for Your Business

Preparing for a successful Small Business Saturday can be an arduous process but one that will be well worth the process in terms of sales earned, [lifelong customers won](#), and benefits provided to the local economy. Despite the hard work required, Small Business Saturday will be a boon for your business if you put the effort into participating in an event, collaborating with other small businesses, preparing your business, and marketing the holiday itself and deals.

Much of the advice in this guide, like offering value in unique ways and becoming more ingrained in your local community will pay dividends for your business if practiced year-round. Despite the challenges that small businesses face in this economy, hard work and the investment of resources will make your small business all the more competitive on Small Business Saturday and every other day of the year.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

September 22, 2020

ITEM #: 07c**ITEM TITLE:**

FY2020 Carry Over Request

DESCRIPTION:

Attached is a memo from Tobie Shelton, Finance Director, requesting to carry over funds from the FY2020 Budget to the Reserve Fund for use in the FY2021 Budget to complete identified CIP Projects. This is an annual process.

RECOMMENDATION:

Place this item on your October 13, 2020 Regular Meeting (Consent Agenda) for adoption.

BUDGET/FUNDING:

The carry over items will be added to the FY2021 Budget.

POTENTIAL ACTION:

- Reach a Consensus to place this item on the October 13, 2020 Regular Meeting (Consent Agenda) or
 - Defer action and place on the Council Meeting Agenda for additional discussion/review

ATTACHMENTS:

- Staff memo



DATE: September 18, 2020

MEMO TO: Waverly Coggsdale

FROM: Tobie Shelton

RE: FY 2020 / Year End Carryover

Staff is requesting to carryover unexpended funds totaling \$187,080 for CIP projects budgeted in FY2020 that were not completed during the fiscal year. Staff has identified a need for these items and would like to earmark funds in reserves for the intended items and request a budget amendment to transfer in the funds once the projects are ready to be procured.

Below is a list of CIP Projects that staff would like to complete during FY2021, which covers the period July 1, 2020 through June 30, 2021.

Police – (\$20,000)

\$20,000 to erect a carport, install a 40' storage container and portable toilet at the firing range.

Public Works / Recreation – (\$105,000)

\$55,000 to cover the cost to replace the 2000 ½ ton pick-up with a one-ton flatbed dump truck with hitch and snowplow. This replacement was order in March 2020 with a delivery date of October 2020. Previously allocated funds from prior budgets totaling \$27,500 are designated in reserves for this purchase.

\$50,000 to construct a new access bridge over the creek at Shreve Park.

Transportation – (\$5,500)

\$5,500 to cover the remaining cost associated with installation of the bus shelter that has been ordered and delivered.

Water – (\$22,750)

\$22,750 to cover FY2020 costs associated with tank maintenance, as we did not receive the bill in time to pay out of FY2020 budget.

Wastewater – (\$33,830)

\$33,830 to cover FY2020 costs associated with replacement of a 40hp pump at the main pump station, as we did not receive the bill in time to pay out of FY2020 budget.

I respectfully request Council's approval to earmark funds for the above listed items totaling \$187,080 in reserves to be expended during FY2021.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

September 22, 2020

ITEM #: 7d**ITEM TITLE:**

Declaration of items as Surplus

DESCRIPTION:

Staff has implemented two opportunities each year for departments to present to Town Council items that need to be declared as “surplus” for proper disposal. The first opportunity each fiscal year will be at the September Work Session; while the second will be at the March Work Session.

Chief Merricks has provided the attached list of items that he would like Town Council to declare as “surplus” so they can be disposed of properly. The attached memo details the items. [\(LINK\)](#)

RECOMMENDATION:

Declare these items as surplus so staff can dispose of properly.

BUDGET/FUNDING:

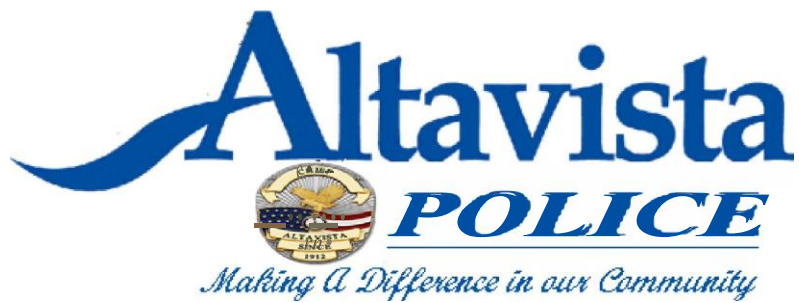
Any funds will go into the General Fund as we have a Revenue line item for sale of town property.

POTENTIAL ACTION:

- Per Council’s discussion:
 - Motion to approve a Chief Merrick’s request (per the memo) and declare the items as surplus.
 - Defer action and place on a future meeting agenda.
 - Take No Action.

ATTACHMENTS:

- Memorandum from Chief Merricks [\(LINK\)](#)



Col. Thomas E. Merricks
Chief of Police

Capt. Kenneth W. Moorefield
Deputy Chief

Phone: (434) 369-7425 510 Seventh St., P.O. Box 420, Altavista, Va. 24517 Fax: (434) 369-5046

09-17-2020

To Waverly Coggsdale, Town Manager

From T E Merricks, Chief of Police

Re: Surplus items.

Waverly,

I am requesting Council declare the following surplus so we can either sell or get rid of the following:

- 1- 13 Watchguard body cameras, these were replaced by the axon cameras. I am asking to list these on Gov Deals.



Altavista

POLICE

Making A Difference in our Community

Col. Thomas E. Merricks
Chief of Police

Capt. Kenneth W. Moorefield
Deputy Chief

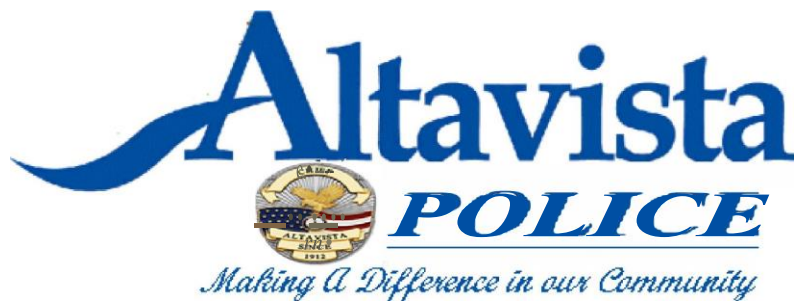
Phone: (434) 369-7425 510 Seventh St., P.O. Box 420, Altavista, Va. 24517 Fax: (434) 369-5046

2-numerous expired bullet proof vests. I am requesting to dispose of these as they are of no more use to anyone. They are already expired and out of date.



3- Request permission to dispose of soiled or obsolete uniforms. These have no value and need to be trashed. The ones that can be used are dry cleaned and kept for future use.





Col. Thomas E. Merricks
Chief of Police

Capt. Kenneth W. Moorefield
Deputy Chief

Phone: (434) 369-7425 510 Seventh St., P.O. Box 420, Altavista, Va. 24517 Fax: (434) 369-5046

4- Box of assorted body cameras. We will try to sell them on gov deals although we don't know if they work or not.



5- 12 assorted hub caps. Theses would be sold on Gov Deals.



Thank you for your and council's consideration on these items. If I can answer any questions, please don't hesitate to ask.

TEM



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

September 22, 2020

ITEM #: 7e**ITEM TITLE:**

CARES Act Funding discussion

DESCRIPTION:

Councilman Bennett requested that staff place discussion about this item on the Work Session agenda. Staff has also been attempting to formulate the plan for the approximately \$600,000 of CARES Act funding that will be forward to the Town from the Campbell County allocation.

RECOMMENDATION:

Per Council's discussion.

BUDGET/FUNDING:

Increase in the budget; this item was addressed earlier through a public hearing.

POTENTIAL ACTION:

- Per Council's discussion.
 - Direct staff per discussion.
 - Defer action and place on a future meeting agenda.
 - Take No Action.

ATTACHMENTS:

- None, at this time.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

September 22, 2020

ITEM #: 7f**ITEM TITLE:**

Review of Chapter 18 Animals of the Town Code

DESCRIPTION:

Staff was asked to place this item on the agenda for review/discussion by Town Council. The Town Code dealing with animals “running at large” (Sec. 18-87) [\(LINK\)](#) contains the same language that is authorized by the Code of Virginia §3.2-6538. [\(LINK\)](#) In addition, the Code of Virginia §3.2-6539 indicates that a governing body may adopt ordinances requiring that dogs be kept on a leash and that such resolution would be directed to the circuit court to order a referendum as to whether the ordinance shall become effective. [\(LINK\)](#)

In addition to the ordinance regarding dogs “running at large” the Town also regulates that dogs be on leash while on Town parks.

RECOMMENDATION:

Per Council’s discussion.

BUDGET/FUNDING:

Undetermined at this time.

POTENTIAL ACTION:

- Per Council’s discussion.
 - Take No action
 - Direct staff to explore options regarding ordinances and/or informing the public on the ordinances and /or rules.
 - Defer action and place on a future meeting agenda.
 - Take No Action.

ATTACHMENTS:

- Town Code Sec. 18-87 [\(LINK\)](#)
- Code of Virginia §3.2- 6538 and 3.26539 [\(LINK\)](#)

Sec. 18-87. - All dogs prohibited from running at large in the town.

- (a) No owner or custodian of any dog of any breed shall permit or allow such dog to run at large in the town at any time. For the purposes of this section, a dog shall be deemed to be running at large while roaming, running or self-hunting off the property of its owner or custodian and not under its owner's or custodian's immediate control.
- (b) Dogs found running at large within the town may be captured by the animal warden and treated in accordance with the applicable provisions of section 18-71.
- (c) Any owner or custodian who permits or allows his or her dog or a dog under his or her actual or constructive control to run at large in the town shall be deemed to have violated the provisions of this section and shall be punished in accordance with the provisions of section 18-89. In any prosecution under this section, the trier of fact may infer from the fact that a dog is running at large that the owner or custodian has knowledge of and has permitted such dog to run at large.

(Ord. of 8-14-2001, § 1(12-25))

State Law reference— Dogs running at large, Code of Virginia, § 3.1-796.93.

§ 3.2-6538. Governing body of any locality may prohibit dogs from running at large; civil penalty

Any locality may by ordinance prohibit the running at large of all or any category of dogs, except dogs used for hunting, in all or any designated portion of such locality during such months as it may designate. Any such locality may also require that dogs be confined, restricted, or penned up during such periods. For the purpose of this section, a dog shall be deemed to run at large while roaming or running off the property of its owner or custodian and not under its owner's or custodian's immediate control. Any person who permits his dog to run at large or remain unconfined, unrestricted, or not penned up shall be deemed to have violated an ordinance adopted pursuant to the provisions of this section. Such ordinance shall provide that the owner or custodian of any dog found running at large in a pack shall be subject to a civil penalty in an amount established by the locality not to exceed \$100 per dog so found. For the purpose of such ordinance, a dog shall be deemed to be running at large in a pack if it is running at large in the company of one or more other dogs that are also running at large. Any civil penalty collected pursuant to such ordinance shall be deposited by the treasurer of the locality pursuant to the provisions of § [3.2-6534](#).

1984, c. 492, § 29-213.63; 1987, c. 488, § 3.1-796.93; 2008, c. [860](#); 2019, c. [562](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

§ 3.2-6539. Ordinance requiring dogs to be kept on leash

The governing body of any locality may adopt ordinances requiring that dogs within any such locality be kept on a leash or otherwise restrained and may, by resolution directed to the circuit court, request the court to order a referendum as to whether any such ordinance so adopted shall become effective. Such referendum shall be held and conducted, and the results thereof ascertained and certified in accordance with § [24.2-684](#). The court shall require the governing body to give appropriate notice of the time, place and subject matter of such referendum.

The results of the referendum shall not be binding upon the governing body of the locality but may be used in ascertaining the sense of the voters.

1984, c. 492, § 29-213.65; 1987, c. 488, § 3.1-796.95; 2008, c. [860](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.