



**Minutes of the
Colonial Beach Town Council
Regular Meeting held on
Wednesday, September 16, 2020 at 6:00 p.m.**

Colonial Beach Town Center
22 Washington Avenue

Present

Eddie Blunt, Mayor
Robin Schick, Vice Mayor
Frank Alger, Council Member
Patrick Ey, Council Member
Dallas Leamon, Council Member
Vicki Roberson, Council Member

Absent

All Council Members were present with the exception of Mr. Cirbee.

Also Present

Town Manager, Quinn Robertson
CFO, Lisa Okes
Deputy Town Manager, Rob Murphy
Interim Town Attorney, Vivian Seay Giles
Interim Zoning Administrator, Kathleen Easley
Town Clerk, Heather Oliver
Chief of Police, Bruce Hough

Call to Order

Mayor Blunt called the meeting to order at 6:00 p.m.

Moment of Silence/Pledge of Allegiance

Mayor Blunt led the meeting in a Moment of Silence and the Pledge of Allegiance.

Roll Call of Members

Mayor Blunt noted that all Council Members were present with the exception of Mr. Cirbee.

Additions to the Agenda

Mayor Blunt made a motion to add a resolution to rescind Resolution #29-20, Intent to Develop Castlewood and Eleanor Park to be first under number 10, new business. Ms. Roberson seconded the motion.

Mayor Blunt called for a roll call vote to approve the addition to the agenda. Mr. Alger voted “aye,” Mr. Ey voted “aye,” Mr. Leamon voted “aye,” Ms. Roberson vote “aye,” Ms. Schick voted “aye,” and Mayor Blunt voted “aye.”

The motion to make an addition to the agenda passed with a unanimous vote of council members present

Approval of the Agenda

Mr. Leamon made a motion to approve the agenda, as amended. Ms. Roberson seconded the motion.

Mayor Blunt called for a roll call vote to approve to the agenda. Mr. Alger voted “aye,” Mr. Ey voted “aye,” Mr. Leamon voted “aye,” Ms. Roberson vote “aye,” Ms. Schick voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve the agenda, as amended passed with a unanimous vote of council members present

Approval of Minutes

Mr. Alger made a motion to approve minutes from August 12, 2020 Work Session and August 19, 2020, Regular Meeting. Mr. Ey seconded the motion.

Mayor Blunt called for a roll call vote to approve the minutes. Mr. Alger voted “aye,” Mr. Ey voted “aye,” Mr. Leamon voted “aye,” Ms. Roberson vote “aye,” Ms. Schick voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve the minutes passed with a unanimous vote of council members present

Council Member Announcements

Ms. Schick noted she appreciated everyone that showed up to the debates and watched online. The community and council need to practice active listening and come together to work towards the goal of making Colonial Beach better. There are documents and social media post that have been going around that is dividing the community. The best way to get an answer is to have productive conversations with council members.

Ms. Schick also noted she caught up with Mr. Risavi and was informed county CARES Act money was approved so there will be more money for COVID related expenses. Mr. Risavi also informed Ms. Schick that he is willing to split the cost of the library cost for repairs.

Mayor Blunt stated he happy to see everyone showing up to the debates.

Mayor Blunt further stated the Torrey Smith Park was opened up. The town is still working hard on hiring park attendants. There is a sign located at the park to inform the community on the guidelines for the park in relation to COVID-19.

He appreciated the progress that Mr. Robertson and Mr. Murphy have made with Mr. Risavi on understanding the CARES Act money.

Mayor Blunt noted the country is in a divided state and it seems to be trickling down into the local elections. Please do not let the national elections harm what we have achieved in Colonial Beach as a unified community.

Presentations

15 Years of Service for Teresa Davis, Code Enforcement Officer

Mayor Blunt presented a certificate for 15 years of service to Teresa Davis.

Mayor Blunt stated that Ms. Davis has done her job with grace and professionalism and has helped keep Colonial Beach stay up to par.

20 Years of Service for Bertha Peyton, Administrative Assistant, CBPD

Mayor Blunt presented a certificate for 20 years of service to Ms. Peyton.

Mayor Blunt stated that Ms. Peyton is the person to talk to at the police department and always hears great things about her and her professionalism.

Colonial Beach Public Schools

Mr. Turner stated virtual learning has been going smoothly for the staff and students. A survey went out today to all the parents that needs to be completed.

Planning Commission

Ms. Luna noted there will be a planning commission work session tomorrow that will address an update on the Capital Improvement Plan. They will be discussing storm water management and adding Eleanor Park intent of use to the Comp Plan. We have outside sources that we work with, looking over the Comp Plan. The Beachgate conditional use permit application has not provided any further information. We look forward to the Dodson Development Group presentation on the 24th.

Westmoreland County Board of Supervisors

Mr. Trivett stated there have been some meetings between the county and the town that he was not aware of and did not attend. He wants clarification on what the Town wants from him. He is the Town's representative and the people's representative.

The Board of Supervisor's meeting on September 14th addressed the Department of Social Services having a satellite office in the Town of Colonial Beach.

Mr. Trivett noted he was pleased with the candidates and their support for the School Community.

Mr. Trivett further noted a resolution has been passed to add a turning lane on 205 and Ferry Landing Rd. near the entrance to Placid Bay. Hopefully, in the future they can address the intersection at Longfield Rd. (Dragstrip Rd.).

Mr. Trivett reported that Ms. Jenkins, the Voter Registrar announced there will be early voting at the County Office starting September 18th to October 30th. The office will be open Monday through Friday, from 8:30 am to 4:30 pm. It will be open on two Saturdays, October 24th and 31st.

CARES ACT

Mr. Trivett reported the Board of Supervisors approved the expenditures submitted by the Town, leaving a balance of \$70,379.16 in the first round. A resolution passed to accept the additional funds awarded from the CARES Act to the county. The granted funds are the same as the 1st round, so the Town will have the same amount available in the 2nd round that was in the 1st round.

Mr. Robertson stated after discussion, it looks like more items can be purchased through CARES funding that were not thought about. An example is the doors at Town Hall, we can update them from regular doors to an automated door to decrease contact.

Mr. Robertson noted he is open to provide a space for Department of Social Services to use as a satellite location.

Ms. Okes reported the funds that have been submitted and are pending and items that have been reimbursed. According to her numbers, the balance of funds should be \$191,656.98.

Mayor Blunt reported that he was thankful for the hard work and keep this correspondence with the county at hands length and reach out to Mr. Trivett.

Mayor Blunt asked how much room the Department of Social Services will require.

Mr. Robertson stated it is on an administrative level and the idea of using the school was a great idea. If not, Town Center would be appropriate and has WiFi.

Mr. Leamon stated it needs to be an office setting and the ability to provide privacy for HIPPA laws. Classrooms would best benefit the needs for Social Services.

Downtown Colonial Beach

Mayor Blunt read a letter submitted by Ms. Reimherr, the President of Downtown Colonial Beach.

“We were awarded a Main Street Affiliates' grant for Conceptual Designs and Marketing for the downtown by DHCD. We are currently collecting input from local community organizations who have been reviewing existing town planning documents to identify what still applies, seems obsolete or is missing from these documents as it pertains to downtown development. After collecting this information, we will be seeking to set up an on-line discussion to summarize community preferences for the downtown -- both form and function --with community groups, interested community members, and town officials to provide to a designer working on the project. We are in the final stages of reviewing proposals that have come in from designers.

Regarding the historic surveying of downtown and historic district application, we have been informed by the Department of Historic Resources, that they are soliciting proposals for the work and when they have them to set up a meeting with DCB, the Historical Society, and town officials to select the contractor who will carry out the work.

In the RAFT discussions with town staff and community organizations, DCB emphasized a need for technical assistance related to planting trees and landscaping along Colonial Avenue and throughout town. RAFT coordinators connected DCB and Town Manager Robertson of a Green Infrastructure graduate program and institute out of the University of Virginia. They selected Colonial Beach as a study town for 2020 - 21. They will conduct a comprehensive Green Infrastructure assessment in the autumn and offer specific design plans in the spring. Donations from DCB's on-line Osprey Festival will be applied towards implementing some of these plans. Related groups and town officials meet with the program coordinator this Friday morning.

We have received positive feedback on another grant but are not at liberty to release the details until DCHD and DHR issues the official press release.

We are delighted to report that the Colonial Beach Osprey Festival Website and Facebook page now feature a charming and informative video on ospreys produced by the Colonial Beach Playhouse. The program was intended for children but can be enjoyed by anyone. We hope you will all check it out and applaud Sher Lee and Anthony Sammoro who starred in the video and Bob Christiansen who wrote the script.

Thank you for the opportunity to report and your on-going support which is greatly appreciated and which we believe is bringing in a considerable amount of financial resources and expertise to the community. For those who asked in the Mayor Forum about how much should be spent on historic preservation and beautification as opposed to immediately practical infrastructure concerns, we would like to let them know that other than assistance from staff, all the beautification, historic preservation and downtown revitalization activities DCB has been

involved with have been achieved through private funding, advocacy to attract resources to the community, and collaboration with other supportive community organizations. No taxpayer funding has been used.”

Colonial Beach Foundation, Kathy Bokman

Ms. Bokman reported the Beach Music Concert has been cancelled and tickets and sponsorship money will be refunded. The Foundation is also wanted to thank everyone who was part of the debates going smoothly and the making it available for viewing online.

New Business

Resolution #38-20, Rescind Resolution #29-20

Ms. Roberson made a motion to approve Resolution #38-20, Rescind Resolution 329-20. Mr. Ey seconded the motion.

Mayor Blunt called for a roll call vote. Mr. Alger voted “aye,” Mr. Ey voted “aye,” Mr. Leamon voted “nay,” Ms. Roberson voted “aye,” Ms. Schick voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve Resolution #38-20 passed with a 5-1 vote of council members present.

RESOLUTION #38-20, RESCIND PRIOR RESOLUTION #29-20

WHEREAS, on July 15, 2020 the Colonial Beach Town Council approved Resolution #29-20 which dedicated funds up to \$60,000 for the purchase and installation of a playground equipment at Eleanor Park; and

WHEREAS, Resolution #29-20 also approved the removal of playground equipment at Castlewood Park upon completion of Eleanor Park Playground; and

WHEREAS, Colonial Beach Town Council desires to rescind Resolution #29-20; and

WHEREAS, the procurement of purchase for playground equipment and installation shall be hindered; and

WHEREAS, Castlewood Park Playground shall remain in place at its location; and

WHEREAS, the Planning Commission shall include the intent of use for Eleanor Park in the Comprehensive Plan.

NOW, THEREFORE BE IT RESOLVED that the rescission of Resolution #29-20 shall take effect immediately.

Resolution #35-20, Amends and Appropriated Fiscal Year 2020-2021 Budget, General Fund

Ms. Okes stated this resolution is to accept the money that was awarded from the WanderLove Grant.

Mr. Leamon made a motion to approve Resolution #35-20, as written. Mr. Ey seconded the motion.

Mayor Blunt called for a roll call vote. Mr. Alger voted “aye,” Mr. Ey voted “aye,” Mr. Leamon voted “aye,” Ms. Roberson voted “aye,” Ms. Schick voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve Resolution #35-20, as written passed with a unanimous vote of council members present.

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

Resolution #36-20, Amends and Appropriates Fiscal Year 2020-20201 Budget, General Fund

Mayor Blunt stated this is a resolution to accept monies that were awarded through a grant to the Fire Department.

Mr. Leamon made a motion to approve Resolution #36-20, as written. Mr. Ey seconded the motion.

Mayor Blunt called for a roll call vote. Mr. Alger voted “aye,” Mr. Ey voted “aye,” Mr. Leamon voted “aye,” Ms. Roberson voted “aye,” Ms. Schick voted “aye,” and Mayor Blunt voted “aye.”

The motion to approve Resolution #36-20, as written passed with a unanimous vote of council members present.

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.

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.

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

Resolution #37-20, Adopts an infectious Disease (COVID-19) Preparedness and Response Plan

Mr. Alger made a motion to approve Resolution #37-20, as written. Mr. Leamon seconded the motion.

Mr. Leamon noted the Police Department should be under high risk and not medium risk.

Ms. Okes stated they have been working with VRSA throughout writing this plan and it is what VRSA suggested for the police officer's level of risk. The Town has the authority to change the classifications of risk for the police officers.

Mr. Leamon noted he would like for the police officers to be under high risk on the plan.

Ms. Okes stated that the Town can make that change.

Mr. Alger made a motion to approve Resolution #37-20, as amended to include the police officers under high risk. Mr. Ey seconded the motion.

Mayor Blunt called for a roll call vote. Mr. Alger voted "aye," Mr. Ey voted "aye," Mr. Leamon voted "aye," Ms. Roberson voted "aye," Ms. Schick voted "aye," and Mayor Blunt voted "aye."

The motion to approve Resolution #37-20, as amended passed with a unanimous vote of council members present.

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.



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).

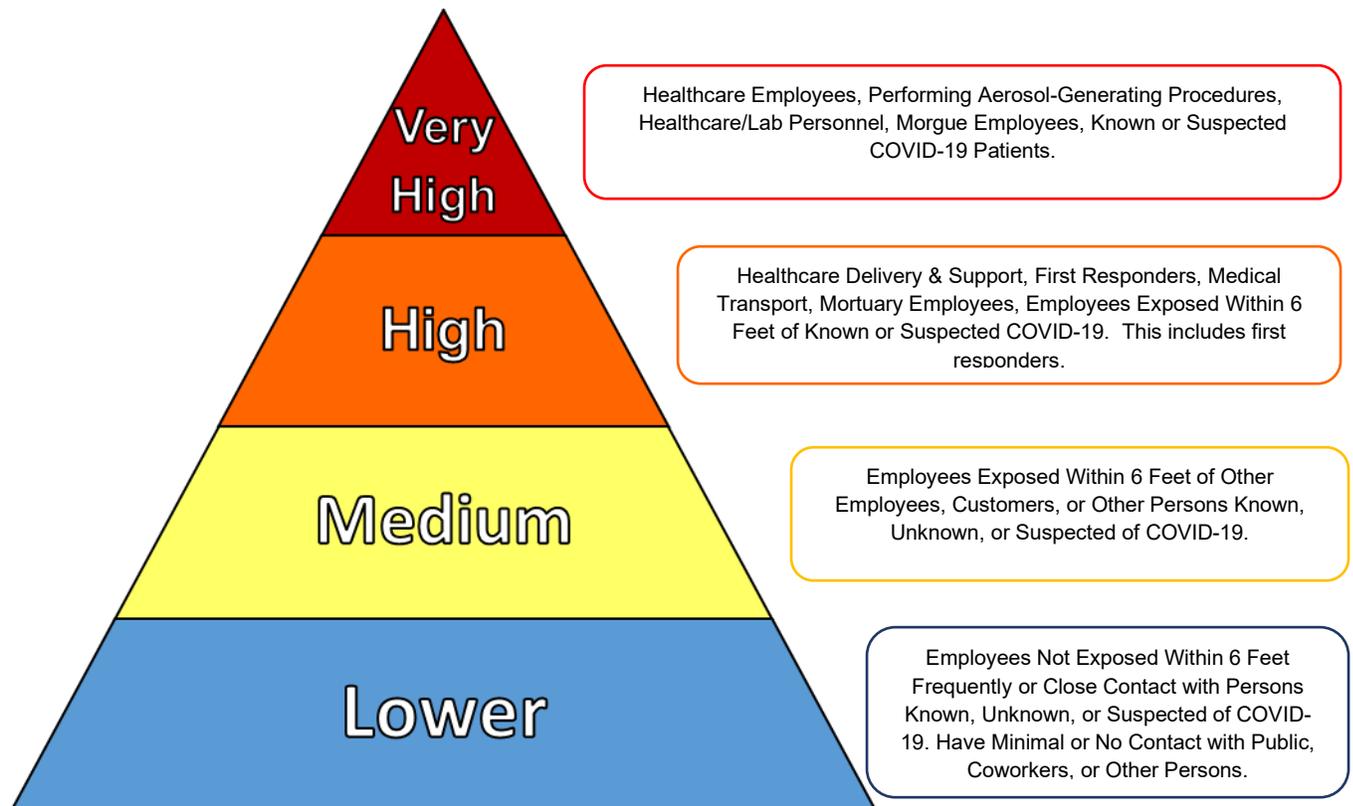
“High” exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure within six feet with known or suspected sources of SARS-CoV-2 that are not otherwise classified as “very high” exposure risk (refer to page 8 of the 16 VAC 25-220, Emergency Temporary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

Walter Kern, The Meadows reported on the History of the Colonial Beach Fire Department and listed the names of all the past Presidents in the Fire Department and Fire Chiefs who have passed away. He thanked the Town for everything they do for the Fire Department.

Paige Williams, Irving Ave thanked the Town Council for listening and restoring her faith in democracy. She expressed her concerns with the changes at Castlewood and the intent for Eleanor Park. Since the initial address of concern the council has listened and temporarily stopped work to both locations.

Lisette Montalvo, Irving Ave stated she was appreciative of the rescind on Resolution #29-20. Her family loves Colonial Beach and the community. She wishes the community to come together again and stop fighting over a piece of land.

David Williams, Irving Ave noted he was thankful for council hearing their concerns and rescinding #29-20. This woke him up and made him pay attention and get involved in the community.

Santiago Montalvo, Irving Ave reported he appreciated the signs that were put up on Irving Ave near Castlewood Park. They need more enforcement but knows the Police Department is spread thin but hopefully by next summer it will be better. Regarding stormwater, there is a crack going across Irving Ave that is growing and the road is starting to slope into the river. The point is getting worse every year.

Closed Meeting

Ms. Schick made a motion to go into a closed meeting pursuant to Virginia Code Section 2.2-3711 (A)(8), consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter. Ms. Roberson seconded the motion, subject being the sale of town owned real property.

Mayor Blunt called for a roll call vote. Mr. Alger voted “aye,” Mr. Ey voted “aye,” Mr. Leamon voted “aye,” Ms. Roberson voted “aye,” Ms. Schick voted “aye,” and Mayor Blunt voted “aye.”

At 7:17 p.m. council moved into closed session.

Reconvene

Mr. Leamon made a motion to reconvene in open session. Ms. Roberson seconded the motion.

Mayor Blunt called for a roll call vote. Mr. Alger voted “aye,” Mr. Ey vote “aye,” Mr. Leamon voted “aye,” Ms. Roberson voted “aye,” Ms. Schick voted “aye,” and Mayor Blunt voted “aye.”

At 8:06 p.m. Mayor Blunt reconvened the meeting.

Certification

Mr. Leamon made a motion that Council certify that only those matters as were identified in the motion to go into closed meeting were heard, discussed or considered. Mr. Ey seconded the motion.

Mr. Alger, Mr. Ey, Mr. Leamon, Ms. Roberson, Ms. Schick and Mayor Blunt all so certified.

All council members present certified that only those matters as were identified were heard, discussed or considered during Closed Meeting.

Adjournment/Recess

Mr. Leamon made a motion to adjourn the meeting. Mr. Ey seconded the motion.

Mayor Blunt called for a roll call vote. Mr. Ager voted “aye,” Mr. Ey voted “aye,” Mr. Leamon voted “aye,” Ms. Roberson voted “aye,” Ms. Schick voted “aye,” and Mayor Blunt voted “aye.”

At 8:07 p.m. Mayor Blunt adjourned the meeting.

Heather Oliver, Town Clerk