

# Town of Onancock

## Town Council Meeting

Onancock Town Hall, 15 North St., Onancock, VA 23417

August 24, 2020 at 7:00 p.m.

**PHYSICAL DISTANCING AND FACE MASKS ARE REQUIRED AT ALL TIMES**

### Agenda

1. Call to order and roll call
2. Pledge of Allegiance
3. Consideration and approval of meeting minute from:
  - a. July 27, 2020 Town Council meeting
4. Public Business:
  - a. Planning Commission Public Hearing – Rezone 18 Market St. from Business B-1 to Residential R-1A
    - i. Motion to accept Planning Commission Recommendation to Rezone 18 Market St.
    - ii. Motion to Rezone 18 Market Street from Business Downtown (B1) to Residential (R1A)
  - b. Resolution to transfer East Street to the VDOT (Matt Spuck, Town Manager)
  - c. Adopt Town of Onancock Infectious Disease Preparedness and Response Plan (Matt Spuck, Town Manager)
5. Council Discussion:
  - a. Consider Onancock’s ability to independently declare a State of Emergency
  - b. Consider the ability to have Council members and/or the Mayor participate in meetings remotely
  - c. Code Review:
    - i. Chapter 3 – Animals and Fowl
      1. Review current policy
      2. Review and discuss staff recommended policy
    - ii. Chapter 4 – Bicycles
      1. Review and discuss current policy
      2. Staff recommends eliminating this chapter and adding the limited and required bicycle language to Chapter 13: Motor Vehicles, Traffic, Bicycles, Golf Carts, and Other Utility Vehicles
  - d. Second COVID grant
6. Public comment
7. Committee Reports:
  - a. HRSD (Bob Bloxom)
  - b. Waterfront (Bob Bloxom)
  - c. Planning Commission (Bob Bloxom)
  - d. Personnel (Catherine Krause)
  - e. Strategic Planning (Fletcher Fosque)
8. Mayor’s report
9. Town Manager’s report
10. Council comments
11. Closed session (if required)
12. Adjourn

*View meeting online by clicking the YouTube icon at the bottom of the Town’s website ([www.Onancock.com](http://www.Onancock.com)). Please note there is a 30-second delay. Send any questions or comments to [Matt.Spuck@Onancock.com](mailto:Matt.Spuck@Onancock.com) to be read aloud during the appropriate time on the agenda.*

Town of Onancock  
Town Council Meeting  
July 27, 2020  
7:00 p.m.

Call to Order and Roll Call:

Mayor Fosque called the meeting to order at 7:00 p.m. and roll was called. Mayor Fletcher Fosque and Councilmembers Robert Bloxom, Joy Marino, Maphis Oswald and Shyreka Riley were present. Councilmembers Catherine Krause and Ray Burger were absent. A majority of members were present, and a quorum was established.

The Pledge of Allegiance was recited.

Consideration and Approval of Meeting Minutes:

- a. May 28, 2020 Regular Town Meeting:
- b. June 22, 2020 Regular Town Meeting:

Mayor Fosque asked if there were any corrections, additions or changes to minutes as presented.

*Councilmember Bloxom made a motion to approve both sets of minutes as presented. Councilmember Oswald seconded the motion.*

Councilmember Marino mentioned that in the June 22, 2020 meeting minutes it was stated that Councilmembers Ray Burger, Robert Bloxom and Maphis Oswald were sworn in with a term end date of June 30, 2022 which is incorrect. Mrs. Fiege clarified that a correction has been made and all members have since been re-sworn in with the correct terms of office.

*With no further discussion, the motion passes by unanimous voice vote.*

Public Business:

- a. Accept the Recommendation made by Planning Commission at the 5/28/20 Joint Public Hearing to Rezone the Property Located at 58 Market Street from Business Downtown (B1) to Residential (R1A) – Matt Spuck, Town Manager: Mr. Spuck clarified that this issue was heard during a joint public hearing with the Planning Commission on May 28, 2020. Unfortunately, council failed to approve the recommended rezone for this property before moving on to approve the special use permit for the property. Mr. Spuck explained Town Council's approval tonight will clear up the error.

*Councilmember Marino made a motion to approve RZ01:20. Councilmember Oswald seconded the motion. With no further discussion, the motion was passed by unanimous voice vote.*

- b. Increase the Special Use Permit Application Fee – Matt Spuck, Town Manager: Mr. Spuck explained that this issue was first heard at the March 12, 2020 Budget Workshop Meeting. Initially, staff recommended that the fee be increased from \$125 to \$250. During the Workshop Meeting some of the discussion center around passing along the advertising fee to the applicant as well as increasing the permit application fee. At the June 22, 2020 meeting some council members raised concerns about increasing the fee to \$250 and passing the advertising fee along to the applicant as it seemed excessively high. The item was tabled for further consideration.

Mr. Spuck explained that in this proposal the fee would increase to \$150 and all additional costs would be passed to the applicant. Mr. Spuck shared with council what other localities on the Eastern Shore of Virginia charge for their special use permits.

*Councilmember Bloxom made motion approve the amendment to Article XV. Special Use Permits, Section 24-93 to a fee of \$150 permit fee and require the applicant to reimburse the Town for all costs incurred. Councilmember Oswald seconded the motion. With no further discussion, the motion passed by unanimous voice vote.*

- c. Add an additional Assessment to Each Criminal or Traffic Ticket – Matt Spuck, Town Manager: Mr. Spuck explained that this item had a public hearing during the June 22, 2020 council meeting. Mr. Spuck further explained that it is the general belief among police chief's in Virginia that e-summons will be required by State Law in the next few years. Adoption of this statute will allow the police department to add the \$5.00 fee to all criminal or traffic tickets. Those funds will be kept in a separate bank account and can only be used to fund the purchase of an e-summons system. The town issues approximately 300-400 tickets annually. This program will not fund the entire cost of the project, but it will help alleviate some of the financial burden once this is required by State Law.

Councilmember Oswald asked if the system was portable. Mr. Spuck stated that, currently, it is not a portable system and it will need to be in all of the vehicles that perform traffic stops.

*Councilmember Bloxom made a motion that the Town of Onancock approve the creation of Section 13-23. Electronic Summons System in Chapter 13. Motor Vehicles & Traffic of the Town Code.*

Council discussion followed. Councilmember Marino asked if Onancock would be the first to initiate this program. Mr. Spuck confirmed that Onancock would. Councilmember Marino stated that she would rather wait until Accomack County adopted this program. Mr. Spuck shared that the Court asked Police Chief Eric Williams to get this program in place as others are planning on implementing as well. This is in an effort to get all localities in line with each other when processing summons.

*Councilmember Marino seconded the motion. With no further discussion, the motion passed by unanimous voice vote.*

- d. Remove Approval for Easement in Town Park for Civil War Trail Sign – Matt Spuck, Town Manager: Mayor Fosque explained that this has been an ongoing issue and recently the Eastern Shore Public Library pulled its support of the project and that the Onancock Business and Civic Association (OBCA) has as well.

Mr. Spuck explained that, to the best of his knowledge, OBCA has not officially rescinded its support for the project but that it is on a future agenda for discussion. Councilmember Oswald stated that if council took away the permit that the project would not happen regardless of whether OBCA was still in support of it. Councilmember Bloxom stated that the world has changed drastically since council last discussed this item. Councilmember Marino asked who has possession of the \$6,000 for this project. Mr. Spuck explained that OBCA has it.

*Councilmember Marino made a motion that the Town of Onancock rescind the Permission for Temporary Easement/Entry Agreement endorsed by the Town Manager of Onancock on August 28, 2019. Councilmember Bloxom seconded the motion.*

Councilmember Oswald asked a clarifying question about the work “temporary” in the motion. Mr. Spuck explained that it is listed like that in the motion because that was the name of the document that was signed by the town manager on August 28, 2019.

*With no further discussion, the motion passed by unanimous voice vote.*

- e. COVID-19 Personnel Policy Requirement as per Virginia Safety and Health Codes Board Adopted SSSSS 16 VAC 25-220, Emergency Temporary Standard, Infectious Disease Prevention: SARS-CoV-2Virus That Causes COVID-19. Request that the Personnel Committee Review the Attached Policy – Matt Spuck, Town Manager: Mr. Spuck stated that last week, July 15, 2020, the Governor of Virginia was promulgating emergency temporary standards for all employers in Virginia, standards that will be enforceable any time during the week of July 27, 2020. To date, the Governor has not shared what those rules will entail. Virginia Occupational Safety and Health (VOSH) has released what they think the mandates from the Governor’s Office will look like; items such as required training for all employees and the protection of all employees relating to the COVID-19 pandemic. Mr. Spuck included the VOSH language in the council packet for their review. Mr. Spuck explained that he is asking that council send the proposed policy to the Personnel Committee for review and subsequent recommendation to council for vote.

Councilmember Oswald mentioned that she did see any financial support for employees mentioned in the language. Mr. Spuck explained that the Personnel Policies need to be reviewed and that no council action was required at the moment except passing it along to the Personnel Committee for review.

Mayor Fosque stated that the committee should schedule a meeting soon.

- f. Establish Town Council Committee Structure:
- a. Waterfront (Town Council Representative: Robert Bloxom) – Mr. Spuck shared that the Waterfront Committee already has Councilmember Bloxom as the council representative. Mr. Spuck continued, explaining that this committee has some major projects on the horizon; projects such as the ramp repair and review the economic situation at the marina. Mr. Spuck shared that the rules for the bid process changed as of July 1, 2020 and if the project is expected to exceed \$200,000 then it must be a sealed bid. Getting the request for proposals ready for the ramp project will need to include engineering specs and will need to be reviewed by the committee. Mr. Spuck also shared that the transient boating revenue was down \$31,000 last fiscal year.
  - b. Planning Commission (Town Council Representative: Robert Bloxom) – Mr. Spuck shared that the Planning Commission has Councilmember Bloxom as the council representative. Mr. Spuck continued, explaining that the Planning Commission is working on updating the town’s Comprehensive Plan. Mr. Spuck shared that there is currently an opening on the commission, and it has been advertised on social media and the town’s website.

Councilmember Bloxom explained that the commission hopes to fill that position sooner rather than later and that he hopes to bring a recommendation to the August council meeting. Councilmember Oswald asked who was on the Planning Commission. Councilmember Bloxom named the commissioners. Councilmember Oswald shared that Mr. Jeffrey Barrett had expressed interest in being on the commission in the past, suggesting that they reach out to him as well.

- c. Personnel Committee (Town Council Representative: Catherine Krause) - Mr. Spuck stated that this committee needs a new member. Mayor Fosque explained that this committee is not open to the public, it has to be a council member. The committee currently consists of Mayor Fosque, Councilmember Krause and Town Manager, Matt Spuck. Councilmember Marino said that she would join the committee.

*Councilmember Oswald made a motion to put Councilmember Marino on the Personnel Committee. Councilmember Bloxom seconded the motion. The motion passed by unanimous voice vote.*

- d. NEW: HRSRD (Town Council Representative: Robert Bloxom) – Mr. Spuck explained that once the town starts moving forward with the transfer of the sewer plant to the Hampton Roads Sanitation District (HRSRD) a formal committee will need to be initiated. Councilmember Bloxom has agreed to be the council representative. Councilmember Bloxom and Mr. Spuck stated that they would get together to identify the other potential members of the committee for council approval.
- e. NEW: Strategic Planning (Town Council Representative: TBD) – Mr. Spuck stated that he feels that this new committee is important to start setting the boundaries and vision for the future of the town. That way the town can start applying for grants that align with the town’s vision which will incorporate the Comprehensive Plan and Main Street goals.

Councilmember Oswald asked if this should fall under the direction of the Town Manager. Mr. Spuck explained that it is council’s job to set the vision and goals of the town and that it is his job to achieve it.

Councilmember Bloxom asked if there was a council representative already identified and stated that he believed that the Mayor should be guiding this committee. Mayor Fosque suggested that the committee be small. Mayor Fosque shared that Ms. Carol Tunstall has already expressed an interest in participating in this committee although she does not want to lead it. Councilmember Bloxom stated that he believes that Councilmember Krause also expressed an interest in being on this committee. Mayor Fosque stated that this will be discussed further at the next meeting.

- f. NEW: Marketing and Communication (Town Council Representative: TBD) – Mayor Fosque asked that this committee be discussed further at the next meeting. Mr. Spuck shared that this committee will partner well with the Onancock Main Street Initiative.

Public Comment:

None.

Committee Reports:

No additional reports were heard.

- a. HRSD – Robert Bloxom
- b. Waterfront – Robert Bloxom
- c. Planning Commission – Robert Bloxom
- d. Personnel Committee – Catherine Krause

Mayor's Report:

Mayor Fosque asked when the United States of America flags were coming down, stating that council should weigh in about leaving them up so long. Mr. Spuck stated that the flags will come down after Labor Day. Councilmember Oswald asked why the town needed to budget for a 1/3 of the replacement costs for new flags annually. Councilmember Oswald suggested that they be replaced as needed.

Town Manager's Report:

Mr. Spuck reviewed some highlights of his report with council.

- Mr. Spuck shared that the Onancock Small Business Grants have been evaluated and all grants have been distributed. Mr. Spuck thanked council for their support of this program which gave out 38 grants to town businesses. Councilmember Oswald stated that she applauded Mr. Spuck for his efforts with the program. Councilmember Bloxom thanked Mrs. Fiege for taking the first cut at getting the program started.
- Mr. Spuck outlined the recodification process for council; stating that the purposes of recodification is to update the footnotes and State Code references along with updating town procedures to current standard operating practices. Once these items are updated, the Town Code will come before council to review and approval. Mr. Spuck will also start brining chapters before council to have a systematic review for any substantive changes. Next month council will be reviewing the Chapters on Animals and Bicycles.
- The Accomack County's petition to the Circuit Court to allow Accomack County to be a part of HRSD's service area will be back on the docket again soon now that the courts are back open.
- Mr. Spuck shared that he is in the process of writing the invitation to bid for the ramp project at the wharf.
- Mr. Spuck shared that he met with Mr. Chris Isdell, VDOT, to discuss the transfer of town streets. One street will be ready for council's approval to turn over to VDOT at the August meeting. Two other streets, once repaired, will be transferred not long after. Councilmember Marino asked how any streets can be transferred a year. Mr. Spuck explained that the town can transfer a quarter mile a year. Mr. Spuck further explained that he hopes to work on a few streets in the Northeast section with the Community Development Block Grant.
- Mr. Spuck shared that the town is paying for a portion of the Smart Scale application for the road diet which was approved at the June 22, 2020 Town Council Meeting. This application needs to be completed in August so that it can be done with VDOT's repaving efforts. The



County hired an engineer to prepare the Smart Scale application. The town is paying a portion of that cost.

Councilmembers Marino and Bloxom thanked Mr. Spuck for his report.

Councilmember Oswald asked about a watering system for the Samuel Outlaw Blacksmith Shop for their landscaping project that is coming this fall. Councilmember Oswald stated that a well may make more sense so that the cost of a water bill is not an issue. Councilmember Bloxom stated that the property is an asset of the towns and therefore maybe a cost sharing agreement can be entered into with the 501(c)(3) that is renting the property. Mr. Spuck said that he would speak with Mr. Gerald Boyd to discuss their options. Mayor Fosque asked Mr. Clinton Strand if he knew how water was handled at that property when Mr. Outlaw owned it. Mr. Strand stated that he had a hand pump.

Council Comments:

Councilmember Marino asked that everyone do a rain dance since it has been so dry and hot recently.

Councilmembers Oswald and Riley stated that they had no comments.

Councilmember Bloxom thanked Mrs. Fiege again for her hard work on the small business grant program. Councilmember Bloxom also thanked Mr. Spuck for hitting the ground running in his new position with the town.

Mayor Fosque stated that he would not be at the next meeting.

Closed Session, if needed:

None was needed.

Adjourn:

Councilmember Bloxom made a motion to adjourn. Councilmember Marino seconded the motion. The motion passed by unanimous voice vote.

The meeting adjourned at 8:08 p.m.

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Fletcher Fosque, Mayor

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Lisa Fiege, Deputy Clerk

**STAFF REPORT**

**18 Market Street, Onancock, VA 23417**

**To:** Town Council  
**Case Number:** RZ 02:20  
**Tax Map:** 85A-2A-68

**Date:** August 24, 2020  
**From:** Matt Spuck

**General Information**

<i>Applicant</i>	Fletcher and Janet Fosque
<i>Owner of Record</i>	Fletcher and Janet Fosque
<i>Requested Action</i>	Proposed use of tax map parcel 85A-2A-68
<i>Location</i>	The parcel is located on the south side of Market Street west of Ames Street, east of South Street.
<i>Existing Land Use</i>	The parcel is currently unoccupied business space.
<i>Adjacent Land Use</i>	The surrounding properties are designated (R-1A) Residential and (B-1) Business Downtown.
<i>Submitted Proffers</i>	None

**Analysis**

In evaluating this application staff considered the Statement of Intent of the Residential District R-1. The Statement of Intent for the Residential District, R-1 states the following: "The Residential District, R-1 is composed of certain open areas where similar residential development is recommended to occur by the Onancock Town Plan." The adjacent properties currently share the same owner with no immediate intention of change. The property immediately adjacent to the property is residential and shares residential use with the current owner.

**Conclusion**

It is staff's opinion that the application is consistent with the statement of intent found within the Zoning Ordinance and meets the language set forth in the Zoning Ordinance.

**Suggested Motion**

Mr. Chairman, I move to approve RZ 02:20 with the following condition:

- The owner is prohibited from operating any business with public interaction from the property.

4a11





**TOWN OF ONANCOCK**

15 North Street  
Onancock, VA 23417

**TOWN OF ONANCOCK, VA  
NOTICE OF JOINT PUBLIC HEARING  
ONANCOCK TOWN COUNCIL  
ONANCOCK PLANNING COMMISSION**

August 11, 2020

To: Applicant and Adjacent Property Owners

**Re: Joint Public Hearing on Rezone Request at 18 Market Street**

Dear Sir or Madam:

This letter is to notify you that the Town Council and Planning Commission for the Town of Onancock will hold a **joint public hearing** on the above referenced item on **Monday, August 24<sup>th</sup>, 2020** at 7:00 PM in the Council Chambers of the Town Hall located at 15 North Street, Onancock, VA 23417.

**Rezone 02:20** Fletcher and Janet Fosque, 16 Market Street, Request for Re-Zoning Application. Currently, 18 Market Street is zoned Business Downtown (B-1), Mr. & Mrs. Fosque are requesting that the property be rezoned Residential (R-1A).

A copy of the zoning map and staff report are available for review upon request. Questions or comments may be directed to Matt Spuck, Town Manager, at 757-787-3363, or email at [Matt.Spuck@Onancock.com](mailto:Matt.Spuck@Onancock.com).

Should you have any questions about this notice, feel free to contact me at your convenience.

Sincerely,

Matt Spuck  
Town Manager  
Town of Onancock  
757-787-3363  
[Matt.Spuck@Onancock.com](mailto:Matt.Spuck@Onancock.com)

(757) 787-3363  
Phone

(757) 787-3309  
Fax

[www.onancock.com](http://www.onancock.com)  
Website

4a

**PUBLIC HEARING  
TOWN COUNCIL  
TOWN OF ONANCOCK, VA  
AUGUST 24, 2020**

The Town Council for the Town of Onancock, VA will conduct a public hearing on Monday, August 24<sup>th</sup>, 2020 at 7:00 p.m., to consider one (1) rezoning application for the following:

*Rezoning Permit application – RZ 02:20*

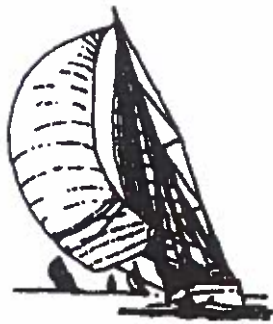
*Fletcher and Janet Fosque are requesting a rezoning permit to change the zoning at 18 Market Street in the Town of Onancock from Business Downtown (B1) to Residential (R-1A). If approved by the Onancock Town Council, will be re-zoned to Residential (R-1A) at the August 24<sup>th</sup>, 2020 meeting. The Tax Map number is 85-A2A-68.*

A copy of the zoning permit application and staff report are available for review upon request. Questions or comments may be directed to Matt Spuck, Town Manager, at 757-787-3363, or email at [Matt.Spuck@Onancock.com](mailto:Matt.Spuck@Onancock.com).

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TO: Eastern Shore Post

Advertise on the following date: August 14<sup>th</sup>, 2020  
Authorized by: Matt Spuck, Town Manager, Town of Onancock  
Bill to: Town of Onancock, VA  
15 North Street, Onancock, VA 23417



**TOWN OF ONANCOCK**

15 North Street  
Onancock, VA 23417

PAID  
AUG 06 2020

BY: *[Signature]* #5838  
150.-

**TOWN OF ONANCOCK  
ZONING PERMIT APPLICATION**

Tax Map Identification Number: 85A2-A-68

**IDENTIFICATION AND PROPERTY LOCATION**

Name of Property Owner: JANET + FLETKEN FOSQUE

Physical Address of proposed use: 18 MARKET ST

Mailing Address: 16 MARKET ST ONANCOCK VA

Telephone Number: 757 710 1995 Alt/Cell: \_\_\_\_\_

Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Alt/Cell: \_\_\_\_\_

**ZONING CLASSIFICATION**

B-1

**TYPE OF IMPROVEMENT/INTENDED USE** Zoning change

would like to change property from B1 -> R1  
Property is on the edge of B1 next to R1  
which is our residence. The neighbors on both sides  
are properties owned by us. - See map

*Ha*

**DIMENSIONS**

Number of stories 2

Square feet of new construction 1500 ? sq ft.

**Describe provisions for off street parking:** (Zoning ordinance requires 1 parking space per 100 sf of gross floor area in the business districts and 2 parking spaces for dwelling unit in the residential districts)

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**A SITE PLAN MUST ACCOMPANY THIS PERMIT APPLICATION**

Plan must show the following details

- Lot dimensions
- Streets adjacent to the lot with existing and proposed entrances marked
- Location of all existing and proposed structures on the site
- Distances from all structures to the front, back, and sides of the property line
- Additional information may be required by the Zoning Administrator, depending on the type of use proposed.

*M. White D. M. E.*

Date: 8/5/20

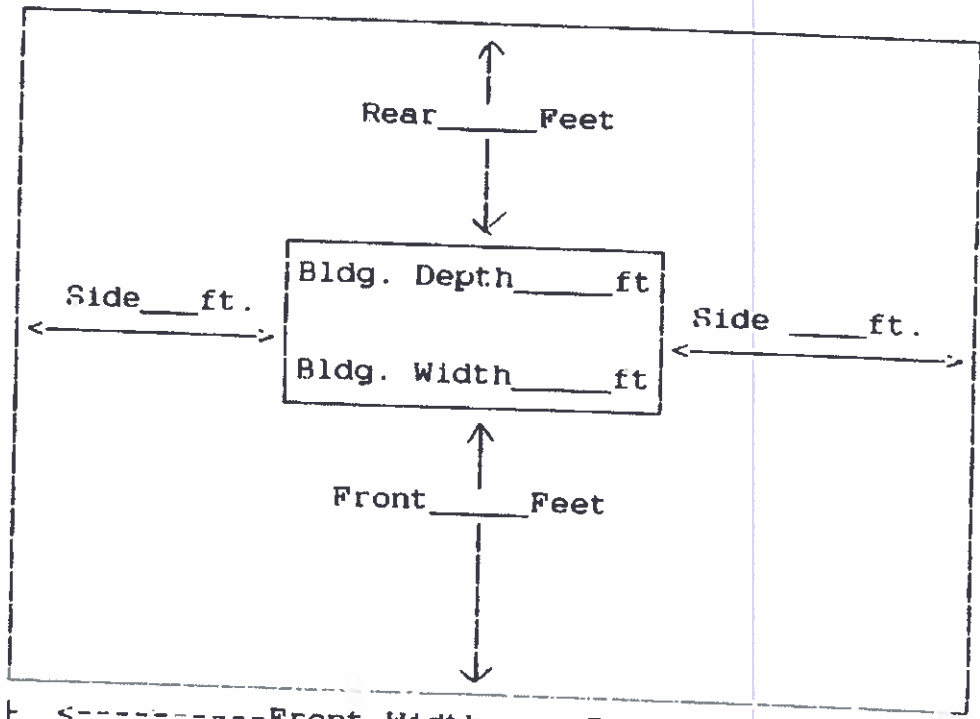
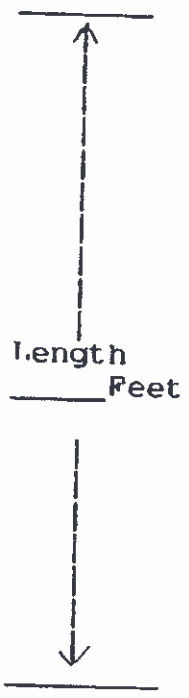
**Signature of Applicant**

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
**Signature of Zoning Administrator** Date: \_\_\_\_\_

R O O M A D D I T I O N S

←-----Rear Width \_\_\_\_\_ Feet ----->



←-----Front Width \_\_\_\_\_ Feet ----->



Bldg. Setback from center \_\_\_\_\_ Ft.  
line of Street

-----  
\_\_\_\_\_ Street      Tax Map No. \_\_\_\_\_  
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Plot Plan Building Permit No. \_\_\_\_\_ dated \_\_\_\_\_

I certify that the information provided above is true to the best of my knowledge.

\_\_\_\_\_  
Owner

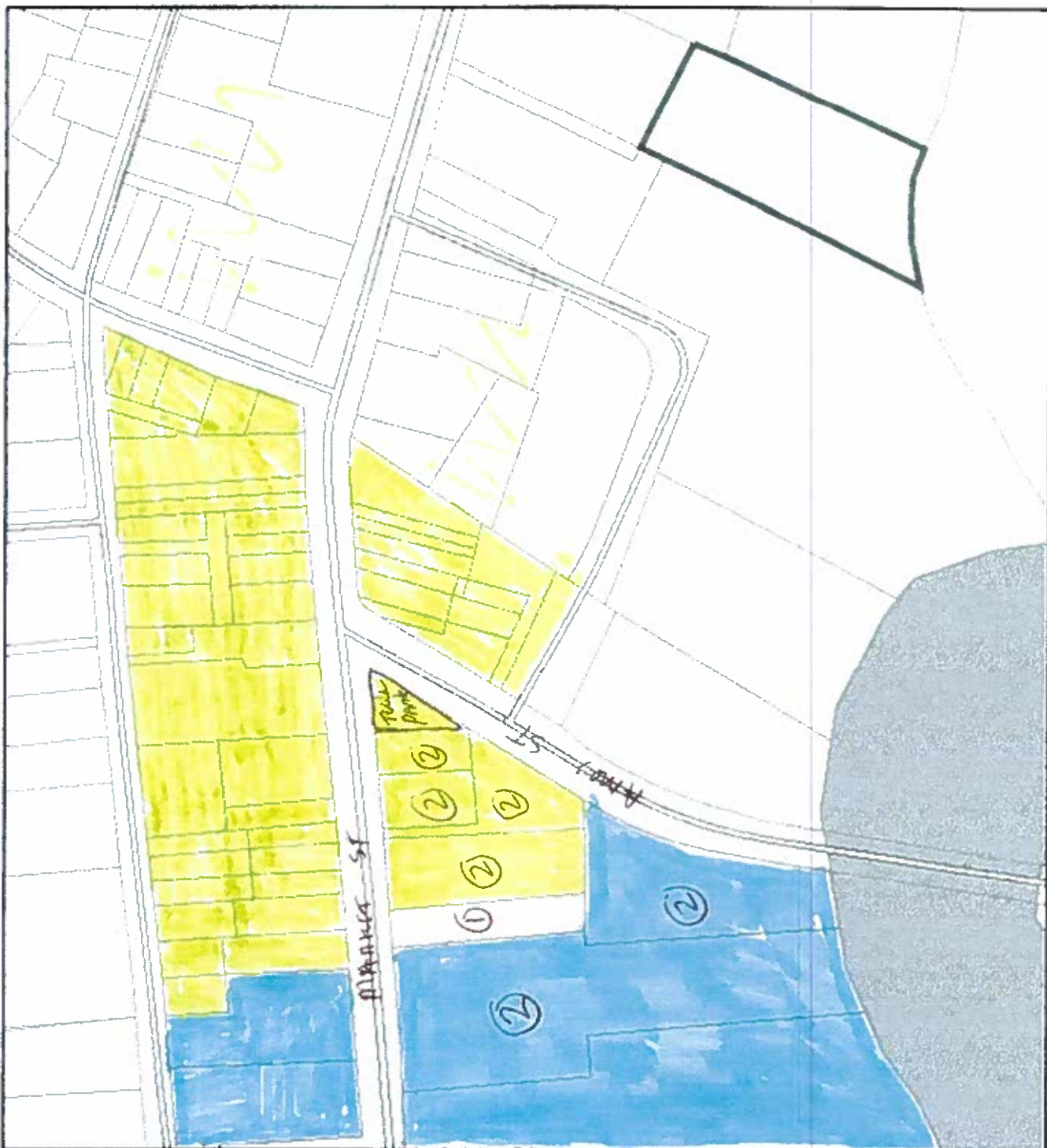
# Accomack County, Virginia

## Legend

- ① property owned by Janet + Flobk Fosger that zoning change is requested from B1 → R1
- ② property owned by Janet + Flobk Fosger

yellow - B1  
Blue - R1

Map Printed from AccoMap  
<http://accomack.mapsdirect.net/>



**Title:**

**Date:** 8/6/2020

*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Accomack County is not responsible for its accuracy or how current it may be.*



**§33.2-339 – Town Addition to Secondary Route  
(Mileage limited & does not meet VDOT standards,  
but RA/RE must approve quality of road for acceptance)**

**RESOLUTION**

WHEREAS, the Town of Onancock has authority pursuant to §33.2-339, *Code of Virginia*, to request the addition of mileage to the Secondary System of State Highways as long as all proposed mileage conforms to specific Virginia Department of Transportation (VDOT) requirements addressing widths of right-of-way and not exceeding the 0.25 mile limitation of maximum allowable new Secondary System mileage per VDOT fiscal year.

NOW THEREFORE BE IT RESOLVED, the Town Council of the Town of Onancock requests the Virginia Department of Transportation to add the segment(s) described on the attached Form AM-4.3 to the Secondary System of State Highways.

BE IT FURTHER RESOLVED, the Town Council of the Town of Onancock does guarantee to the Commonwealth of Virginia a clear and unrestricted right-of-way of 40 feet, as required by VDOT Secondary Highway System policy and including all necessary easements for cuts, fills and drainage structures for the segment(s) requested to be added.

**In Accomack County**

37056837

by Resolution of the governing body adopted

The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes to the secondary system of state highways.

A Copy Testee Signed (County Official): \_\_\_\_\_

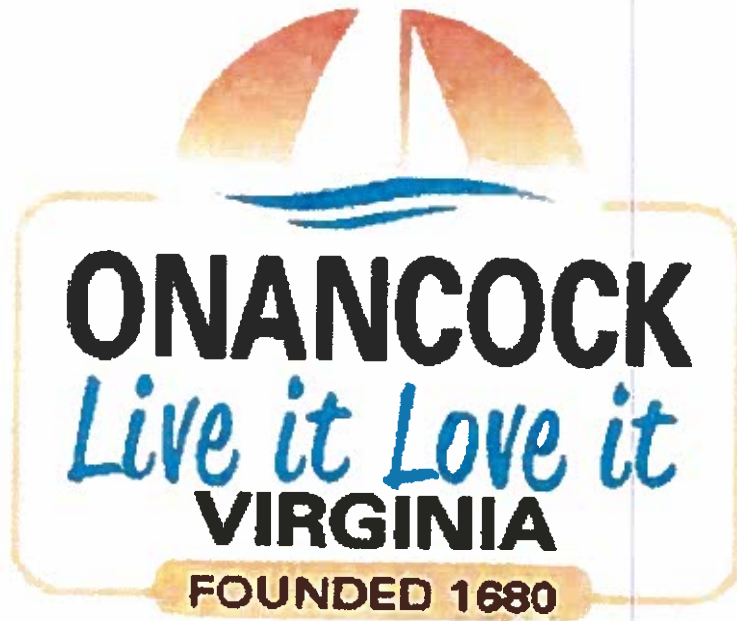
**Report of Changes in the Secondary System of State Highways**

Project/Subdivision: East Street

AdditionTown 1/4 mpy, pre-existing street §33.2-339, §33.2-705

Route Number	Street Name	From Termini	To Termini	Length	Number Of Lanes	Recordation Reference	Row Width
1044	East Street	179	1023	0.04	2		40

46



# Town of Onancock

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

**Town of Onancock** (“We”, “Our”) has assigned the following individual(s) 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.

### **Matthew Spuck, Town Manager**

For the purpose of ensuring compliance with the most recent safety and health requirements, **Matthew Spuck, Town 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”.*

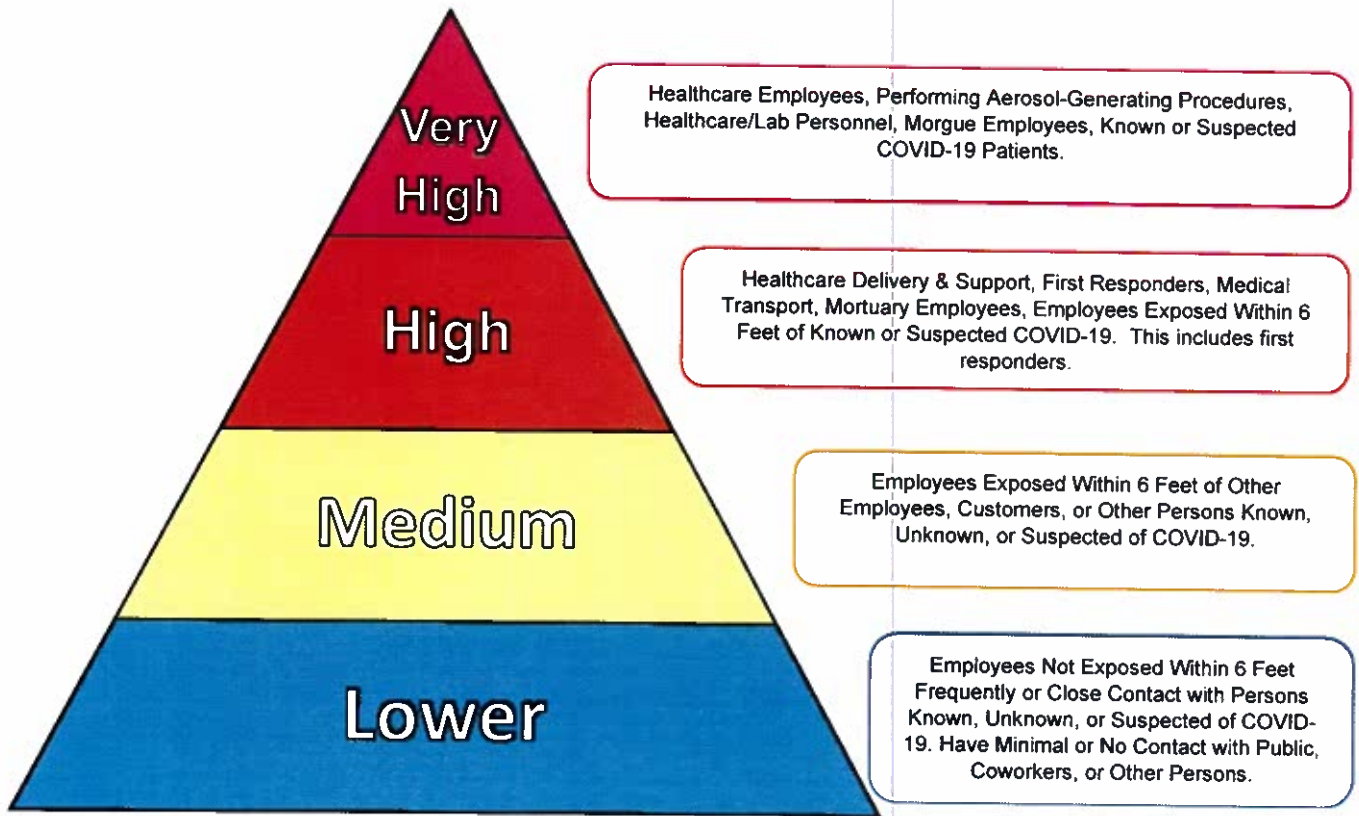
**“Very High”** exposure risk hazards or job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of the SARSCoV-2 virus and the COVID-19 disease including, but not limited to, during specific medical, postmortem, or laboratory procedures (refer 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.



Consult the definition of “Exposure risk level” of the Emergency Temporary Standard for COVID-19 by the Virginia Department of Labor and Industry. Also, consult pages 18 - 21 of the OSHA document “Guidance on Preparing Workplaces for COVID-19” which is available at <http://www.osha.gov/Publications/OSHA3990.pdf> and determine the risk level of each employee or class of employee based on their type of work and duties. Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.



The following table lists our primary exposure determination.

<b>Work Area</b>	<b>Job Tasks</b>	<b>Exposure Risk Determination</b>	<b>Qualifying Factors</b> (Example: No Public Contact, Public Contact)
<i>Police Dept.</i>	<i>First Responder</i>	<i>High</i>	<i>Public contact with unknown persons, in-the-field first aid and close contact required</i>
<i>Street Crew</i>	<i>Public Works</i>	<i>Medium</i>	<i>Limited public contact, shared vehicles and tools with employees</i>
<i>Water/Sewer</i>	<i>Public Works</i>	<i>Medium</i>	<i>Limited public contact, shared vehicles and tools with employees</i>
<i>Town Hall</i>	<i>Administrative</i>	<i>Medium</i>	<i>Public contact with unknown exposure, managed access with disinfection protocol</i>
<i>Wharf</i>	<i>Marina, Fuel</i>	<i>Medium</i>	<i>Contact with public of unknown exposure, shared employee space and shared tools</i>

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

In the event that an outbreak or pandemic due to an infectious disease, **Town of Onancock** 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:

*As the pandemic runs its course, and the Town of Onancock supports its employees in every reasonable way, we understand that temporary plans need to be implemented to account for inevitable changes in operations and policy. In the event of an outbreak, which we define as an order from the Governor altering our required response, or three (3) or more Town of Onancock employee contract COVID-19 simultaneously, we will institute a contingency plan to accommodate the changes and to further protect our employees.*

*These plans insist on physical distancing from all contact between employees and all other persons; wearing a mask is not sufficient protection. This will mandate closing the Town Offices, staggering shifts at the Department of Public Works (DPW), disinfecting workspaces between employee use, quarantining mail and payments received in a sealed container for 72-hours before employee contact, touchless transactions at the Wharf, and any other reasonable measure to ensure the safety and health of all employees of the Town of Onancock.*

*Absenteeism will be managed using the Family First Coronavirus Response Act in conjunction with the Family Medical Leave Act and the Town's sick leave policy. Telework work options will be implemented for all administrative roles with no more than one person in the Town Hall at any one time. Physical barriers will be installed to separate employees from public contact, where appropriate. Personal Protective Equipment (PPE) will be provide by the Town of Onancock for all employees as well as disinfecting supplies and time and training on proper procedures to care for shared workspaces, tools, and equipment.*

## 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 before, in the middle of, 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](#).

Additional precautions and actions we may take are:

- Large gatherings are minimized whenever possible; meetings of the entire Town staff are postponed, cancelled or held remotely;
- 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 Town 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 **Town of Onancock**; 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.

### **2. Daily Screenings**

To prevent the spread of COVID-19 and reduce the potential risk of exposure, **Town of Onancock** screens employees on a daily basis.

Employees are asked the following questions before entering the worksite:

1. Are you currently suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
  - a. If a touchless thermometer is available, temperature checks are performed.

- b. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
- a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.

A reference chart of the above daily screening questions is listed below.

<b>Before Each Shift</b>	<ul style="list-style-type: none"> <li>• Perform Temperature Check</li> <li>• Ask Questions Listed</li> </ul>
Are you currently suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?	<ul style="list-style-type: none"> <li>• Yes - Deny Access &amp; Advise Self Isolation/Self-Quarantine at Home at least 14 Days</li> <li>• No - Allow Access</li> </ul>
Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?	<ul style="list-style-type: none"> <li>• Yes - Deny Access &amp; Advise Self Isolation/Self-Quarantine at Home at least 14 Days After Close Contact</li> <li>• No - Allow Access</li> </ul>
Have you traveled via plane internationally or domestically in the last 14 days?	<ul style="list-style-type: none"> <li>• Yes - Deny Access &amp; Advise Self Isolation/Self-Quarantine at Home at least 14 Days After International/Domestic Travel</li> <li>• No - Allow Access</li> </ul>

Employees who develop symptoms during their shift must immediately report to his or her supervisor and/or the Town Manager.

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### 3. 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 either 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, **Town of Onancock** may accept written statements from employees confirming all the factors supporting their release.

Actively encourage sick employees to stay home:



- Include a statement regarding your PTO program. The Families First Coronavirus Response Act Policies and Posters are to be posted in common places as well as on the employee shared IT drives (if employees have questions regarding use of emergency paid sick time, employees should contact **Matt Spuck, Town Manager**).
- **Town of Onancock** will follow state and federal guidance for return to work guidance.
  - Guidance from the employee's health care provider will also be considered.

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

**Town of Onancock** practices are evaluated to ensure the safety and health of all individuals. The measures include:

- Physical distancing practices to be observed:
  - 6-foot distances in areas where customers might gather/wait
  - Physical barriers are in place to protect employees and visitors
  - Limit the number of customers allowed into workplace
  - Minimize face to face contact
  - Masks required by all persons when inside Town buildings or vehicles when in proximity to another employee or another person

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

Any individual entering one of **Town of Onancock** facilities may have their temperature checked and/or a questionnaire completed prior to entry.

To minimize exposure from visitors or vendors:

- *This plan is available to all contractors or business partners that work within **Town of Onancock**.*
- *When possible, **Town of Onancock** will limit the number of visitors in the facility.*

- *Masks may be available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.*
- *All deliveries may be handled through curbside pick-up or delivery.*

Minimizing exposure from the general public:

- Social distancing practices to be observed:
  - 6-foot distances are marked in areas where individuals might gather/wait.
  - Limit number of individuals allowed into workplace.
  - Minimize face to face contact:
    - Workstations positioned at least 6 feet apart
- Any individual entering **Town of Onancock** may have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.
- Physical barriers between **Town of Onancock** employees and the public may be considered in high impact areas (i.e. shielding at the front desk areas).
- Masks are required by the general public and appropriate disinfectants so individuals may clean work areas before and after use.

### VIII. Training

All employees at **Town of Onancock** 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.
- The Town 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 the Town Hall in the cabinet/drawer used for employee records. The most recent training records will be maintained.

# Industry Specific Guidelines

## Wharf Regulations

- a)** Create communications material for customers (e.g., signs or pamphlets) to inform them of changes to store practices and to explain the precautions the store is taking to prevent infection.
- b)** Establish lines to regulate entry with markings for patrons to enable them to stand at least six feet apart from one another while waiting.
- c)** Post signs at entrance(s) instructing customers of their legal obligation to wear a face covering when inside the store.
- d)** Post signs at entrance(s) informing customers not to enter if they are or have recently been sick.
- e)** Install physical barriers at checkout or other service points that require interaction including Plexiglas barriers, tape markers, or tables as appropriate.
- f)** Establish an enhanced cleaning and sanitizing protocol for high-touch areas like restrooms, credit-card machines, keypads, counters, and other surfaces.
- g)** Train employees on:
  - Appropriate cleaning procedures including training for cashiers on cleaning between customer transactions.
  - How to manage symptomatic customers upon entry or inside.
- h)** Notify employees if the employer learns that an individual (including a customer or supplier) with a confirmed case of COVID-19 has visited.
- i)** Limit staffing to the minimum number necessary to operate.

## Office Regulations

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

## DPW

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 patrons to the maximum extent possible, and 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 vehicles, tools, equipment, and frequently touched surfaces.**