



ARLINGTON COUNTY POLICE DEPARTMENT
ARLINGTON COUNTY COURTHOUSE
1425 NORTH COURTHOUSE ROAD
ARLINGTON, VIRGINIA 22201

PHONE (703) 228-4040
 E-MAIL: POLICE@ARLINGTONVA.US



M. JAY FARR
 CHIEF OF POLICE

MICHAEL G. DUNNE
 DEPUTY CHIEF

DANIEL J. MURRAY
 DEPUTY CHIEF

CHARLES A. PENN
 DEPUTY CHIEF

April 14, 2020

SENT VIA EMAIL: tristin_brown@washlaw.org

Tristin Brown
 Washington Lawyer's Committee for Civil Rights and Urban Affairs
 700 14th Street, NW, Suite 400
 Washington, DC 20005
 202-319-1000 x 137

RE: Virginia Freedom of Information Act Request **[2020-FOIA-0143]**

Dear Ms. Brown:

I am writing in response to your recent request for information under the Virginia Freedom of Information Act (FOIA) which my office received on April 7, 2020. In your request, you asked for information related to the Arlington County Police and the “stay-at-home order in response to the COVID-19 epidemic that includes provisions to enforce the order through citation and/or arrest.” You will find the following enclosed:

- 533.09 Pandemic Influenza (6 pages)
- 573.03 Medical Quarantines & Seizures (3 pages)
- ACPD – A Letter to the Business (2 pages)
- ACPD – Bryk memo P-100 Respirator Issuance (3 pages)
- ACPD Guidance – Governors Order 3-23-2020 (4 pages)
- ACPD Guidance – Governor’s Order 3-26-2020 (4 pages)
- ACOD Guidance Cheat Sheet (2 pages)
- COVID-19 Update and Information (5 pages)
- EO-55 Temporary-Stay-at-Home-Order (3 pages)
- Order 53 Flowchart (1 page)
- Resource-Guide-for-Restaurants-and-Small-Businesses (7 pages)
- Use Guidance – N95 and 3M Respirator Masks (1 page)
- Worker’s Comp Guidance – County (3 pages)

Additionally, I have reviewed other documents in question, and it appears the information you are seeking is exempt from mandatory disclosure pursuant to Virginia Code Section 2.2-3706 (B)(1) and therefore, will not be released because it is related to a criminal investigation. The records being entirely withheld total approximately **4** pages. However, per Virginia Code Section 2.2-3706, I am providing the following criminal incident information or summary for the incident:

Incident: Indecent Exposure
Date: April 6, 2020, 1430 hours
Location: 3700 block Wilson Boulevard, Arlington, Virginia
Primary Officer: Officer Roehrig, Badge #1689
Arrestees: Smith, Donte Piere

At approximately 1430 hours units responded to the above location for an exposure that had just occurred. Soon after arriving on scene, contact was made with the suspect who had exposed himself and masturbated next to a female who was sitting in the park. There were several witnesses to the act. Units detained the suspect and the pursuant investigation found that the suspect had two previous convictions for similar exposures. The suspect was arrested and charged with Felony 3rd or Subsequent Indecent Exposure as well as Public Masturbation and a Violation of the Governor's Order to Maintain a Safe Social Distance. (On April 7, 2020, the Violation of the Governor's Order to Maintain a Safe Social Distance was Nolle Prosequi.)

Lastly, I have reviewed data collected related to the ACPD Business Outreach Unit – Governor's Order Enforcement Report. I am providing the following summary for the incident(s):

Incident: 1st Violation Status – Verbal Warning Issued (Businesses & Restaurants)
Date: March 29, 2020, 1202 hours
Location: 1100 block N. Glebe Road, Arlington, Virginia

Police were dispatched call for service. Upon arrived, police observed the business open with six patrons conducting exercise routine in interior and exterior of business.

Incident: 1st Violation Status – Verbal Warning Issued (Businesses & Restaurants)
Date: March 27, 2020, 1802 hours
Location: 3800 block Columbia Pike, Arlington, Virginia

Police were dispatched call for service. Upon arrival, police observed three patrons dining inside; drinking alcoholic beverages while waiting for take-out.

Virginia Code Section 2.2-3704 (F) allows reasonable charges to cover the actual costs incurred in accessing, duplicating, supplying or searching for the records. The costs associated with fulfilling this request is **\$37.50**. Please remit payment to the **“Arlington County Police Department – Office of Professional Responsibility – Internal Affairs Unit – 1425 North Courthouse Road – Arlington, Virginia 22201”** within 30 days of the receipt of this letter.

If you have any questions or need additional information, please contact me at 703-228-4324 or chenni@arlingtonva.us.

Sincerely,



Captain Christopher T. Hennigh
Arlington County Police
Office of Professional Responsibility



ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

Chapter: 5 Procedures	Effective Date: July 20, 2018	Amends/Supersedes: December 12, 2008	By Authority of the Chief of Police M. J. Farr Chief M. Jay Farr
Accreditation Standard(s): OPS.05.01, PER.10.01			

533.09 Influenza Pandemic

I. Policy

The police department must be prepared to respond to public health emergencies through effective planning and awareness of the effects that a pandemic may have on the ability of the department to operate effectively. The department will be expected to partner with a variety of County, State and Federal agencies during such an event in attempting to maintain public order and in assisting public health officials with compliance to public health laws.

II. Definitions

- A. Influenza - A highly contagious viral disease. It is spread from person to person primarily by respiratory droplets due to coughing or sneezing. The incubation period (time from exposure to illness) is usually 1–4 days. Individuals may be infectious (able to transmit disease to others) 24 hours before the onset of signs and symptoms and as long as 7-10 days after onset of illness. The signs and symptoms of influenza include fever, muscle aches, headache, malaise, cough, sore throat and nasal discharge. Children often exhibit ear infections, nausea, and vomiting as well. Influenza can exacerbate underlying medical conditions, particularly pulmonary or cardiac disease, and can lead to secondary bacterial or viral pneumonia. The risk for complications, hospitalization and deaths from influenza is higher among adults of 65+ years, young children, and in persons with certain underlying health conditions.
- B. Pandemic - A pandemic is the worldwide spread of a new disease.
- C. Influenza Pandemic - An influenza pandemic is a global outbreak of a new influenza A virus. Pandemics happen when new (novel) influenza A viruses emerge which are able to infect people easily and spread from person to person in an efficient and sustained way.
- D. Isolation - Separates sick people with a contagious disease from people who are not sick. Isolation helps to prevent sick people from spreading illness to others. People in isolation may be cared for in their homes, in hospitals, or in other designated facilities.
- E. Quarantine - Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. The purpose is to prevent or limit the transmission (spread) of the communicable disease or public health threat.
- F. Workplace Quarantine - A selective, partial limitation of freedom of movement or actions of an individual who has been, or is suspected to have been, exposed to a communicable disease or public health threat but does not have signs or symptoms of infection. This includes limiting movement to the home, work and/or one or more other locations, prohibiting or restricting use of public or mass transportation and the use of particulate masks.

III. Procedure

- A. Influenza Pandemic Preparation - Pandemics do not occur frequently, but an influenza pandemic can take place when a new strain of influenza virus emerges for which humans have little or no immunity, and for which there is no vaccine. In the event of widespread human-to-human transmission, preparation is necessary to address potential challenges associated with a reduced workforce, possible large-scale loss of life and possible significant disruption to services, including mission-essential functions (See [Reduction Matrix](#)).
- B. Risk Management - When patterns and public risk justify immediate action to contain the spread of a virus, the Virginia State Health Commissioner along with the Arlington County Public Health Director will use the authority vested in their agencies to minimize the virus' impact to the public. The Arlington County Public Health Division will be the lead County agency on all disease prevention and control related matters during an influenza pandemic. Health officials maintain surveillance on pandemic threats to quickly identify and recommend control measures to prevent or slow the transmission of illness. As the pandemic progresses and events evolve prioritization will be on voluntary compliance to quarantine and isolation (Q & I) orders for persons. In certain situations, health officials may also issue court orders for Q & I that can be enforced legally. If efforts to limit the spread of the virus are unsuccessful, police resources will most likely need to be devoted to maintaining law and order.
- C. Incident Management - The Arlington County [Comprehensive Emergency Management Program \(CEMP\)](#) provides guidance to officials and entities prior to, during, and in recovery from an anticipated or immediate event, emergency or disaster. It also provides guidance for coordinating with regional, state, federal, and nongovernmental organizations when an emergency/disaster is imminent or declared. The CEMP's guidance is organized into component plans that reflect the four phases of emergency management: Mitigation, Preparedness, Response, and Recovery. These plans describe activities and assign broad responsibilities to Arlington County government departments, agencies and support organizations for each of the phases. Additionally, the [Commonwealth of Virginia Emergency Operations Plan](#) provides the framework for how the state will respond to support impacted local governments and specifically its response during a pandemic; found in [Annex #4 - Pandemic Influenza Response](#). This plan also includes emergency Support Functions for Public Safety & Security, and Public Health & Medical Services.
- D. Mutual Aid – Should local emergency response capabilities be exceeded (unlikely during most pandemics), outside assistance may be available through mutual aid agreements, members of or from the state through a request for assistance submitted to the Virginia Emergency Operations Center (VEOC).
- E. Phases of a Pandemic - The table below combines the World Health Organization's (WHO) defined phases of a pandemic and with the expected responses from the police department:

WHO PHASES OF PANDEMIC	ACPD RESPONSIBILITIES/EXPECTATIONS
<p>Inter-pandemic Period</p> <p>Phase 1 - No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.</p> <p>Phase 2 - No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.</p>	<p>Work with counterparts and the Arlington Public Health Division to learn as much information as possible to assist with preparation. Initiate planning and Interagency training.</p>
<p>Pandemic Alert Period</p> <p>Phase 3 - Human infection(s) are occurring with a new subtype, rare instances of human-to-human spread at close contact.</p> <p>Phase 4 - Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.</p> <p>Phase 5 - Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).</p>	<p>Educate employees and promote awareness and family preparedness, related to infection control and screening.</p> <p>Coordinate planning efforts with appropriate officials and prepare agency staff. Consider Continuity of Operations Plan (COOP) implementation.</p> <p>Communicate with public health, emergency management and our workforce at an increased frequency.</p> <p>As appropriate, roll-out additional training and equipment pertaining to standard precautions, service of quarantine orders and death investigations.</p> <p>Police Liaison Commanders communicate with OEM to monitor staffing, calls for service and absenteeism.</p> <p>As directed by the County Executive, Emergency Management will activate the County's Emergency Operations Center and implement Pandemic Influenza plans. As appropriate, assign a command staff member to EOC as well as the HDOC (Health Division Operating Center).</p> <p>Stay abreast of case volume (available from public health, who will be seeking voluntary compliance from at-risk persons to keep them isolated or quarantined as appropriate). When needed, Quarantine Orders will be issued by court and served by Sheriff's Office for persons who do not voluntarily remain isolated. A core group of trained officers will serve related appeals.</p> <p>Employees will be informed of any need to elevate levels of precaution. Daily health screenings may be implemented. Service and staffing modifications may occur.</p>
<p>Pandemic Period</p> <p>Phase 6 - Pandemic: increased and sustained transmission in the general population.</p>	<p>State of Emergency protocols may be declared. Police command staff will initiate daily (or appropriate) agency-wide communications to ensure employees are fully apprised of: health information, risk issues, staffing capacities, family needs, and service modification requirements, including Continuity of Operations Plan (COOP) implementation.</p> <p>Police/local law enforcement personnel may provide security at prioritized locations such as medical distribution centers if they are needed with the overall goal of maintaining order throughout the County.</p> <p>Service and staffing modifications will occur. The Sheriff's Office provides security at hospitals & mass dispensing sites if manpower permits.</p>

- F. Essential Services - If the impact of a pandemic worsens, services will be reduced and staffing modifications are likely. Unlike a traditional emergency with a limited duration, a pandemic with major impact could last for an extended period with re-occurring waves, significantly impacting workforce numbers and the availability of services.
- G. Personal Protection & Logistics – During a pandemic the police department will follow recommendations from health department officials regarding infection control for employees. Both agencies maintain a supply of particulate and surgical masks, gloves, hand-cleaner and protective eyewear for distribution to personnel. It is critical to practice good hygiene habits such as frequent hand washing, covering coughs and sneezes with a tissue or sleeve to prevent the spread of germs. A vaccine may not be available for several months after the actual identification of a virus. Once available, influenza vaccine will be provided based on CDC recommendations. Anti-virals may be used by both private providers and public health agencies as a prophylaxis (prevent illness) for influenza, to treat illness and reduce severity of symptoms. During periods of heightened risk employees should:
1. Wash hands thoroughly and often, according to guidelines from local public health officials, state health officials and the CDC.
 2. Apply standard precautions by wearing gloves, surgical masks (particulate masks are not necessary nor are they necessarily better than surgical masks), long sleeve clothing and glasses when dealing with high-risk persons, such as someone who has been exposed to or who has contracted a serious illness.
 3. Place surgical (or if not available, particulate) masks on high-risk persons to reduce the spread of disease.
 4. Maintain a distance of at least 3 - 6 feet when communicating with others to reduce the likelihood of droplet (not airborne, but respiratory droplet from coughing or sneezing) risk.
 5. Avoid public gatherings or social events during a declared state of emergency, also known as social distancing (or non-pharmaceutical interventions) as a means of helping to slow or reduce the spread of a virus.
 6. Frequently clean and disinfect public instruments that are repeatedly touched (e.g., door handles, phones, computer keyboards & mouse, elevator buttons, cruisers, etc.)
- H. Orders of Quarantine or Isolation or – In accordance with the [Code of Virginia §§32.1-43.](#), [32.1-44.](#), and [32.1-48.05.](#) through [§32.1-48.017.](#), the State Health Commissioner must order an isolation and/or quarantine and is not permitted to delegate such authority to a local health department director. Only the State Health Commissioner can issue legal paperwork requiring an officer to make an arrest.
1. In the situation where isolation or quarantine is ordered, the State Health Commissioner and the Arlington County Health District/Public Health Division work together with the person(s) affected to attempt voluntary compliance.

2. If the affected person(s) will not voluntarily comply with an isolation or quarantine order the State Health Commissioner may issue a civil order that is served by the Sheriff's Department. If the "client" complies with the order, no other law enforcement action is required.
 3. If the affected person(s) complies with the order but exercises his/her right to appeal, the police department is responsible for getting the affected person(s) to the Circuit Court. The hearing will likely be at the Arlington County Courthouse and may be handled through a video conferencing system.
 4. In accordance with the [Code of Virginia § 32.1-48.014](#) if an affected person(s) will not voluntarily comply with an isolation or quarantine order, the State Health Commissioner may direct any law enforcement officer to take them into custody to be held in the least restrictive environment that can provide the required health care or other services for such person. Failure to comply with quarantine or isolation orders is a Class 1 misdemeanor.
- I. Communications - Unlike a typical emergency, a pandemic will occur over time and its impact will grow with the spread of the virus. To ensure the community and employees have access to consistent information, the department will utilize several different means of existing communications:
1. Arlington County's primary method of communicating with employees during an emergency is via the Employee Alert System.
 2. Emergency Subscriber Listing (ESL) system will be used to inform the public of situations that directly affect the lives and safety of citizens.
 3. The Police PIO will coordinate with the County Manager's Office of Communications and Public Engagement, the Department of Human Services, and the Arlington County Public Health Division prior to the release of any information to the public.
 4. If communications systems fail or become unavailable, the department will maintain a fixed roll call schedule as follows:
 - a. Roll calls for standard shifts are at 0530, 1330 and 2130 hours.
 - b. Roll calls for modified 12-hour shifts will be from 0600 and 1800 hours.
- J. Death Investigations During Pandemic - Deaths related to an influenza pandemic are considered natural and will be investigated accordingly - although the response and investigation may be modified depending on available resources. Human remains do not ordinarily pose a significant threat to the community or those who handle them provided standard precautions are observed. All personnel who handle remains related to a pandemic shall utilize personal protective equipment.
- K. Reporting for Duty - Employees shall not report to work if they have signs and symptoms of illness, a fever or have been diagnosed with a communicable disease such as influenza. Employees who believe they have been exposed to influenza will be monitored for onset of symptoms. All exposures shall be reported to cut down the further spread of influenza and to maintain a healthy

staff. Normal call procedures for sick leave will be followed; an employee should advise if they are sick or they are caring for a sick family member.

- L. Lines of Succession/Continuity of Operations Plan – The ACPD Continuity of Operations Plan (COOP) provides a clear delineation of the line of executive succession and mission essential functions. In any case where the Chief of Police or the Acting Chief of Police becomes incapacitated and/or unavailable, the position of Acting Chief of Police will be filled in accordance with the COOP.
- M. Testing and Training – Training regarding influenza is done annually along with bloodborne pathogen training. Specialized training should be provided to the Civil Disturbance Unit and other employees who would be tasked with the service of Quarantine Order Appeals and select investigations. Additional training may include the following topics:
 1. Public health threats that specifically affect law enforcement, pandemic specific threats, and basic prevention and hygiene measures.
 2. What the law enforcement department is doing to protect officers and, if applicable, their family members.
 3. Department response plans and specific roles and responsibilities.

For the complete Code of Virginia as it relates to disease prevention and control, [click here](#).



ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

Chapter: 5 Procedures	Effective Date: June 14, 2018	Amends/Supersedes: March 1, 2005	By Authority of the Chief of Police <i>M. J. Farr</i> Chief M. Jay Farr
Accreditation Standard(s): OPR.05.01			

573.03 Medical Quarantines and Seizures

I. Policy

In the event of an intentional or unintentional deployment of biological, chemical, or radiological weapons and agents or a naturally occurring disease epidemic, the department shall cooperate with federal, state, and local authorities regarding the imposition of medical quarantines and where authorized by the Governor of Virginia shall assist in the enforcement of government seizures and/or requisitions of such goods and services during the course of an emergency. This directive is intended to guide the actions of Arlington County Police Department personnel only and does not direct or otherwise obligate personnel from any other state or local agency.

II. Procedure

A. Persons Authorized to Order Quarantines and Seizures

1. Governor of Virginia

- a. The Governor's authority in declared emergencies derives from "*The Commonwealth of Virginia Emergency Services and Disaster Law of 2000*" ([Virginia Code et seq. 44-146.13 to 44.146.28](#)), and from the Governor's traditional authority as commander-in-chief of the Virginia militia.
- b. The Attorney General of Virginia in opinion #02-069 stated that, "the Governor of Virginia has the authority to declare an emergency and waive state law when, in the Governor's opinion, the safety and welfare of the people of Virginia require the exercise of emergency measures." Among the powers authorized to the Governor during a declared medical emergency are powers to:
 - 1) Compel medically trained persons in both the private and public sectors to perform medical services at the direction of the State; potentially to include retired health professionals and others with medical training who, at the time of the emergency, may or may not be actively employed in the health field.
 - 2) Allocate or direct the deployment of medical personnel, supplies, and facilities.
 - 3) Order evacuations from stricken geographic areas, as well as restrict the movement of any or all persons into, out of, and within such areas control and regulate the manufacture, distribution, sale, and/or use of essential medical and non-medical goods and services.

2. State Health Commissioner and Local Health Officials

- a. According to the aforementioned Attorney General's opinion, the State Health Commissioner has the authority "to require quarantine, vaccination, or treatment of any individual when he determines any such measure to be necessary to control the spread of any disease of public health importance."
- b. The State Health Board (or the State Health Commissioner acting on behalf of the Board when it is not in session) also has the authority to suspend medical licensing requirements for medical practitioners. This power enables certain individuals to legally perform medical services without a license if so directed by authorized health officials.
- c. During periods of a declared medical emergency, the State Health Commissioner and/or State Health Board may delegate the aforementioned powers to the Arlington County Public Health Director, who shall then direct local implementation of quarantines and other appropriate measures.

B. Command Responsibilities

1. Watch Commander

- a. In the event of a declared medical emergency, the Watch Commander shall have initial responsibility for the immediate deployment of officers in response to a request from the Arlington County Public Health Director and/or authorized State officials. Where appropriate, the Watch Commander shall cause the department's Incident Command System to be activated in accordance with Manual directive *570.01 Incident Command System*.
- b. The precise actions to be performed by ACPD officers will depend upon the nature of the emergency. However, in all cases the police department response shall be limited to an implementation of the expanded powers granted to health officials and the Governor by state law. In this regard, the Watch Commander shall seek explicit instructions from the requesting official and shall clarify any limitations that may be applicable.
- c. The Watch Commander shall bear in mind that the police department's quarantine and emergency seizure authority emanates directly from the Governor and/or public health officials. For purposes of this directive, the word "quarantine" shall also include the medical/legal concept of "isolation." Accordingly, police officials shall take no actions beyond those conveyed by their normal statutory authority, except as directed by the Governor and/or public health officials.

2. Chief of Police

- a. Given that medical emergencies may be prolonged in nature, the Chief of Police or his designee shall confer with the Arlington County Public Health Director or requesting State official at the earliest practical

opportunity. This conference may occur in a one-on-one context, or may be part of a larger emergency management meeting attended by several agencies.

- 1) During this conference, the Chief or his designee shall confirm the extent of the police department's current role, and shall also discuss contingency plans, as appropriate.
- 2) Following the conference, the Chief of Police shall cause a Special Order to be published in which the police department's specific tasks, powers, and limitations during the ongoing emergency are clarified for departmental personnel.

C. Reporting Requirements

1. Watch Commanders and supervisors engaged in any operational activity associated with a medical emergency shall document their actions in police case reports and supplement reports, after-action reports, or other appropriate memoranda, to the best extent possible given the emergency conditions. These reports are crucial in that they may be needed by health officials to assess disease exposure and/or evaluate the effectiveness of the governmental response and shall include:
 - a. Identify the public health official, state official, or ACPD commander who requested or ordered the specific deployment in question.
 - b. Description all tasks performed by police department personnel.
 - c. Identity of the geographic location(s) where these tasks were performed.
 - d. Identities of personnel present at these locations.
 - e. Description of any unusual conditions or events observed by department personnel.
 - f. Detailed descriptions of any civilian property and/or services seized or appropriated by or with the assistance of ACPD personnel.
 - g. Records other information requested by public health officials, if such requests have been made
2. The seized property/services accounting is important, given that State and Constitutional law may require the payment of financial compensation to property owners and service providers at the conclusion of the emergency.



The Arlington County Police Department

ACPD GUIDANCE – GOVERNOR’S ORDER

ORDER OF THE GOVERNOR:

On March 23, 2020, Governor Northam issued an Executive Order Number Fifty-Three (hereinafter “Order”) declaring “Temporary restrictions on restaurants, recreational, entertainment, gatherings, non-essential retail businesses, and closure of K-12 schools due to novel coronavirus (COVID-19)”.

WHAT DOES THIS MEAN?

The Order is **effective from Tuesday, March 24, 2020 at 11:59 p.m. until Thursday, April 23, 2020 at 11:59 p.m.**, and prohibits all public and private in person gatherings of 10 or more individuals and applies to the following businesses as described below. Violation of the Order shall be a Class 1 misdemeanor pursuant to Section 44-146.17 of the Code of Virginia.

CHILD CARE SERVICES

OPEN STATUS – Facilities providing child care services may remain open. On March 18, 2020, the Commissioner of the Virginia Department of Social Services issued a letter with guidance for daycare providers, including group size limits of 10 and stringent public health guidelines.



RESTAURANTS & DINING SERVICES

CLOSED STATUS– Closure of Dining and Congregation areas of all dining and congregation areas in restaurants, dining establishments, food courts, breweries, microbreweries, distilleries, wineries, tasting rooms, and farmers markets effective.

DELIVERY/TAKE-OUT ONLY STATUS- Restaurants, dining establishments, food courts, breweries, microbreweries, distilleries, wineries, tasting rooms, and farmers markets may continue to offer delivery and take-out services.

RECREATIONAL & ENTERTAINMENT BUSINESSES

CLOSED STATUS - Closure of all public access to recreational and entertainment businesses as set forth below:

- Theaters, performing arts centers, concert venues, museums, and other indoor entertainment centers;
- Fitness centers, gymnasiums, recreation centers, indoor sports facilities, and indoor exercise facilities;
- Beauty salons, barbershops, spas, massage parlors, tanning salons, tattoo shops, and any other location where personal care or personal grooming services are performed that would not allow compliance with social distancing guidelines to remain six feet apart;
- Racetracks and historic horse racing facilities; and
- Bowling alleys, skating rinks, arcades, amusement parks, trampoline parks, fairs, arts and craft facilities, aquariums, zoos, escape rooms, indoor shooting ranges, public and private social clubs, and all other places of indoor public amusement.



NON-ESSENTIAL RETAIL BUSINESS

10 patron limit- Any brick and mortar retail business not listed as an “essential retail business” may continue to operate but must limit all in-person shopping to no more than 10 patrons per establishment. If any such business cannot adhere to the 10-patron limit with proper social distancing requirements, it must close.



The Arlington County Police Department

ACPD GUIDANCE – GOVERNOR’S ORDER

ESSENTIAL RETAIL BUSINESS

OPEN STATUS - Essential retail businesses may remain open during their normal business hours. There are no limitations imposed in the Order. Such businesses are:

- Grocery stores, pharmacies, and other retailers that sell food and beverage products or pharmacy products, including dollar stores, and department stores with grocery or pharmacy operations;
- Medical, laboratory, and vision supply retailers;
- Electronic retailers that sell or service cell phones, computers, tablets, and other communications technology;
- Automotive parts, accessories, and tire retailers as well as automotive repair facilities;
- Home improvement, hardware, building material, and building supply retailers;
- Lawn and garden equipment retailers;
- Beer, wine, and liquor stores;
- Retail functions of gas stations and convenience stores;
- Retail located within healthcare facilities;
- Banks and other financial institutions with retail functions;
- Pet and feed stores;
- Printing and office supply stores; and
- Laundromats and dry cleaners.

PROCEDURES FOR RESTURANTS

1ST VIOLATION (VERBAL WARNING)

1. Officers proactively check/dispatched to a restaurant in this guidance sheet and observe a violation
2. Check **ITB/Roll Call/Announcements/COVID-19 BUSINESS & RESTAURANT VIOLATIONS** to determine status
 - a. If restaurant is not listed, this is a “1st Violation”
3. Determine the Person-in-charge (e.g. manager, owner) who is physically on-scene and issue a verbal warning
4. Contact **Sergeant Riccio** at riccio@arlingtonva.us and advise what action was taken
5. Officers are required to complete the COVID-19 Business Violation Form located at: [COVID-19 BUSINESS VIOLATION FORM](#)

2ND VIOLATION (WRITTEN WARNING)

1. Officers proactively check/dispatched to a restaurant in this guidance sheet and observe a violation
2. Check **ITB/Roll Call/Announcements/COVID-19 BUSINESS & RESTAURANT VIOLATIONS** to determine status
 - a. If restaurant received verbal warning only (but has not yet received a written warning VUS), this is a “2nd Violation”
3. Determine the Person-in-charge (e.g. manager, owner) who is physically on-scene and issue a **written warning Virginia Uniform Summons**:
 - i. Obtain identification and cite the Person in charge
 - ii. List Virginia Code section 44-146.17
 - iii. Under “describe charge”, write: “*Violation of Governor’s Order 3-23-20*”
 - iv. Mark VUS as “WARNING”
 - v. Provide yellow copy to Person in charge
4. Call **Public Health Duty Officer 703-785-3549** and request that they send an Environmental Health Specialist to respond to the scene
5. Contact **Sergeant Riccio** at riccio@arlingtonva.us and advise what action was taken
6. Complete a Police Information CASE REPORT detailing observations (e.g. # of patrons, dining area open, etc..), Person in charge, Environmental Health Specialist info, and all actions taken
7. Virginia Uniform Summons dissemination:
 - a. White – Central Records
 - b. Blue – Officer
 - c. **Make a COPY** – turn into Business Outreach Unit
8. Complete a Police Information CASE REPORT detailing observations (e.g. # of patrons, dining area open, etc..), Person in charge, Environmental Health Specialist info and all actions taken
9. Officers are required to complete the COVID-19 Business Violation Form located at: [COVID-19 BUSINESS VIOLATION FORM](#)



The Arlington County Police Department

ACPD GUIDANCE – GOVERNOR’S ORDER

3RD VIOLATION FOR RESTAURANTS

1. Officers proactively check/dispatched to a restaurant in this guidance sheet and observe a violation
2. Check **ITB/Roll Call/Announcements/COVID-19 BUSINESS & RESTAURANT VIOLATIONS** to determine status
 - a. If restaurant has received a verbal and a written warning (but Public Health has not yet suspended the permit/closed), this is a “3rd violation”
3. Call **Public Health Duty Officer 703-785-3549** and request that they send an Environmental Health Specialist to respond to the scene
4. Contact **Sergeant Riccio 571-319-9760** and advise what action was taken
5. The Environmental Health Specialist will respond with a letter to suspend their permit and instruct the Person in charge to post a notice stating that the restaurant is closed.
 - I. During regular business hours - Contact the **ACSO Warrant Unit 703-228-4480**. ACSO will send a Deputy to enforce closure of the restaurant.
 - II. After hours - ACPD will assist the Environmental Health Specialist with the closure of the restaurant and the ACSO will follow up the next business day
6. Complete a Police Information CASE REPORT detailing observations (e.g. # of patrons, dining area open, etc...), Person in charge, Environmental Health Specialist info and all actions taken
7. Officers are required to complete the COVID-19 Business Violation Form located at: [COVID-19 BUSINESS VIOLATION FORM](#)

4TH OR SUBSEQUENT VIOLATION FOR RESTAURANTS

1. Officers proactively check/dispatched to a restaurant in this guidance sheet and observe a violation
2. Check **ITB/Roll Call/Announcements/COVID-19 BUSINESS & RESTAURANT VIOLATIONS** to determine status
 - a. If restaurant status shows as “Permit suspended by Public Health – restaurant closed”, and it has reopened, it is in violation of suspension, this is a “4th or subsequent violation”
3. Call **Public Health Duty Officer 703-785-3549** and request that they send an Environmental Health Specialist to respond to the scene
4. Contact **Sergeant Riccio 571-319-9760** and advise what action was taken
5. Determine the Person in charge (e.g. manager, owner) who is physically on-scene and issue a **written Virginia Uniform Summons**:
 - a. Obtain identification and cite the Person in charge
 - b. List Virginia Code section 44-146.17
 - c. Under “describe charge”, write: “Violation of Governor’s Order 3-23-20”
 - d. Set court date and complete remainder of VUS
 - e. Provide yellow copy to Person in charge
6. Virginia Uniform Summons dissemination:
 - a. White original – Central Records
 - b. Blue – Officer
 - c. **Make a COPY** – turn into Business Outreach Unit
7. Complete a Police Information CASE REPORT detailing observations (e.g. # of patrons, dining area open, etc...), Person in charge, Environmental Health Specialist info and all actions taken
8. Officers are required to complete the COVID-19 Business Violation Form located at: [COVID-19 BUSINESS VIOLATION FORM](#)



The Arlington County Police Department

ACPD GUIDANCE – GOVERNOR’S ORDER

PROCEDURE FOR BUSINESSES (NOT RESTAURANTS)

1ST VIOLATION (VERBAL WARNING)

1. Officers proactively check/dispatched to a business in this guidance sheet and observe a violation
2. Check **ITB/Roll Call/Announcements/COVID-19 BUSINESS & RESTAURANT VIOLATIONS** to determine status
 - a. If business is not listed, this is a “1st Violation”
3. Determine the Person-in-charge (e.g. manager, owner) who is physically on-scene and issue a verbal warning
4. Contact **Sergeant Riccio** at riccio@arlingtonva.us and advise what action was taken
5. Officers are required to complete the COVID-19 Business Violation Form located at: [COVID-19 BUSINESS VIOLATION FORM](#)

2ND VIOLATION (WRITTEN WARNING)

1. Officers proactively check/dispatched to a business in this guidance sheet and observe a violation
2. Check **ITB/Roll Call/Announcements/COVID-19 BUSINESS & RESTAURANT VIOLATIONS** to determine status
 - a. If business received verbal warning only (but has not yet received a written warning VUS), this is a “2nd Violation”
3. Determine the Person-in-charge (e.g. manager, owner) who is physically on-scene and issue a **written warning Virginia Uniform Summons**:
 - i. Obtain identification and cite the Person in charge
 - ii. List Virginia Code section 44-146.17
 - iii. Under “describe charge”, write: “*Violation of Governor’s Order 3-23-20*”
 - iv. Mark VUS as “WARNING”
 - v. Provide yellow copy to Person in charge
4. Contact **Sergeant Riccio** at riccio@arlingtonva.us and advise what action was taken
5. Virginia Uniform Summons dissemination:
 - a. White – Central Records
 - b. Blue – Officer
 - c. **Make a COPY** – turn into Business Outreach Unit
6. Complete a Police Information CASE REPORT detailing observations (e.g. # of patrons, etc..), Person in charge, and all actions taken
7. Officers are required to complete the COVID-19 Business Violation Form located at: [COVID-19 BUSINESS VIOLATION FORM](#)

3RD OR SUBSEQUENT VIOLATION

1. Officers proactively check/dispatched to a business in this guidance sheet and observe a violation
2. Check **ITB/Roll Call/Announcements/COVID-19 BUSINESS & RESTAURANT VIOLATIONS** to determine business status
 - a. If business has received a verbal and a written warning (but has not yet received a written VUS), this is a “3rd or subsequent violation”
3. Contact **Sergeant Riccio 571-319-9760** and advise what action was taken
4. Determine the Person in charge (e.g. manager, owner) who is physically on-scene and issue a **written Virginia Uniform Summons**:
 - a. Obtain identification and cite the Person in charge
 - b. List Virginia Code section 44-146.17
 - c. Under “describe charge”, write: “*Violation of Governor’s Order 3-23-20*”
 - d. Set court date and complete remainder of VUS
 - e. Provide yellow copy to Person in charge
5. Virginia Uniform Summons dissemination:
 - a. White original – Central Records
 - b. Blue – Officer
 - c. **Make a COPY** – turn into Business Outreach Unit
6. Complete a Police Information CASE REPORT detailing observations (e.g. # of patrons, etc...), Person in charge, and all actions taken
7. Officers are required to complete the COVID-19 Business Violation Form located at: [COVID-19 BUSINESS VIOLATION FORM](#)

Any questions or concerns, please contact the Business Outreach Unit

Sgt. Christine Riccio
571-319-3760



MPO Jim Mastoras
703-674-9318



The Arlington County Police Department

ACPD GUIDANCE – GOVERNOR’S ORDER

ORDER OF THE GOVERNOR AND STATE HEALTH COMMISSIONER:

On March 17, 2020, Governor Northam issued a joint Order declaring a Public Health Emergency in Virginia, advising that all “restaurants, fitness centers and theatres are mandated to significantly reduce seating capacity to 10 patrons, or close”. The Order further provides authority for a district health director to immediately suspend a business’s operation permit and provides criminal penalties for violation of the 10-patron rule.

WHAT DOES THIS MEAN?

The joint Order applies only to restaurants, fitness centers and theatres. The maximum number of patrons associated to a restaurant, fitness center or theatre is 10 patrons (doesn’t include staff, “10” means 10).

PROCEDURES



1. Officers proactively check/dispatched to a restaurant, fitness center, or theatre (hereinafter “business”) **and find more than 10 patrons.**

2. Check **ITB/Announcements/COVID-19 BUSINESS VIOLATIONS** to determine if the business has already received a written warning, violation, or closure.

3. FIRST VIOLATION – IF THE BUSINESS IS NOT ON THE ITB LIST:

- a. Call the **Public Health Duty Officer 703-785-3549** and request that they send an Environmental Health Specialist to respond to the scene
- b. Determine the Person-in-charge (i.e. manager, owner) who is physically on-scene
- c. Provide flyer with the Governor’s Order
- d. Complete and issue a WARNING Virginia Uniform Summons
 - i. Obtain identification and cite the Person-in-charge
 - ii. List **Virginia Code section 32.1-27 and 35.1-7** and **County Code 9.2-20** (list all 3)
 - iii. Under describe charge, write: “Violation of Governor’s Order dated 3-17-20”
 - iv. Mark VUS as “WARNING”
 - v. Provide yellow copy to Person-in-charge
- e. Complete a Police Information report detailing observations to include number of patrons on scene, Person-in-charge, Environmental Health Specialist name and all actions taken
- f. Virginia Uniform Summons dissemination:
 - i. White – Central Records
 - ii. Blue – Officer
 - iii. Make a COPY – turn into Business Outreach Unit



The Arlington County Police Department

ACPD GUIDANCE – GOVERNOR’S ORDER

4. SECOND VIOLATION – If the business IS on the ITB list with a first violation status:

- a. Call the **Public Health Duty Officer 703-785-3549** and request that they send an Environmental Health Specialist to respond to the scene
- b. Determine the Person-in-charge (i.e. manager, owner) who is physically on-scene
- c. Complete a Police Information report detailing observations to include number of patrons on scene, Person-in-charge, Environmental Health Specialist name and all actions taken
- d. The Environmental Health Specialist will respond with a letter to suspend the business permit and instruct the Person-in-charge to post a notice stating that the business is closed.
 - i. During regular business hours – Contact the **ACSO Warrant Unit 703-228-4480**. ACSO will send a Deputy to enforce closure of the business
 - ii. After-hours – ACPD will assist the Environmental Health Specialist with the closure of the business and the ACSO will follow up the next business day

5. BUSINESS REOPENS IN VIOLATION OF SUSPENSION – If the business IS on the list with CLOSED status:

- a. Determine the Person-in-charge (i.e. manager, owner) who is physically on-scene
- b. Complete and issue a Virginia Uniform Summons (OR custodial arrest, if applicable)
 - i. Obtain identification and cite the Person-in-charge
 - ii. *Contact Business Outreach Unit for code section and description*
 - iii. Set court date and complete remainder of VUS
 - iv. Provide yellow copy to Person-in-charge
- c. Complete a Police Information report detailing observations, Person-in-charge, and all actions taken
- d. Virginia Uniform Summons dissemination:
 - i. White – Central Records
 - ii. Blue – Officer
 - iii. Make a COPY – turn into Business Outreach Unit

6. If a decision is made by the County Manager (or designee) to reinstate the restaurant, fitness center or theater, notification will be made to the Business Outreach Unit and the business will be updated in the ITB list.

Any questions or concerns, please contact the Business Outreach Unit

Sgt. Christine Riccio
571-319-3760



MPO Jim Mastoras
703-674-9318

COVID - 19 update and Information Sheet - Team Response - 3/13/2020

Friday, March 13, 2020 7:11 PM

Subject	COVID - 19 update and Information Sheet.
Link to Outlook Item	Click here
From	Murray Farr
To	POLICE-All Staff
Sent	3/13/2020, 4:29:53 PM

As you know, The National Capital Region is seeing an increased number of cases of COVID-19 which has now been classified as a global pandemic prompting the Governor of Virginia to declare a state of emergency. Understandably, this situation creates an added level of uncertainty and concern, but ACPD and County leadership have been working diligently to make certain that we are providing the necessary information, equipment and protocols to keep everyone safe. Information will continue to be shared over the coming weeks, but we wanted to take a minute to summarize some of the steps that have been taken thus far to ensure that we are responding to this situation as cautiously and effectively as possible.

Police Department specific:

- Coordinating efforts between all public safety agencies and Arlington Public Health. Command staff from all agencies have met to discuss concerns, issues and challenges and will continue to meet and coordinate as needed
- Working with Public Health Officials regarding legal authority surrounding quarantines and isolations
- Working to update the Continuity of Operations Plan (COOP) which outlines critical infrastructure and plans to continue operations should we be unable to work from our current building. This update includes the reduction in service protocol which outlines reductions in service should we have a scenario where increasing numbers of employees are not at work
- Reviewed and updated the Emergency Responder Prophylaxis Plan and the Public Health Emergency Plan
- Conducted an inventory of available personal protective equipment. Additional stock of protective equipment has been ordered where necessary. Additional N-95 masks have been deployed. Our current supply is limited, but larger numbers have been ordered
- Eye protection will be distributed in the immediate future
- Dr. Reed Smith has been addressing roll calls beginning Friday, March 13, to discuss the virus and outlined reasonable first responder safety precautions. Notes from this presentation are below and the powerpoint will be posted on ITB
- Ongoing coordination with regional partner agencies on current resource capabilities to ensure we are all aware of regional resources that may or may not

- be available
- Reviewed and updated Code Red worksheets
- Currently reviewing all agency sponsored training. Any training that is not required for certification will likely be cancelled or postponed
- We are reviewing all business practices that involve people entering the building to complete their business for opportunities to implement new procedures to limit access

County in General:

- Implemented policy regarding employees who have recently traveled to a restricted country requiring 14 days out of work, out of an abundance of caution, to avoid the potential spread of the virus
- Activated the Emergency Policy Team (identified group of agency heads) that will meet daily to discuss policy and procedure considerations impacting Arlington County. It is anticipated that this workgroup will provide routine updates to all staff on decisions made
- Completion of a comprehensive critical need's assessment across all County agencies to ensure continuity of government
- Testing of the Telework portal to determine capability to handle large scale teleworking and to identify areas that are not working effectively
- Supervisors are being directed to review all travel throughout the National Capital Region and Country related to training and meetings. Travel determined to be non-critical will likely be cancelled
- Arlington County Government has modified, postponed or canceled some non-essential public events to help mitigate and contain the spread of this virus
- The County is working with Public Health and Virginia Hospital Center to open a remote COVID-19 testing location. This center will be in the 1400 block of N. Quincy Street and is scheduled to open next week. This center will be for residents of Arlington or Arlington County Employees only who have a prescription from a doctor ordering the test. Public messaging regarding the center will be issued by the County
- A page on AC Commons has been created for employees to stay informed on COVID-19 information from the County
- Arlington Public Schools will be closed effective March 16 until April 14, 2020. Additionally, the Governor of Virginia has ordered all public K-12 schools to close to limit the spread of this virus from March 16 through March 27, 2020
- Conversations are occurring with the Commonwealth's Attorney's Office, Police, Sheriff and the Courts regarding postponing certain court dates to limit the number of people having to enter the building
- The County has cancelled all special event permits through April 6, 2020. The Emergency Policy Team will continue to evaluate future events on a weekly basis to determine if additional cancellations are necessary

Latest updates from Public Health:

- Arlington's Department of Health and the Virginia Department of Health report the

risk to the general Arlington community remains low

- Current thought is that people are only contagious when they are experiencing symptoms of the illness
- 6 feet of space from others is still the recommended distance
- A county [website](#) with the latest information has been created

Other:

- The wagon shall be used for all transports unless there is a compelling reason not to utilize this asset.
- When possible, ask reporting parties, victims, etc to step out of the home and have the interaction outside
- The use of the telephone reporting unit will be reinforced with ECC to reduce unnecessary person to person contact
- The Sheriff's Office and Virginia Hospital Center have both requested that we provide advance notification if we are transporting a person to these locations who are exhibiting symptoms of the flu. Staff will meet officers upon arrival at the facility to facilitate intake
- The Virginia Department of Health has established a public information line: 1-877-ASK-VDH3
- Be cautious of taking potentially contaminated uniform parts/clothing home. We are exploring the possibility of installing washers and dryers on the G Level of our building to allow for uniform cleaning
- Current recommended PPE when dealing with someone exhibiting flu like symptoms includes: mask, eye protection and gloves
- Decontamination: Fire Department officials advised the manner in which they decontaminate medic units includes opening doors to air out for approximately 20-30 minutes and then wiping down surfaces with antiseptic wipes or a 10% bleach solution. Disinfectant wipes are being stocked in all fleet vehicles, so they are readily available to all personnel
- The PGSA and Promotional Ceremony scheduled for April 2, 2020, is being postponed

Notes from Dr. Smith's presentation:

- Most people are not in high-risk categories. By using the below recommendations and social distancing, you can protect not only yourself but people who may be more susceptible, such as the elderly
- If you don't have symptoms you cannot be tested for COVID-19. Even if you are infected, until you have symptoms you cannot share the virus or expose other people
- Interactions with asymptomatic people, even if they have traveled overseas or have been in contact with someone who has COVID-19, will not result in an exposure
- Public safety is less at risk at work than home because you are more conscious about safety protocols while on-duty. To stay healthy, remember to follow the recommendations both on and off-duty. You are at higher risk in the community because you aren't wearing or using protective equipment

- You are not likely to take it home to your children. Your children are more likely to get it in the community than as a result of you working and bringing it home

Dr. Smith's Recommendations:

1. Wash your hands all the time with soap and water for 20 seconds. Soap and water always preferred over sanitizer.
1. Practice social distancing of at least 6 feet, 10 feet preferred.
1. Protect yourself from direct onset by using appropriate protective gear such as eye protection, gloves and masks.
1. Do not touch your face.
1. Stay hydrated.
1. Wear gloves if you're going into a healthcare facility.
1. Wash your clothing/uniform after each shift. Sanitize gear and surfaces frequently.

We recognize that this pandemic creates significant concerns for all employees given the uncertainty of the situation. We will continue to collaborate with all other agencies to ensure that our protocols provide the maximum level of safety for everyone. We are currently working with health and fire department officials to finalize our decontamination procedures which will be shared as soon as possible.

Information will continue to be shared as it becomes available, but we want this to be an open dialogue. If you have concerns or recommendations, please take the time to share them with your supervisor so they can be forwarded up the chain of command. We are committed to doing everything we can to equip our personnel with the tools needed to continue carrying out our duties in the safest and most effective manner.

In order to streamline communications, we have created a COVID-19 section on [Inside the Blue](#) under the Roll Call tile. All future information will be shared in this location.

Thank you for your service and commitment to this agency and community – your work is very much appreciated!

More information to come...

M. Jay Farr
Chief of Police
Arlington County, VA

mfarr@arlingtonva.us

703.228.4040

“Everyone Counts or No One Counts”

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Commonwealth of Virginia
Office of the Governor

Executive Order

NUMBER FIFTY-FIVE (2020)

TEMPORARY STAY AT HOME ORDER DUE TO NOVEL CORONAVIRUS (COVID-19)

To reinforce the Commonwealth's response to COVID-19 and in furtherance of Executive Orders 51 (March 12, 2020) and 53 (March 23, 2020) and by virtue of the authority vested in me by Article V, Section 7 of the Constitution of Virginia, by § 44-146.17 of the *Code of Virginia*, I order the following:

1. All individuals in Virginia shall remain at their place of residence, except as provided below by this Order and Executive Order 53. To the extent individuals use shared or outdoor spaces, whether on land or on water, they must at all times maintain social distancing of at least six feet from any other person, with the exception of family or household members or caretakers. Individuals may leave their residences for the purpose of:
 - a. Obtaining food, beverages, goods, or services as permitted in Executive Order 53;
 - b. Seeking medical attention, essential social services, governmental services, assistance from law enforcement, or emergency services;
 - c. Taking care of other individuals, animals, or visiting the home of a family member;
 - d. Traveling required by court order or to facilitate child custody, visitation, or child care;
 - e. Engaging in outdoor activity, including exercise, provided individuals comply with social distancing requirements;
 - f. Traveling to and from one's residence, place of worship, or work;

- g. Traveling to and from an educational institution;
 - h. Volunteering with organizations that provide charitable or social services; and
 - i. Leaving one's residence due to a reasonable fear for health or safety, at the direction of law enforcement, or at the direction of another government agency.
2. All public and private in-person gatherings of more than ten individuals are prohibited. This includes parties, celebrations, religious, or other social events, whether they occur indoor or outdoor. This restriction does not apply:
 - a. To the operation of businesses not required to close to the public under Executive Order 53; or
 - b. To the gathering of family members living in the same residence.
 3. Institutions of higher education shall cease all in-person classes and instruction, and cancel all gatherings of more than ten individuals. For purposes of facilitating remote learning, performing critical research, or performing essential functions, institutions of higher education may continue to operate, provided that social distancing requirements are maintained.
 4. Effective April 1, 2020 at 11:59 p.m., cessation of all reservations for overnight stays of less than 14 nights at all privately-owned campgrounds, as defined in § 35.1-1 of the *Code of Virginia*.
 5. Closure of all public beaches as defined in § 10.1-705 of the *Code of Virginia* for all activity, except exercising and fishing. Social distancing requirements must be followed.
 6. All relevant state agencies shall continue to work with all housing partners to execute strategies to protect the health, safety, and well-being of Virginians experiencing homelessness during this pandemic and to assist Virginians in avoiding evictions or foreclosures.
 7. As provided in Executive Order 53, nothing in this Order shall limit: (a) the provision of health care or medical services; (b) access to essential services for low-income residents, such as food banks; (c) the operations of the media; (d) law enforcement agencies; or (e) the operation of government.

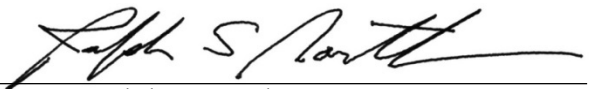
Violation of paragraphs 2, 3, 4, and 5 of this Order shall be a Class 1 misdemeanor pursuant to § 44-146.17 of the *Code of Virginia*.

Effective Date of this Executive Order

This Executive Order shall be effective March 30, 2020, amends Amended Order of the Governor and State Health Commissioner Declaration of Public Health Emergency, Order of Public Health Emergency One and Executive Order 53, and shall remain in full force and in effect until June 10, 2020, unless amended or rescinded by further executive order.


Given under my hand and under the Seal of the Commonwealth of Virginia, this 30th day of March, 2020.





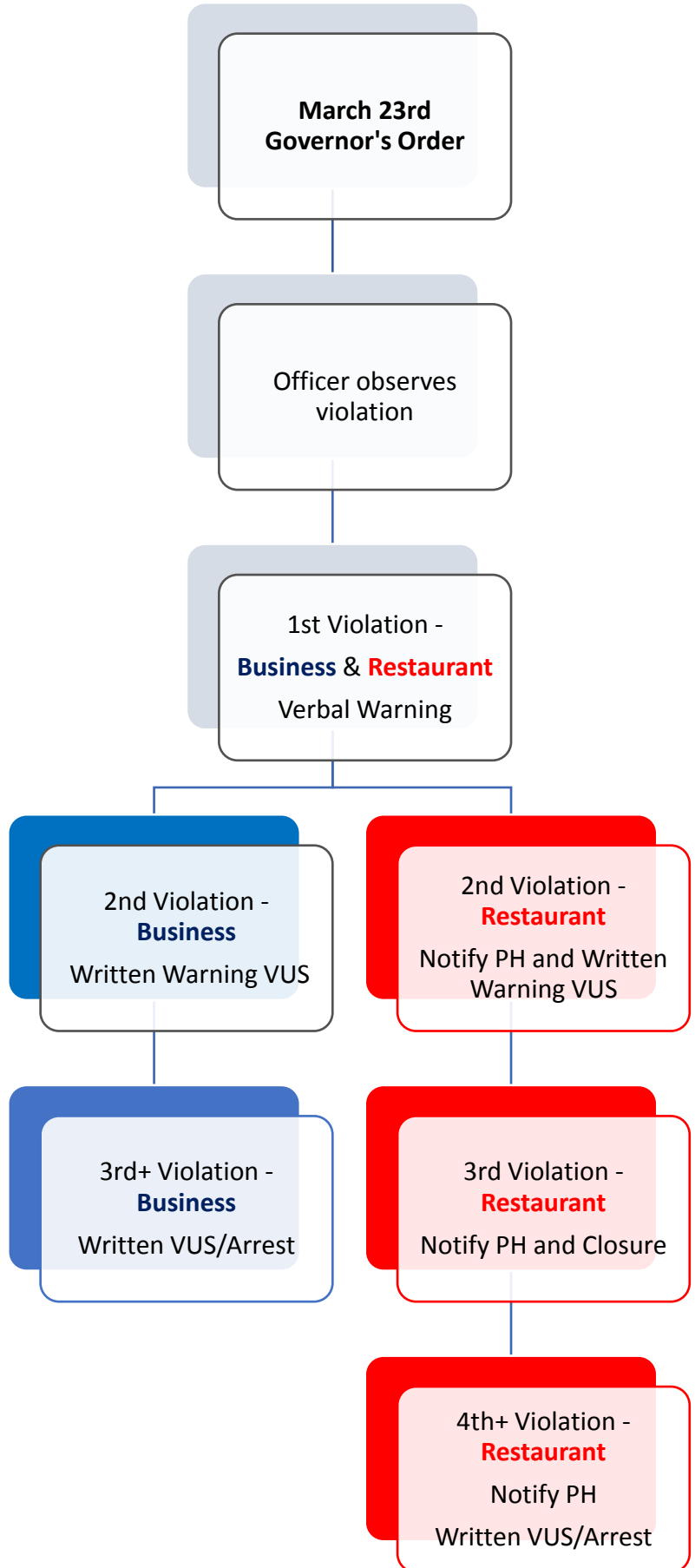
Ralph S. Northam, Governor

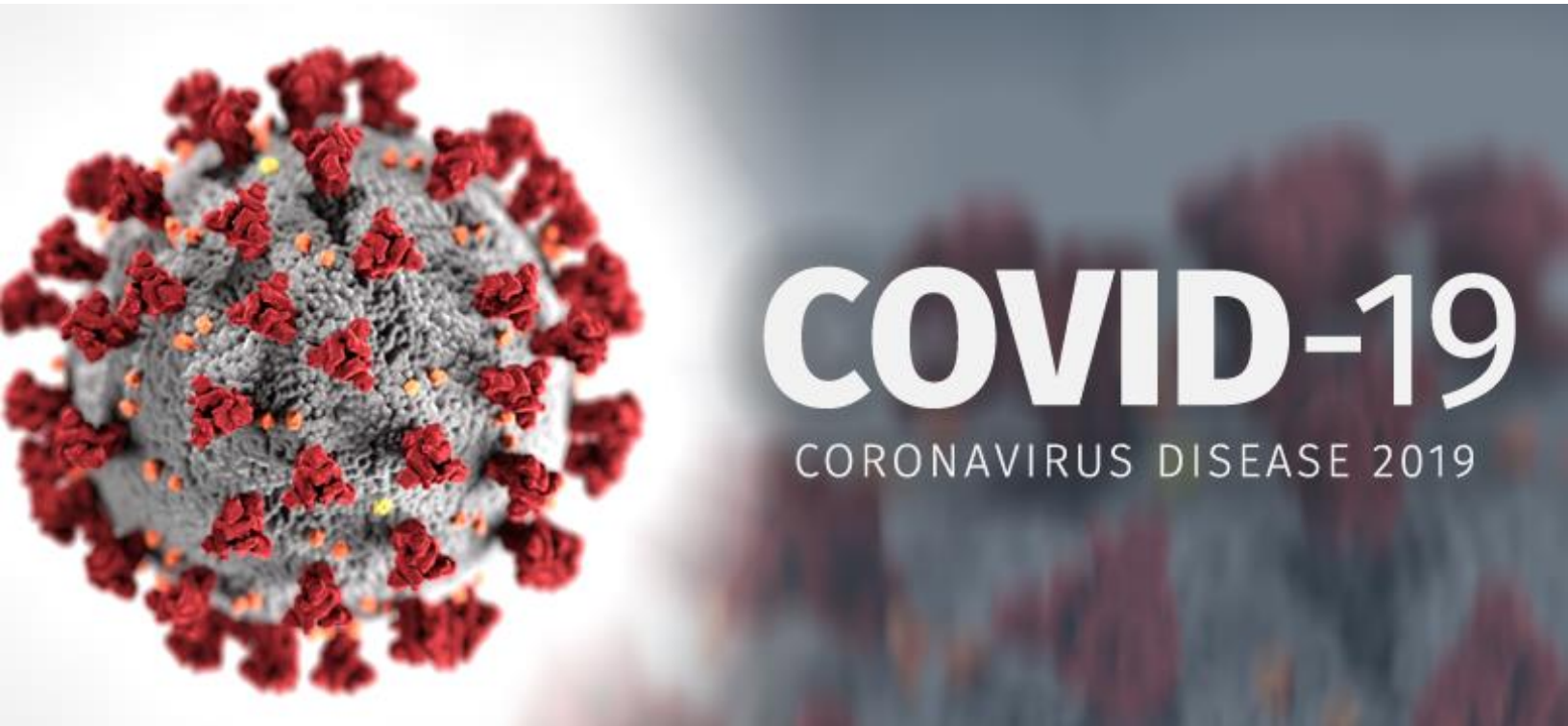
Attest:



Kelly Thomasson, Secretary of the Commonwealth

ACPD Guidance – Governor’s Order Flowchart





RESOURCE GUIDE

For Restaurants & Businesses During COVID-19



RESTAURANTS & BUSINESSES DURING COVID-19

Restaurants can do their part to help respond to the emerging public health threat, COVID-19:

- Close your restaurant
- Only provide delivery or take out services
- Restrict business to 10 patrons or less. For more information visit the [Governor's Proclamation](#).
- Encourage sick employees to stay home
- Practice good hygiene
 - Wash your hands for at least 20 seconds
 - Stop handshaking – use other noncontact methods of greeting
- Effective Practices
 - Do not put any condiments out on tables
 - Promote tap and pay to limit handling of cash
 - Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
 - Increase ventilation by opening windows or adjusting air conditions
 - Put hand sanitizer at the entrance and exits of the restaurants
- Make a [business continuity plan](#): be prepared to change your business practices if you need to maintain critical operations
- Coordinate with the [Virginia Department of Health](#) and the [Arlington County Health Department](#) to gain the latest health information.



FEDERAL RESOURCES

CENTERS FOR DISEASE CONTROL (CDC)

This interim guidance is based on what is currently known about the coronavirus disease 2019 (COVID-19). The Centers for Disease Control and Prevention (CDC) will update this interim guidance as needed and as additional information becomes available.

[CDC Corona Virus Interim Guidance](#)

Keeping the Workplace Safe

[CDC Workplace Safety Resources](#)

SMALL BUSINESS ADMINISTRATION (SBA)

The Small Business Administration (SBA) has administratively declared an economic disaster for the following:

District of Columbia - Contiguous Counties

Virginia:

Alexandria City Arlington Fairfax

[Small Business Administration Corona Virus](#)

SBA DISASTER ASSISTANCE IN RESPONSE TO THE CORONAVIRUS

- The U.S. Small Business Administration is offering low-interest federal disaster loans for working capital to small businesses suffering substantial economic injury as a result of the Coronavirus (COVID-19).
- SBA's Economic Injury Disaster Loans offer up to \$2 million in assistance per small business and can provide vital economic support to small businesses to help overcome the temporary loss of revenue they are experiencing.
- These loans may be used to pay fixed debts, payroll, accounts payable and other bills that can't be paid because of the disaster's impact.
- SBA offers loans with long-term repayments in order to keep payments affordable, up to a maximum of 30 years. Terms are determined on a case-by-case basis, based upon each borrower's ability to repay.
- For additional information, please contact the SBA disaster assistance customer service center.



1-800-659-2955
(TTY: 1-800-877-8339)



disastercustomerservice@sba.gov



[SBA Newsroom](#)

INTERNAL REVENUE SERVICE (IRS)

[The Internal Revenue Service](#) is offering resources to assist businesses and individuals with tax returns for 2019 as well as tips for how to respond to coronavirus.

GENERAL SERVICES ADMINISTRATION (GSA)

[General Services Administration](#) offers opportunities for private organizations to respond to clean up of the COVID-19 – and resources to help businesses who are currently contracting or leasing with the federal agency.

STATE RESOURCES – COMMONWEALTH OF VIRGINIA

VIRGINIA DEPARTMENT OF TAXATION

Tax Commissioner Craig M. Burns announced that the Department will consider requests from sales tax dealers for an extension of the due date for filing and payment of the February 2020 sales tax return due March 20, 2020. If the request is granted, the Department will allow filing and payment of such return on April 20, 2020 with a waiver of any penalties that would have applied. However, interest will accrue even if an extension is granted.

Dealers should submit a request for extension by utilizing the secure e-mail system available on the Department's website, by faxing to **(804) 254-6111**, or writing to the following address:

Virginia Tax
Office of Customer Services
P.O. Box 1115
Richmond, VA 23218-1115

The Department will be addressing return and payment due dates for other taxes in the near future. The Tax Bulletin is available on-line in the Laws, Rules & Decisions section of www.tax.virginia.gov/. If you have any questions regarding the Tax Bulletin, please contact the Department of Taxation Office of Customer Services at **(804) 367-8037**.



VIRGINIA EMPLOYMENT COMMISSION (VEC)

Beginning with claims effective March 15, 2020, Governor Northam has directed that the one week waiting period and the requirement to conduct a weekly job search both be suspended for those receiving unemployment insurance benefits.

<http://www.vec.virginia.gov/>



VIRGINIA ALCOHOLIC BEVERAGE CONTROL AUTHORITY (VA ABC)

Here is VA ABC's Covid-19 response and a message to their customers and industry partners.

<https://www.abc.virginia.gov/covid-19>



LOCAL RESOURCES – ARLINGTON

Arlington Economic Development's COVID-19 Webpage for Businesses

Receive the latest information here:

[ArlingtonEconomicDevelopmentResources](#)

ARLINGTON DEPARTMENT OF ENVIRONMENTAL SERVICES

In an effort to help slow the spread of coronavirus (COVID-19), and to encourage the safe option of curbside pick-up from our incredible range of restaurants, Arlington County is designating free short-term curbside parking spaces outside businesses offering pick-up food orders. Businesses can request sign installation by calling 703-228-5000 or emailing DESContactCenter@arlingtonva.us



ARLINGTON COMMUNITY FOUNDATION COVID-19 PROMPT RESPONSE FUND (Hourly Workers)

Arlington Community Foundation's long-standing Prompt Response Fund has responded quickly to help our nonprofit partners when an emergency, disaster, or crisis hits. To meet the urgent challenges of the COVID-19 outbreak in Arlington, the Arlington Community Foundation focuses their Prompt Response Fund exclusively to support nonprofit organizations who are on the front lines with clients, patients, and residents impacted by the health crisis. This includes organizations focused on:

- Emergency food needs
- Health needs for the uninsured or underinsured, and
- Support for hourly workers displaced from their wage-earning positions

[ArlingtonCommunityFoundationGrants](#)

BizLAUNCH RESOURCES

- Sign up today for a [Virtual Appointment](#) (Online via Microsoft Teams, Zoom or by Phone). Meet with small business experts to help strategize during the Pandemic. For questions call **703-228-0808**.
- This fall BizLaunch hosted a Brunch & Business: [OMG! How to Navigate Disastrous Moments in Business](#) conference. The information is timely and relevant. .
- BizLaunch and the Office of Emergency Management (OEM) held a Webinar on "[Is your Business Waterproof.](#)" The Webinar features tips on how to survive a disruption to your business.
- [BizLaunch Webinars](#) are an excellent resource tool for small businesses.
- Newsletters and e-subscriptions will be a great way to communicate during the Pandemic. If you haven't already, [sign up now!](#)
- The Webinar featuring, "[Best Researching Tools for Entrepreneurs,](#)" reviews the free databases and how to access information.

ARLINGTON PUBLIC LIBRARY

- Free, small-business resource [databases and tools](#) to utilize for your business.
- The Business Librarian is available for scheduled resource calls during this time. [Schedule an appointment](#) to review the databases.

NONPROFITS/MEMBERSHIP ORGANIZATIONS RESOURCES

U.S. CHAMBER OF COMMERCE

Guidance for Employers

The following guidance may help prevent workplace exposures to acute respiratory illnesses, including the Coronavirus, in non-healthcare settings. The guidance also provides planning considerations if there are more widespread, community outbreaks of the Coronavirus from the Centers for Disease Control and Prevention (CDC). This guidance is based on what is currently known about the Coronavirus Disease 2019 (COVID-19).

For more information: [USChamberofCommerceFoundationGuidanceforEmployees](#)

Coronavirus Response Toolkit

The U.S. Chamber has compiled CDC's coronavirus recommendations for businesses and workers across the country. We continue to encourage American businesses to follow data-based guidance from the CDC and state and local officials.

For more information: [USChamberofCommerceCoronavirusResponseToolkit](#)



U.S. Chamber of Commerce

NORTHERN VIRGINIA CHAMBER OF COMMERCE

The [Northern Virginia Chamber of Commerce](#) is hosting a free webinar series focused on business continuity planning to provide Chamber members and the business community with the most up-to-date best practices and insights on managing your business through unexpected events:

- Growing Through Challenges When Remote, March 26, 2020, 2:00 – 3:00 p.m., [Register Now](#)

Many local organizations who work with businesses are available via conference call or online tools to assist businesses during the Pandemic. Several also provide microloans.

If you need assistance, please feel free to reach out to BizLaunch's nonprofit partners:

- [SCORE](#)
- [Community Business Partnership](#)
- [Enterprise Development Group \(ECDG\)](#)
- [Latino Economic Development Center](#)
- [Mason Enterprise Center \(MEC\)](#)



PRIVATE RESOURCES



CONFERENCE FOR FOOD PROTECTION

Practical guidance for retail grocery and food service establishments to plan and respond to emergency situations that could impact food safety and facility operations.

Click here for the guide: [FoodProtectionEmergencyActionPlan](#)

Use Guidance - N95 and 3M Respirator Masks

Monday, March 30, 2020 9:12 AM

Subject	N95 and 3M Respirator Masks
From	Richard Conigliaro
To	Police All Sworn
Sent	Sunday, March 29, 2020 5:50 PM
Attachments	 8210 N95 Particulat...  3M Half Facepiece...

All-

Several officers in OPS have inquired as to: #1 what the N95 mask helps with, and #2 how to properly don, doff and clear the 3M masks they have been recently been issued. The above attachment were shared with Adam Squad by Cpl Joy and I thought I would send them to everyone to hopefully clear up any questions or concerns.

If you have any further questions, please don't hesitate to seek out the answer. I know Cpl Joy and Cpl Tyson will be happy to speak to you, as they are the fit test masters.

Rich

Lieutenant Rich Conigliaro #1052
Arlington County Police Department
APBA President

Worker's Comp Guidance - County

Monday, March 30, 2020 8:14 AM

Subject	Worker's Comp Guidance - County
Link to Outlook Item	Click here
From	Sean Carrig
To	Police All Supervisors
Sent	3/30/2020, 7:58:26 AM

All –

Below is information from County HR regarding the filing of Worker's Comp claims for COVID-19 related issues/illnesses. The below write-up is a guide. The bottom line is file claims as you normally would for any potential exposure. At the bottom of the e-mail is

We have received a couple of questions about whether or not COVID-19 will be covered by Workers' Compensation. We are still applying the standards of the Virginia Workers' Compensation Act and assessing each case based on its unique facts and circumstances, as we do for any claim. **Please follow normal protocol for potential exposures:**

If you have an employee who may have been exposed* to COVID-19 while working:

1. The employee must notify their supervisor of the potential exposure.
2. The supervisor must file a record only claim with PMA within 24 hours. Provide the claim number and usual Workers' comp documents to the employee.
3. The employee should call one of the following healthcare providers to determine if they should be tested for COVID-1:
 - a) Virginia Hospital Center (703-558-5000)
 - b) Infectious Diseases Physicians (703-560-7900)
 - c) [Any Panel Urgent Care Facility](#)

(Fire Dept. should follow departmental protocol for determining need for COVID-19 testing.)
4. **If the healthcare provider determines there is no need for testing**, the employee may report to work and follow guidance of the healthcare provider.
5. **If there is a need for testing and the test is negative**, the employee should follow the protocol of the healthcare provider AND have the test results sent to PMA.
6. **If there is a need for testing and the test is positive**, the employee should follow the protocol of their healthcare provider AND have the test results sent to PMA AND call PMA to activate their claim.

*- "may have been exposed" means:

1. was not using personal protective equipment, and

2. was delivering services/care to an infectious client/patient, and
3. was within 6 feet of that client/patient

Useful info at a glance:

- PMA: 1-888-476-2669 (phone), 804-967-5694 (fax)
- Zee Cabbagestalk, County Workers' Compensation Administrator: 703-228-3473, zcabbagestalk@arlingtonva.us
- Online claim reporting: [PMACinch](#)
- WC Forms to provide to employees:
 - o [AC Panel of Physicians for Workers' Compensation](#)
 - o [Disability Certificate](#)
 - o [Disability Note & Mileage Reimbursement Form](#)
 - o [Express Scripts Prescription Form](#)
- More detailed Workers' Comp info: [AC Commons Workers' Compensation page](#)
- PMA Claims/Medical Billing Address: PO Box 5231, Janesville, WI 53547-5231

When filing Worker's Compensation claims –

COVID-19 ALERT:

If you are filing a Workers' Compensation claim online to PMA related to COVID-19, Please select Accident cause, Injury type and Body Part as noted below on the Occurrence Information page:

Accident Cause: STRUCK OR INJURED BY - PANDEMIC

Injury Type: OCCUPATIONAL DISEASE OR CUMULATIVE INJURY - CORONAVIRUS DISEASE 2019 (COVID-19)

Body Part: TRUNK - LUNGS

Thanks,

Sean

Sgt. Sean Carrig #1105
Arlington County Police Department
Human Resources Management Section
1425 N. Courthouse Rd.
Arlington, VA 22201
(703) 228-7330 office
scarri@arlingtonva.us

ACPD - A Letter to the Business Community from Chief of Police M. Jay Farr - 3/17/202

Tuesday, March 17, 2020 7:48 PM

Subject	A Letter to the Business Community from Chief of Police M. Jay Farr
Link to Outlook Item	Click here
From	Arlington County Police Department
To	Murray Farr
Sent	3/17/2020, 5:56:54 PM



Dear Restaurant Community,

Today, Governor Ralph Northam [announced new measures](#) to combat the spread of COVID-19 and protect public health. These measures include avoiding non-essential gatherings of more than 10 people, per federal guidelines. Arlington County Police Chief M. Jay Farr is asking for your assistance in helping mitigate the spread of the virus in Arlington County. His message to our community partners is included below and a signed copy is available [online](#).

-The Arlington Restaurant Initiative Team

To Our Business Community Partners:

The Arlington County Police Department remains committed to the safety and welfare of the community. For this reason, we are asking that everyone, to include the business community, adhere to Governor Ralph Northam's request to obey the Federal Government's guidance on avoiding gatherings of more than 10 people. Social distancing is instrumental in helping to mitigate the spread of the novel coronavirus, or COVID-19, and flattening the curve. Doing so will help ensure sufficient medical resources for those in need, saving lives.

We recognize many of you have already taken the responsible action to close your dining rooms and for that we are truly appreciative. However, our goal is 100% voluntary compliance before a state or local order and enforcement action becomes necessary. We recognize these are unusual times that many have never faced before, and understand that this restriction on normal business activities will significantly impact our service-based community. The County remains committed to unique strategies to address the challenges and are asking for your help.

Sincerely,

M. Jay Farr
Chief of Police












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This email was sent to mfarr@arlingtonva.us on behalf of Arlington County.



ACPD - Bryk memo P-100 Respirator Issuance

Tuesday, March 24, 2020 11:57 AM

Subject	3M P-100 Respirator Issuance - Please Read
From	Jason Bryk
To	Mark Guenther; Albert Taber; Thomas Rakowski; Steve Troyano; Kyle Anderson; Bryan Morrison; Christopher Feltman; Damon Washington; David Reiten; Jeremy Rima; Joseph Lutz; Matthew Martin; Matthew Puia; Paula Brockenborough; Richard Conigliaro; Richard Rodriguez; Ryan Allen; Steve Taphorn
Cc	Charles Penn; Adrienne Quigley; Latasha Chamberlain; Matthew Owens; Christine Riccio
Sent	Monday, March 23, 2020 12:56 PM
Attachments	 2018 Gas Mask Fit ...  3M Half Facepiece...  Picture - 3M Half F...  Picture - 3M P-100...  AB Squad_M...  CDSquad_MAR20_2  EF Squad_M...  SRO_MAR20 



Patrol Watch Commanders – K9 Supervisor - SRO Supervisors & Community Outreach Supervisors,

The E&IM Unit has procured thru existing Department resources and vendors, a limited stock of 156 3M Half-Face Respirators and 580 pairs of P-100 filters. We've been directed to issue one (1) 3M Respirator and two (2) P-100 filters per officer. We clearly do not have resources to outfit every sworn employee, and so will begin with officers in Patrol. This means the six (6) patrol squads, with the SROs, Community Outreach and K-9 currently assigned to those squads.

We have a total of 144 respirators remaining (33 small, 78 medium, 33 large) and 566 pair of P-100 filters. Because these are size specific (S-M-L) we will base issuance on the most recent fit testing of this product from October 2018. A number of officers have not been fit tested and are not counted in the preliminary numbers, as no size is listed. We will attempt to issue a roughly equal number of respirators across the six (6) squads. Officers who wear a Small or Medium should receive a mask. We are at about ½ of what is needed for Large.

Some summarized notes;

- I. Five (5) officers working the testing site already have respirators issued (Troyano – Foust – Koch – Treakle – Anderson)
- II. October 2018 was last Fit Testing for these respirators
 - a. No testing was conducted in 2019
 - b. OSHA has advised that Fit Testing should take place “as available”
- III. If we do not have a respirator in the officer's size
 - a. Advise the officer to continue utilizing the N95 masks
- IV. For Call for Service where a HAZMAT is suspected, consider assigning an officer with a Respirator
 - a. Long term TDO custody where infection is an issue
 - b. Known DOA with infection
 - c. Custodial arrest with an infected subject
 - d. Etc...
- V. Please advise your personnel to use these respirators judiciously
 - a. If they are on a prolonged call this is a good resource
 - b. If they are with someone confirmed sick this is a good resource
 - c. Our supply of filters is limited and we do not expect replenishment any time soon
 - d. The mask itself can be cleaned with warm soapy water and air dried
 - e. Please take care of the mask
 - i. Don't crush it
 - ii. Don't shove it under the seat with the half eaten chicken bones and Starbucks cup

iii. Don't lose it

- vi. Please see attached .pdf "3M Half Face Respirator" and forward to your officers for basic use guidance
 - a. If you have specific OSHA related questions please contact Cpl James Joy or Cpl Damon Tyson

We'll be following the below plan beginning today, Monday, March 23, 2020

- i. We'll begin sorting masks based on the attached March 2020 Org Charts & 2018 Fit Testing results
- ii. We'll Meet with Baker, Delta, SRO, Community Outreach beginning today & tomorrow
 - a. I'll coordinate with the Squad Lieutenants and/or 1st Sergeants for issuance
 - b. This includes the temporary assignment of other units to these squads
- iii. We'll coordinate with Frank Squad tonight
- iv. We'll meet with Adam, Charlie & Echo this Friday, March 27th, 2020 for issuance

Lieutenant Jason K Bryk Esq. #1095
Arlington County Police Department
Evidence & Inventory Management Unit
Supervisor
1425 North Courthouse Road
Arlington, Virginia 22201
jbryk@arlingtonva.us
Office 703-228-4261
Cell 571-289-3834

ORDER OF THE GOVERNOR

On March 23, 2020, Governor Northam issued an Executive Order Number Fifty-Three (hereinafter "Order") declaring "Temporary restrictions on restaurants, recreational, entertainment, gatherings, non-essential retail businesses, and closure of K-12 schools due to novel coronavirus (COVID-19)".

WHAT DOES THIS MEAN?

The Order is **effective from Tuesday, March 24, 2020 at 11:59 p.m. until Thursday, April 23, 2020 at 11:59 p.m.**, and prohibits all public and private in person gatherings of 10 or more individuals and applies to the following businesses as described below. Violation of the Order shall be a Class 1 misdemeanor pursuant to Section 44-146.17 of the Code of Virginia.

Child Care Services

Open status – Facilities providing child care services may remain open. On March 18, 2020, the Commissioner of the Virginia Department of Social Services issued a letter with guidance for daycare providers, including **group size limits of 10** and stringent public health guidelines.

Restaurants and Dining areas

Closed status – Closure of Dining and Congregation areas of all dining and congregation areas in restaurants, dining establishments, food courts, breweries, microbreweries, distilleries, wineries, tasting rooms, and farmers markets effective.

Delivery/Take-out ONLY status - Restaurants, dining establishments, food courts, breweries, microbreweries, distilleries, wineries, tasting rooms, and farmers markets may continue to offer delivery and take-out services.

Recreational and Entertainment Businesses

Closed status - Closure of all public access to recreational and entertainment businesses as set forth below:

- Theaters, performing arts centers, concert venues, museums, and other indoor entertainment centers;
- Fitness centers, gymnasiums, recreation centers, indoor sports facilities, and indoor exercise facilities;
- Beauty salons, barbershops, spas, massage parlors, tanning salons, tattoo shops, and any other location where personal care or personal grooming services are performed that would not allow compliance with social distancing guidelines to remain six feet apart;
- Racetracks and historic horse racing facilities; and
- Bowling alleys, skating rinks, arcades, amusement parks, trampoline parks, fairs, arts and craft facilities, aquariums, zoos, escape rooms, indoor shooting ranges, public and private social clubs, and all other places of indoor public amusement.

Non-Essential Retail Business

10 patron limit- Any brick and mortar retail business not listed as an "essential retail business" may continue to operate but must limit all in-person shopping to no more than 10 patrons per

establishment. If any such business cannot adhere to the 10-patron limit with proper social distancing requirements, it must close.

Essential Retail Business

Open status - Essential retail businesses may remain open during their normal business hours.

There are no limitations imposed in the Order. Such businesses are:

- Grocery stores, pharmacies, and other retailers that sell food and beverage products or pharmacy products, including dollar stores, and department stores with grocery or pharmacy operations;
- Medical, laboratory, and vision supply retailers;
- Electronic retailers that sell or service cell phones, computers, tablets, and other communications technology;
- Automotive parts, accessories, and tire retailers as well as automotive repair facilities;
- Home improvement, hardware, building material, and building supply retailers;
- Lawn and garden equipment retailers;
- Beer, wine, and liquor stores;
- Retail functions of gas stations and convenience stores;
- Retail located within healthcare facilities;
- Banks and other financial institutions with retail functions;
- Pet and feed stores;
- Printing and office supply stores; and
- Laundromats and dry cleaners.

PROCEDURES:

1st Violation (Verbal Warning)

1. Officers proactively check/dispatched to a business in this guidance sheet and observe a violation
2. Check **ITB/Roll Call/Announcements/COVID-19 BUSINESS VIOLATIONS** to determine business status.
 - a. If business is not listed, this is a “1st Violation”
3. Determine the Person-in-charge (e.g. manager, owner) who is physically on-scene and issue a verbal warning
4. Contact **Sergeant Riccio** at riccio@arlingtonva.us and advise what action was taken
5. Officers are required to complete the COVID-19 Business Violation Form located at: <https://forms.office.com/Pages/ResponsePage.aspx?id=BEg1gN8fjkKfX1CR6ZTPVPouWcJdaPdLk47kZc4N0jhUQUMyOFVWSUg3NkwyUFdBT08yQjhZQUwwTi4u>

2nd Violation (Written Warning)

1. Officers proactively check/dispatched to a business in this guidance sheet and observe a violation
2. Check **ITB/Roll Call/Announcements/COVID-19 BUSINESS VIOLATIONS** to determine business status.
 - a. If business received verbal warning only (but has not yet received a written warning VUS), this is a “2nd Violation”

3. Determine the Person-in-charge (e.g. manager, owner) who is physically on-scene and issue a **written warning Virginia Uniform Summons**
 - i. Obtain identification and cite the Person in charge
 - ii. List Virginia Code section 44-146.17
 - iii. Under “describe charge”, write: “*Violation of Governor’s Order 3-23-20*”
 - iv. Mark VUS as “WARNING”
 - v. Provide yellow copy to Person in charge
4. Contact **Sergeant Riccio** at riccio@arlingtonva.us and advise what action was taken
5. Complete a Police Information CASE REPORT detailing observations (e.g. # of patrons, dining area open, etc.), Person in charge, and all actions taken
6. Virginia Uniform Summons dissemination:
 - a. White – Central Records
 - b. Blue – Officer
 - c. **Make a COPY** – turn into Business Outreach Unit
7. Officers are required to complete the COVID-19 Business Violation Form located at: <https://forms.office.com/Pages/ResponsePage.aspx?id=BEg1gN8fjkKfX1CR6ZTPVPouWcJdaPdLk47kZc4N0jhUQUMyOFVWSUg3NkwyUFdBT08yQjhZQUwwTi4u>

3rd or Subsequent Violation (Arrest)

1. Officers proactively check/dispatched to a business in this guidance sheet and observe a violation
2. Check **ITB/Roll Call/Announcements/COVID-19 BUSINESS VIOLATIONS** to determine business status
 - a. If business has received a verbal and a written warning (but has not yet received a written VUS), this is a “3rd violation”
 - b. If business status shows as “Permit suspended by Public Health – business closed”, and it has reopened, it is in violation of suspension
3. Determine the Person in charge (e.g. manager, owner) who is physically on-scene and issue a **written Virginia Uniform Summons**
 - a. Obtain identification and cite the Person in charge
 - b. List Virginia Code section 44-146.17
 - c. Under “describe charge”, write: “*Violation of Governor’s Order 3-23-20*”
 - d. Set court date and complete remainder of VUS
 - e. Provide yellow copy to Person in charge
4. Call **Public Health Duty Officer 703-785-3549** and request that they send an Environmental Health Specialist to respond to the scene
5. Contact **Sergeant Riccio 571-319-9760** and advise what action was taken
6. Complete a Police Information CASE REPORT detailing observations (e.g. # of patrons, dining area open, etc...), Person in charge, Environmental Health Specialist info and all actions taken
7. The Environmental Health Specialist will respond with a letter to suspend the business permit and instruct the Person in charge to post a notice stating that the business is closed.
 - i. During regular business hours Contact the **ACSO Warrant Unit 703-228-4480**. ACSO will send a Deputy to enforce closure of the business.

- ii. After hours ACPD will assist the Environmental Health Specialist with the closure of the business and the ACSO will follow up the next business day
- 8. Virginia Uniform Summons dissemination:
 - a. White original – Central Records
 - b. Blue – Officer
 - c. **Make a COPY** – turn into Business Outreach Unit
- 9. Officers are required to complete the COVID-19 Business Violation Form located at:
<https://forms.office.com/Pages/ResponsePage.aspx?id=BEg1gN8fjkKfX1CR6ZTPVPouWcJdaPdLk47kZc4N0jhUQUMyOFVWSUg3NkwyUFdBT08yQjhZQUwwTi4u>