



Before the

## **Colonial Beach Town Council**

Held at

Town Center, 22 Washington Avenue  
Wednesday, September 16, 2020 at 6:00 p.m.

### **Town Council Regular Meeting**

### **AGENDA**

1. Call to Order
2. Moment of Silence/Pledge of Allegiance
3. Roll Call of Members
4. Additions to the Agenda
5. Approval of the Agenda
6. Approval of Minutes for August 12, 2020, Work Session, August 19, 2020, Regular Meeting
7. Council Member Announcements
8. Presentations
  - 15 years of Service Teresa Davis, Code Enforcement Officer for the Town of Colonial Beach
  - 20 years of Service Bertha Peyton, Administrative Assistant for the Town Colonial Beach Police Department
  - Colonial Beach Schools • Westmoreland County Supervisor
  - Planning Commission • Downtown Colonial Beach
  - Chamber of Commerce • Colonial Beach Community Foundation
  - Colonial Beach Recreation Association • CB Greenspace

**9. Unfinished Business**

**10. New Business**

- Resolution #35-20, Amends and Appropriates Fiscal Year 2020-2021 Budget, General Fund (WanderLove Grant) **TAB A**
- Resolution #36-20, Amends and Appropriates Fiscal Year 2020-2021 Budget (Aid to Localities effort for CBVFD) **TAB B**
- Resolution #37-20, Adopts Infectious Disease (COVID-19) Preparedness and Response Plan **TAB C**

**11. Status Items**

- CARES ACT

**12. Citizen Input**

**13. Closed Meeting (if necessary)**

**14. Adjournment/Recess**

# Tab A

**COUNCIL PAPER**

**At the meeting held on Wednesday, September 16, 2020 at the Colonial Beach Town Center**

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**RESOLUTION #35-20, Amends and Appropriates Fiscal Year 2020-2021 Budget, General Fund**

**WHEREAS**, the Colonial Beach Town Council finds it necessary to make the following amendments to the Fiscal Year 2020-2021 budget.

**WHEREAS**, the Town has been awarded a \$10,000.00 WanderLove Grant from the Virginia Tourism Corporation. The WanderLove Campaign seeks to inspire travel in Virginia by highlighting outdoor recreation, hidden gems, small town's and Virginias unique "roadside attraction" – LOVEworks. It will position our Town as a Road Trip destination.

**NOW THEREFORE BE IT RESOLVED** that the Town Council at its regular meeting held on Wednesday, September 16, 2020 hereby adopts and appropriates an amendment to the Fiscal Year 2020-2021 budget as follows:

	FY 2020-2021 Amended	FY 2020-2021 Revised	Change
General Fund	\$7,910,618	\$7,920,618	+\$10,000

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Moved By \_\_\_\_\_ Seconded By \_\_\_\_\_

	AYE	NAY		AYE	NAY
Mayor Eddie Blunt	_____	_____	Dallas Leamon	_____	_____
Frank Alger	_____	_____	Robin Schick	_____	_____
Steve Cirbee	_____	_____	Vicki Roberson	_____	_____
Pat Ey	_____	_____			

Adopted \_\_\_\_\_ Tabled \_\_\_\_\_

## Lisa Okes

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**From:** Maggie Lane  
**Sent:** Friday, August 21, 2020 11:20 AM  
**To:** Lisa Okes  
**Subject:** FW: VTC DMO WanderLOVE Grant

**From:** Galyean, Steve <SGalyean@virginia.org>  
**Sent:** Tuesday, July 14, 2020 4:59 PM  
**To:** Maggie Lane <mlane@colonialbeachva.net>  
**Subject:** VTC DMO WanderLOVE Grant

Dear Maggie:

Congratulations! Your VTC DMO WanderLOVE Grant application has been approved in the amount of \$10,000.00. Thank you for submitting a competitive application.

Below are next steps that VTC asks you follow:

- Please do not issue any local media releases until after the Governor's media release. We anticipate that release to be issued within the next several days.
- VTC will provide you a media template that you may use for local announcements.
- In the next few days, you will receive from Ben Nicastro, VTC Contracts Officer, the VTC DMO WanderLOVE Marketing Grant Program Agreement. You will need to sign the agreement and return to VTC.
- When you return the signed agreement, please include an invoice to VTC for your grant award amount of \$10,000.00.
- Grant payment will be issued by VTC within 30 days of the receipt of your invoice.
- As per the grant guidelines, you will be required to incorporate components of the VTC WanderLOVE Campaign.
- Information on the VTC WanderLOVE Campaign is available at <https://www.vatc.org/coronavirus/brand-response-marketing/campaign-wanderlove/>.
- Questions regarding the VTC WanderLOVE Campaign should be directed to Lindsey Norment at [lnorment@virginia.org](mailto:lnorment@virginia.org).
- All WanderLOVE campaign placements and expenses MUST be completed no later than June 30, 2021. Extensions beyond this date will not be possible.

Again, congratulations upon your successful grant application!

Best regards

Steve Galyean | Planning & Partnerships Director | 804-545-5517



virginia.org | vatc.org | #LoveVA

**Virginia Tourism Corporation**

To: TOWN OF COLONIAL BEACH TOWNOFCOLO0000

Check Number: 054139

Date: 08/03/2020

Invoice Number	Invoice Date	VTC Voucher Number	Amount	Discount	Paid Amount
2000561	07/20/2020	00000000000158629	\$10,000.00	\$0.00	\$10,000.00

TOTALS:           \$10,000.00                     \$0.00                     \$10,000.00          

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER



Virginia Tourism Corporation  
P.O. Box 798 . 901 East Cary Street  
Richmond, Virginia 23218-0798USA



68-02/510

**Check Number** 054139

**Date** **Amount**

Pay Ten Thousand Dollars and 00 Cents

Aug 3, 2020 \$10,000.00

To the Order of: TOWN OF COLONIAL BEACH  
315 DOUGLAS AVENUE  
COLONIAL BEACH, VA 22443  
USA

\_\_\_\_\_  
President and CEO

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

⑈054139⑈ ⑆051000020⑆ 201774585⑈

# Tab B

**COUNCIL PAPER**

**At the meeting held on Wednesday, September 16, 2020 at the Colonial Beach Town Center**

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**RESOLUTION # 36-20, Amends and Appropriates Fiscal Year 2020-2021 Budget, General Fund**

**WHEREAS**, the Colonial Beach Town Council finds it necessary to make the following amendments to the Fiscal Year 2020-2021 budget.

	FY 2020-2021 Amended	FY 2020-2021 Revised	Change
General Fund	\$7,920,618	\$7,933,519	+\$12,901

Notes:

Increase represents additional funding to the Colonial Beach Volunteer Fire Department from the Virginia Department of Fire Programs through the Aid to Localities effort. The revenue will be recognized in line item 100-24020-0001.

**NOW THEREFORE BE IT RESOLVED** that the Town Council at its regular meeting held on Wednesday, September 16, 2020 hereby adopts and appropriates an amendment to the Fiscal Year 2020-2021 budget in the amount of \$12,901.00.

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Moved By \_\_\_\_\_ Seconded By \_\_\_\_\_

AYE

NAY

AYE

NAY

Mayor Eddie Blunt \_\_\_\_\_  
 Frank Alger \_\_\_\_\_  
 Steve Cirbee \_\_\_\_\_  
 Pat Ey \_\_\_\_\_

Dallas Leamon \_\_\_\_\_  
 Robin Schick \_\_\_\_\_  
 Vicki Roberson \_\_\_\_\_

Adopted \_\_\_\_\_ Tabled \_\_\_\_\_

# Commonwealth of Virginia

## EDI Remittance Detail

**Total Amount: 12,901.00**

**Deposit Date: 06/26/2020**

**Trace Number 81402054**

<b>Agy No</b>	<b>Amount</b>	<b>Offset Amount</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Customer Number</b>	<b>Voucher Number</b>	<b>Description</b>
960	12,901.00	0.00	4Q20ATL345	06/18/2020		00004889	COLONIAL BEACH TOWN
<b>Tot 960</b>	<b>12,901.00</b>						

# Tab C

COUNCIL PAPER

At the meeting held on Wednesday September 16, 2020 at the Colonial Beach Town Hall

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**RESOLUTION #37-20, Adopts an Infectious Disease (COVID-19) Preparedness and Response Plan**

**WHEREAS**, the Virginia Occupational Safety and Health (VOSH) Program and the Virginia Department of Labor and Industry (DOLI) adopted §16VAC25-220, Emergency Temporary Standard Infectious Disease Prevention: SARS-CoV-2 Virus That Causes COVID-19 to establish requirements for employers to control, prevent, and mitigate the spread of SARS-CoV-2, the virus that causes coronavirus disease 2019 (COVID-19).

**WHEREAS**, this Emergency Temporary Standard requires employers to implement an Infectious Disease (COVID-19) Preparedness and Response Plan and train employees on these standards.

**NOW, THEREFORE BE IT RESOLVED**, that Town Council hereby adopts the attached Infectious Disease (COVID-19) Preparedness and Response Plan.

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Moved By: \_\_\_\_\_ Seconded By \_\_\_\_\_

	<u><b>AYE</b></u>	<u><b>NAY</b></u>		<u><b>AYE</b></u>	<u><b>NAY</b></u>
Mayor E. Blunt	_____	_____	D. Leamon	_____	_____
R. Schick	_____	_____	P. Ey	_____	_____
V. Roberson	_____	_____	F. Alger	_____	_____
S. Cirbee	_____	_____			

Adopted: \_\_\_\_\_ Tabled: \_\_\_\_\_



## **TOWN OF COLONIAL BEACH**

# **Infectious Disease (COVID-19) Preparedness and Response Plan**

## I. Purpose

This plan describes the implementation of mandatory health and safety requirements established by the Virginia Department of Labor and Industry, Governor Northam’s COVID-19 Executive Order and subsequent Addendum as well as guidelines from the Centers for Disease Control.

## II. Responsibilities

The Town of Colonial Beach has assigned the following individuals to serve in the role of health officer. The health officer has the authority to stop or alter activities to ensure that all work practices conform to the mandatory safety and health requirements applicable to COVID-19 as well as any other infectious disease hazards.

Health Officer(s)			
Name	Title	Department	Phone Number
Laura Corbin	Human Resources Manager	Town Manager	804-410-2158
Maggie Lane	Receptionist / Admin Assistant	Town Manager	804-224-7181

For the purpose of ensuring compliance with the most recent safety and health requirements, Laura Corbin, Human Resources Manager is responsible for administering this plan, monitoring agencies for new requirements, updating this plan, communicating any changes to employees, and monitoring the overall effectiveness of the plan. This person is also responsible for providing employees with a copy of this plan upon request.

## III. Determination of Exposure Risk by Job Duty

We have determined the COVID-19 exposure risk level of all worksite functions to ensure that we apply appropriate hazard controls – including training, equipment, and personal protective equipment (PPE) – to protect employees’ safety and health. This assessment is based on OSHA Publication 3990. Classes of employees have been assigned to risk categories as follows:

*Exposure Risk Level means an assessment of the possibility that an employee could be exposed to the hazards associated with SARS-CoV-2 virus and the COVID-19 disease. Hazards and job tasks have been divided into four risk exposure levels: “Very High”, “High”, “Medium”, and “Lower”.*

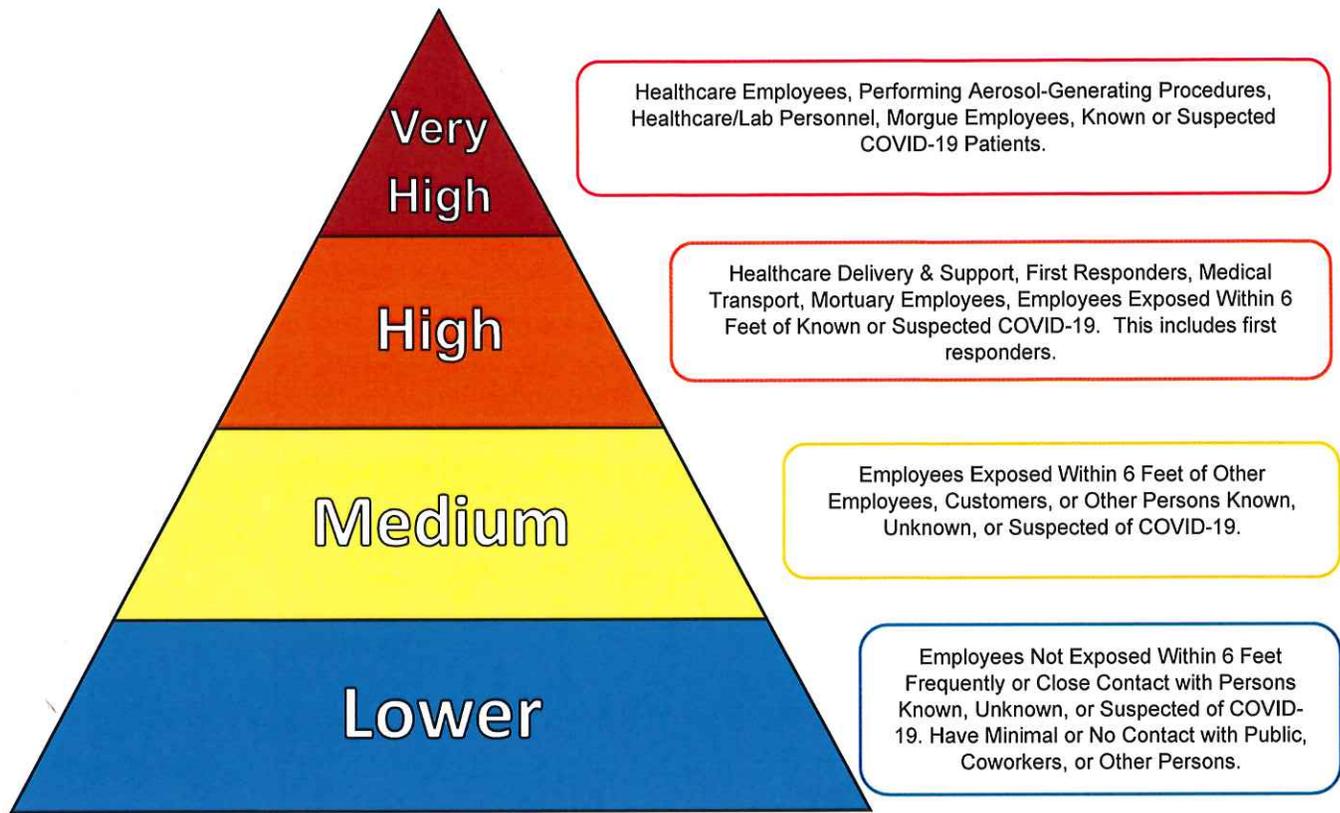
**“Very High”** exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the SARSCoV-2 virus and the COVID-19 disease including, but not limited to, during specific medical, postmortem, or laboratory procedures (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

**“High”** exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure within six feet with known or suspected sources of SARS-CoV-2 that are not otherwise classified as “very high” exposure risk (refer to page 8 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

**“Medium”** exposure risk hazards or job tasks that are not labeled as “very high” or “high” (refer to pages 9-10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

**“Lower”** exposure risk hazards or job tasks are those not otherwise classified as “very high”, “high”, or “medium” exposure risk that do not require contact within six feet of persons known to be, or suspected of being, or who may be infected with SARS-CoV-2; nor contact within six feet with other employees, other persons, or the general public except as otherwise provided in this definition (refer to page 10 of the 16 VAC 25-220, Emergency Temporary Standard/Emergency Regulation for a more detailed description).

The following graph relates to job tasks that pose a risk level to employees. The job tasks that are listed are not an all-inclusive list.



Work Area	Job Tasks	Exposure Risk Determination	Qualifying Factors (Example: No Public Contact, Public Contact)
Town Hall	Management/Administrative	Low	Minimal Contact with Public
Town Hall	Management/Administrative	Medium	Public Contact
Police Department	Law Enforcement	Medium	Public Contact
Public Works	Town Maintenance	Medium	Public Contact
WWTP	Waste Water Treatment	High	Public Contact

#### **IV. Contingency Plan in the Event of an Infectious Disease Outbreak**

In the event of an outbreak or pandemic due to an infectious disease, The Town of Colonial Beach has set up contingency plans for addressing the workplace needs as well as employee safety and health during the outbreak.

These plans are as follows:

In order to maintain critical operations, the Town of Colonial Beach will prioritize essential job functions and make a determination as to closing our doors to the public with our essential workers continuing to perform their duties. Certain job functions may allow for telework options, staggered work shifts and/or flexible work hours. Engineering controls, administrative controls and personal protective equipment controls will be observed. To address absenteeism, essential workers will be cross-trained to fulfil additional job functions as required.

#### **V. Basic Infectious Disease Prevention and Control Measures**

To control the spread of infectious diseases such as COVID 19, basic prevention and control measures must be implemented to ensure that all employees are protected against the hazards of infectious disease.

To control the spread of infectious disease it is important to keep up general housekeeping in the workplace. Additional housekeeping actions must also be implemented to ensure the safety and health of employees and decreasing the chances of spread of an infectious disease such as: All restrooms, common areas that remain in use, door knobs/handles, tools, equipment, and other frequently touched surfaces are disinfected twice daily; mid-shift and at the end of each shift. All contact surfaces of vehicles used by more than one person are disinfected at the end of each person's use. All disinfectants are EPA-approved or otherwise comply with [CDC disinfection guidance](#). Each employee is responsible for disinfecting his or her own workstation, equipment, and vehicle. Supervisors are responsible for assigning employees to disinfect shared areas, shared equipment and shared vehicles.

The Town of Colonial Beach has implemented additional precautions and actions to be taken:

- Large gatherings are minimized whenever possible; staff meetings are postponed, cancelled or held remotely/virtual; essential meetings practice social distancing of six feet between participants;
- Masks are required in all public areas;
- Hand Sanitizer is provided for all workstations and public areas;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out;
- Employee workstations are greater than six feet apart;
- The employer may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site; and
- Employee interactions with the general public are modified to allow for additional physical space between parties.

## **VI. Identification and Isolation of Sick and/or Exposed Employees**

Risk and exposure determinations are made without regard to employees protected characteristics as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employee's personnel documentation.

### **1. Employee Self-Monitoring**

The following employees should **not** report to work and, upon notification to The Town of Colonial Beach will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems,

including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;

- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

Employees who develop symptoms during their shift must immediately report to their supervisor and/or Human Resources.

## **2. Return-to-Work Requirements**

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 7 days have passed since symptoms first appeared.

Employees who come into close contact with or who may live with an individual with a confirmed diagnosis or symptoms may return to work after 14 days have passed since the last close contact with the diagnosed and/or symptomatic individual. This includes the diagnosed and/or symptomatic individual receiving a negative COVID-19 test.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, The Town of Colonial Beach may accept written statements from employees confirming all the factors supporting their release.

## **VII. Procedures for Minimizing Exposure from Outside of Workplace**

The Town of Colonial Beach business practices are evaluated to ensure the safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings, and finally transitioning to onsite meetings with appropriate precautions when that time comes.

- Social distancing practices to be observed:
  - 6-foot distances are required in areas where customers might gather/wait
  - In person meetings are to be made by appointments only
  - Limit the number of customers allowed into workplace
  - Minimize face to face contact

Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19.

To minimize exposure from visitor/vendors/general public:

- When possible, the Town of Colonial Beach will limit the number of visitors/vendors/general public in the facility.

- Masks are required and will be available to visitors/vendors/general public as well as appropriate disinfectants/hand sanitizer.
- Social distancing practices to be observed:
  - 6-foot distances are required in areas where individuals might gather/wait.
  - Limit number of individuals allowed into workplace.
- Minimize face to face contact:
  - Computer workstations positioned at least 6 feet apart
- Information is posted at the Town of Colonial Beach facilities, educating individuals on ways to reduce the spread of COVID-19.
- Physical barriers between Town of Colonial Beach employees and the public are to be installed in high impact areas.

## VIII. Training

All employees at the Town of Colonial Beach will be required to have training on the hazards and characteristics of SARS-CoV-2 virus and COVID-19 disease. This training will ensure that all employees recognize the hazards of SARS-CoV-2 and COVID-19 as well as the procedures to minimize the hazards related to the infectious diseases and help prevent the spread of the infectious disease.

The training material will cover the following:

- Requirements of the COVID-19 Emergency Regulation.
- Infectious Disease Preparedness and Response Plan.
- Characteristics and methods of spread of SARS-CoV-2 virus.
- Symptoms of COVID-19 disease as well as the asymptomatic reactions of some persons to the SARS-CoV-2 virus.
- Safe and healthy work practices, including but not limited to, physical distancing, disinfection procedures, disinfecting frequency, and noncontact methods of greeting.

- PPE
  - When PPE is required
  - What PPE is required
  - How to properly don, doff, adjust and wear PPE
  - Limitations of PPE
  - Proper care, maintenance, useful life and disposal of PPE

All employees in the workplace will be trained on this subject and procedures. All training will be certified and recorded according to the Emergency Regulations for COVID-19 by the Virginia Department of Labor and Industry.

Training Records will be certified by the following requirements:

- Employee name
- Employee's signature (physical or electronic)
- Date
- Signature of Trainer

Retention of training records must be retained in employee files. These records are located at 315 Douglas Avenue, Colonial Beach, VA 22443. The most recent training records will be maintained.

# Industry Specific Guidelines

## Office Regulations

- a) Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
- b) Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- c) Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias).
- d) Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- e) Provide disinfecting supplies and require employees wipe down their workstations at least once daily.
- f) Post signs about the importance of personal hygiene.
- g) Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, and whiteboards).
- h) Institute cleaning and communications protocols when employees are sent home with symptoms.
- i) Notify employees if the employer learns that an individual (including a customer or visitor) with a confirmed case of COVID-19 has visited the office.
- j) Suspend all nonessential visitors.
- k) Restrict all non-essential travel, including in-person conference events.

### Outdoor:

Businesses or operations whose work is primarily and traditionally performed outdoors must

- a) Prohibit gatherings of any size in which people cannot maintain six feet of distance from one another.

- b)** Limit in-person interaction with clients and general public to the maximum extent possible, and bar any such interaction in which people cannot maintain six feet of distance from one another.
- c)** Provide and require the use of personal protective equipment such as gloves, goggles, face shields, and face coverings, as appropriate for the activity being performed.
- d)** Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning and disinfection of tools, equipment, and frequently touched surfaces.