



NOVA PARKS PANDEMIC PLAN - BUSINESS FUNCTIONS AND OPERATIONS

March 2020

Pandemic Plan for Business Functions and Operations

Introduction

To ensure an appropriate level of response and preparedness in the event of an influenza pandemic NOVA Parks has developed the following Pandemic Plan to address business function and operations. The plan defines the measures that are to be taken in the event of an identified influenza pandemic or similar emergency to maintain reasonable operational continuity of the day-to-day functions during identified “Reaction Stages.”

These measures are intended to provide sustainable guidelines and responsibilities for each function of NOVA Parks. As an agency NOVA Parks will also rely on information and updates from the Centers for Disease Control & Prevention (CDC) and state and local health organizations. We will also follow closely the information provided by our jurisdictions to assist in determining local impacts and any steps to be taken or that may become required.

Pandemic Influenza

Pandemic Influenza is a global outbreak of disease that occurs when a new influenza virus appears or “emerges” in the human population. The influenza virus gains the ability for efficient and sustained human-to-human transmission and then spreads globally. Pandemics are different from seasonal outbreaks or “epidemics” of influenza. Influenza pandemics can lead to high levels of illness and death, social disruption and economic loss.

Although the timing, nature and severity of a pandemic cannot be predicted, a planned and coordinated response is critical to minimizing the impact. The unique characteristics of a pandemic, including the capability to affect many locations at once, the extended length of such an event and the possibility of multiple waves, will strain local, state and federal resources.

Board Function

The NOVA Parks Board is the body in charge of governance for the organization and must be kept fully informed in order to play its role during an identified pandemic influenza emergency. The NOVA Parks Executive Director will therefore provide timely information as requested to the Chair and members of the board during a pandemic influenza emergency.

During a pandemic influenza emergency in-person public meetings may not be possible. In March of 2020 the NOVA Parks Board adopted the following policy to allow for Board Members to participate in meetings by electronic means.

Policy on Individual Participation in Northern Virginia Regional Park Authority Meetings by Electronic Means under § 2.2-3708.2

It is the policy of the Northern Virginia Regional Park Authority (NOVA Parks) Board that individual members of the NOVA Parks Board may participate in meetings of the NOVA Parks Board by electronic means as permitted by Virginia Code § 2.2-3708.2. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The specific events in which participating by electronic means is permitted under this policy are limited to Virginia Code § 2.2-3708.2 subsection A subdivision 1a (disability or medical condition) and Virginia Code § 2.2-3708.2 subsection A subdivision 3 (Governor declared state of emergency).

Whenever an individual member wishes to participate from a remote location, the law requires a quorum of the NOVA Parks Board to be physically assembled at the primary or central meeting location, and arrangements will be made for the voice of the remote participant to be heard by all persons at the primary or central meeting location. The reason that the member is unable to attend the meeting and the remote location from which the member participates will be recorded in the meeting minutes.

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is challenged, then the Board shall vote whether to allow such participation. If the Board votes to disapprove of the member's participation because such participation would violate this policy, such disapproval will be recorded in the minutes with specificity.

This policy applies to all committees and subcommittees of the NOVA Parks Board.

NOVA Parks Board Chain of Command
Chairman
Vice Chairman
Treasurer
At Large Member

NOVA Parks Staff Chain of Command
Executive Director
Director of Park Operations
Director of Planning and Development
Director of Finance

Pandemic Plan - Reaction Stages

Reaction Stage

Sanitation (Level I) – The Sanitation Stage (Level I) has no impacts on park operations, internal procedures or processes related to business functions. This stage requires that a higher level of focus be placed on the cleaning and sanitation of public and staff areas. Restrooms, doorknobs, and workstations will all be cleaned routinely using cleaning agents that are usually used in these areas. Staff and patrons are encouraged to maintain proper cough and sneeze etiquette, hand hygiene and practice social distancing when possible.

Reduction Stage (Level II) During the Reduction Stage (Level II) some park operations will begin to adjust as defined in the “**Facility and Operations Guidelines**” with the changing conditions. All Sanitation (Level I) protocols will remain in effect. NOVA Parks Headquarters will remain open to the general public and staff, with all functions in place. Staff training and travel will be cancelled at the Reduction Stage. Non-essential internal events will be canceled.

Separation Stage (Level III) During the Separation Stage (Level III) many park operations will move into limited service availability, closure or cancellations as defined in the “Facility and Operations Guidelines.” It is important to note that not all facilities will close but may need to reduce hours available or adjust for the closure of some aspects of their operations. All Sanitation (Level I) protocols will remain in effect. Methods to reduce or eliminated direct contact with the public will be used. Year-round part-time, essential employees may be permitted to work to maintain required depth, please work with your supervisor to determine necessity. All other seasonal employees will be sent home.

Critical Functions During Separation Stage -

All critical functions within the parks and Headquarters should be cross trained three deep if possible. This means the principal person responsible for the function, plus two back-ups.

Activation

Sanitation (Level I) is activated by order of the Executive Director (or Acting Executive Director) based on recommendations of federal, state and/or local government or health departments.

Reduction Stage (Level II) is activated by order of the Executive Director (or Acting Executive Director) based on recommendations of federal, state and/or local government or health departments.

Separation (Level III) is activated by order of the Executive Director (or Acting Executive Director) based on evidence of confirmed illnesses at a park or Headquarters and/or recommendations of federal, state and/or local government health departments

Separation Stage (Level III) – Cont.

During this phase NOVA Parks will not have two or more of the cross-trained people in the same location at the same time, to keep at least one member of the critical function staff healthy.

Headquarters Operations During Separation Stage – The building will be closed to the general public. Separation protocols will be put into place.

Central Maintenance During Separation Stage – During this phase separation protocols will be put into place. The Central Maintenance Administrator and the Assistant Administrator split to maintain critical supervisory functions. Crews will be divided out into 3 person teams not including the supervisor each day. All projects not deemed as emergencies will be put on hold until separation is lifted or another mechanism is created to organize workload.

Capital Construction Projects During Separation Stage – Projects will remain on-going during this phase unless the outside contractor has halted work.

Passive Access Stage (Level IV) This stage permits general access to most park properties for passive uses only. This stage is marked by the suspension and closures of most park operations and facilities. All building will be locked, and public access not permitted. NOVA Parks Headquarters will be closed to the general public. Year-round, part-time and seasonal employees will not be permitted to work during this stage due to the reduction in payroll processing services and as an expense control. All required duties must be filled by full-time staff.

Headquarters Operations During Passive Access Stage – The building will be closed to the general public. Separation protocols will remain in place for headquarters staff.

Passive Access (Level IV) is activated by order of the Executive Director (or Acting Executive Director) based on NOVA Parks staff shortages or jurisdictional government operating status.

Passive Access Stage (Level IV) – Cont.

Critical Functions During the Passive Access

Stage - During this phase NOVA Parks will continue to operate under the separation protocols established to accomplish critical functions such as payroll and accounts payable either at NOVA Parks Headquarters or remotely and to maintain necessary operations. Park staff will maintain a schedule that allows for the monitoring of properties and systems to provide minimum coverage and security during this phase. Separation protocols will remain in place.

Central Maintenance During Passive Access

Stage – During this phase separation protocols will remain in place. The Central Maintenance Administrator and the Assistant Administrator will remain split to maintain critical supervisory functions. Crews will be organized into 2 person, on-call teams to handle only emergency repairs. This protocol will remain in place until the Passive Access Stage is lifted or another mechanism is created to organize workload.

Closure Stage (Level V) This stage represents complete closure of all buildings, facilities and properties owned and operated by NOVA Parks. All parks will be closed to the general public and if in place gates and buildings will be locked and secured. It is understood that the general public may still attempt to access park properties, but appropriate signage should be in place to discourage this. General passive access uses should not be challenged unless secured or restricted access areas have been breached.

Critical Functions During the Closure Stage -

During this phase NOVA Parks will continue to operate under the separation protocols established to accomplish critical functions such as payroll and accounts payable either at NOVA Parks Headquarters or remotely and to maintain necessary operations. Park staff will maintain a schedule that allows for the monitoring of properties and systems to provide minimum coverage and security during this phase.

Closure Stage (Level V) is activated by order of the Executive Director (or Acting Executive Director) based on NOVA Parks staff shortages or jurisdictional government operating status or public health mandates.

Closure Stage (Level V) Cont.

Central Maintenance During Closure Stage –

During this phase separation protocols will remain in place for the Central Maintenance Administrator and the Assistant Administrator. Crews will remain organized into 2 person, on-call teams to handle only emergency repairs. This protocol will remain in place until the Closure Stage is lifted or another mechanism is created to organize workload.

Departmental Functions by Reaction Stage - Finance

Sanitation (Level I)

The operation of the Finance Department will remain essentially normal with a higher level of focus being placed on the cleaning and sanitation of workstations and other staff areas.

Reduction (Level II)

The operation of the Finance Department will remain essentially normal with a higher level of focus being placed on the cleaning and sanitation of workstations and other staff areas.

Separation (Level III)

At the Separation Stage (Level III) the Finance Department will be limited to the basic components of accounting service. Financial reporting, budgeting and invoicing will be halted or reprioritized for the duration of the emergency. The primary areas of focus will be payroll, accounts payable and cash management. Control environments will be suspended for the duration of the emergency. Cash management will entail the monitoring of cash deposits into bank accounts and Safe Pay and the maintenance of the agency's basic cash position to cover operating requirements. If the emergency deepens, the regular deposits of cash will most likely become less frequent and the need for the transfer of cash from investments into operating accounts will take on greater importance.

Accounting Manual: This document demonstrates how basic accounting procedures are handled, with the staff members who normally handle specific duties basically on-call to answer any questions that arise. The manual is available on the Finance server, Miscellaneous Accounting folder. Four copies of the most recent version will be printed immediately as staff are required to work from home.

To maintain a three-deep structure, Finance staff will have the same user profile in the accounting software as the Director of Finance. This will enable each individual to fill in wherever they might be needed to keep accounting operating.

Plan A – Part-Time Accounting Technician in Place
Order of Responsibility

Employee	Cash Management Wire Transfers	Cash Management Safe Pay & Deposit Tracking	Payroll	AP
Senior Accountant (A)	2	1	2	4
Payroll and Accounts Rec. Accountant	X	X	1	4
Senior Accountant (B)	X	3	4	1
Accounting Technician	X	4	X	2
Director of Finance	1	2	3	3
Executive Director	3	X	X	X

Plan B – Part-Time Accounting Technician Position Not in Place
Order of Responsibility

Employee	Cash Management Wire Transfers	Cash Management Safe Pay & Deposit Tracking	Payroll	AP
Senior Accountant (A)	2	1	2	3
Payroll and AR Accountant	X	4	1	4
Senior Accountant (B)	X	3	4	1
Director of Finance	1	2	3	2
Executive Director	3	X	X	X

Separation Protocols

In the case of Separation (Level III) the Senior Accountant and Director of Finance are not permitted to be in the building at the same time.

Payroll Processing

With the timekeeping system and the requirement of direct deposits, the ability to process and deliver payroll is less problematic. Payroll will be delivered via direct deposit and the distribution of pay stubs is handled electronically. Processing paper checks could be problematic if remote work is required. Printing and mailing of checks will be made a priority as long as NOVA Parks headquarters is open to staff. Reporting of leave taken and leave balances may be delayed.

Human Resources

The cloud-based timekeeping system in place allows payroll to be processed remotely if necessary. The Human Resources Administrator and Human Resources Assistant are cross trained to complete payroll processing in its entirety should a member of the HR team not be available. The Human Resources Administrator and Human Resources Assistant have the same level of access in the accounting software and the timekeeping system. Both are set up to remotely access the accounting software and the finance server as necessary while processing payroll. Remote access is required to transfer the payroll files from the timekeeping system to the Finance Server for processing in the accounting software.

To maintain a 3-deep structure, the Budget Analyst is trained on how to run the required payroll reports in the timekeeping system and send the necessary file to Finance. The Budget Analyst's responsibilities will be limited to the timekeeping system only. No access to manage pay rates or employees in accounting software is permitted. If the Human Resources Administrator, Human Resources Assistant, and Budget Analyst are not available, full-time payroll will be processed based on the previous payroll.

Separation Protocols

In the case of Separation (Level III) the Human Resources Administrator and Human Resources are not permitted to be in the building at the same time.

Accounts Payable

Accounts Payable checks shall be rendered on an as-needed basis. Transaction documentation shall remain in effect per regular policy. Accounts Payable transactions will be limited primarily to utilities, insurance, taxes and payroll-related matters and other regular periodic payments to maintain vital support services.

Authority to electronically sign checks can be distributed, by the Director of Finance, to a member of the Finance Team if normal signers are unavailable to process signatures.

Elimination of Fund 2 special approval rules in the Payables and Requisitions Software (PN3) would be implemented if Director of Planning and Development, cannot perform his duties.

IT Support: IT to maintain VPN access and must temporarily load MS Word check signing file onto laptops used for remote access for Accounting staff and also onto the Senior Accountant's desktop at headquarters.

Efforts to pay electronically through electronic funds transfer (EFT) should be considered. If possible, electronic funds transfer (EFT) payments rather than printed checks, should be used.

Cash Management and Wire Transfers

SunTrust: For the transfer of funds between SunTrust bank accounts and investment accounts, the Director of Finance and the Senior Accountant are the primary individuals authorized to create a wire, with the Executive Director as the third level backup. The same person cannot create and approve a wire; therefore, Director of Park Operations and the Director of Planning and Development are back up approvers. Almost without exception, these transfers are between NOVA Parks' accounts and are set up as repetitive transfers.

In preparation for a pandemic, see [SunTrust A1A](#) form detailing authority to transfer funds. All existing controls remain intact.

Local Government Investment Pool (LGIP) In the Virginia Local Government Investment Pool (LGIP) environment, transfers are initiated by the Director of Finance, with the Executive Director as back up, using their portal. Transfers may be done between NOVA Parks accounts within the investment pool or wired to authorized accounts via repetitive wire. Anything outside this environment would be subject to callback/email provisions and written approval. In other words, written approval with signature and a phone/email confirmation would be required before such a transfer would be made. Unless a land purchase was in the works, circumstance under which such a transaction would be needed would be very rare.

Only one alternate individual, the Senior Accountant, may be named to back up the Director of Finance to initiate transfers from and within LGIP in the event of an emergency being declared, solely with written approval of the Executive Director (or his assignee).

Passive Access Stage (Level IV)

No changes from Level III.

Closure Stage (Level IV)

No changes from Level IV. Note, if banks close all accounting functions as a result cease.

Departmental Function by Reaction Stage – Information Technology (IT)

The following guidelines will be observed by the IT Administrator, IT Technician, Director of Finance, Human Resources Administrator, Marketing and Communications Administrator, Graphic Designer, Social Media Coordinator and the Project Manager.

Server Access

IT Office: The only NOVA Parks staff allowed to enter the IT office to make changes to the IT equipment are the IT Administrator (full access to equipment); IT Technician (full access to equipment); and the Project Manager (access restricted to rebooting server equipment only). The only non-NOVA Parks staff allowed to enter the IT office to make changes to the IT equipment are: US Resources personnel (full access to equipment).

Finance Server: The only NOVA Parks staff allowed to access the Finance server and make IT equipment changes are the IT Administrator (full access to equipment); the IT Technician (full access to equipment); and the Director of Finance (modified access to equipment - rebooting server). The only non-NOVA Parks staff allowed to access the Finance server to make changes to the IT equipment are the US Resources personnel (full access to equipment); and BroadPoint Technologies personnel (Accounting Software application changes only).

Server Backup Procedures

IT Office: Server backups are running continuously on premise and are remotely backed-up on a daily basis without user intervention unless there is equipment failure or power outages. In these cases, observe the following:

- All backups are also stored in an off-site hosted location.
- Contact off-site support company, US Resources to begin preparation of data migration to hosted server.

Finance Server: Server backups require no user intervention unless there is equipment failure or power outages. In these cases, observe the following:

- All backups are also stored in an off-site hosted location.
- Contact off-site support company, US Resources to begin preparation of data migration to hosted server.

Server Maintenance

IT Office: The only personnel allowed to make changes to the IT server equipment are the IT Administrator, the IT Technician, and US Resources (703-891-5700) personnel.

Finance Server: The only personnel allowed to make changes to the Finance server equipment are: the IT Administrator, the IT Technician, US Resources (703-891-5700) and BroadPoint Technologies (703-798-1598).

Remote Server Access – Allowed Personnel

Non-Finance: NOVA Parks staff assigned access rights through NOVA Parks Virtual Private Network, (VPN) can access the NOVA Parks server network remotely from the field or home. They can access their “User” drive and the “Share” drive and in cases that require it, a Remote Desktop Program, (RDP) session to that users workstation at headquarters. US Resources has remote access capability should outside assistance be required.

Finance: NOVA Parks Finance staff assigned access rights through NOVA Parks Virtual Private Network, (VPN) can access the NOVA Parks Finance server network remotely from the field or home under scrutiny of the Director of Finance. They can access their “User” drive and the “Share” drive and the accounting software and in cases that require it, a Remote Desktop Program, (RDP) session to that user’s workstation at headquarters. This will be coordinated with the IT Administrator for beginning date of access and termination date of network access.

Note: Under no circumstances will network access be granted without approval of the Director of Finance. The IT Administrator will rely only on the direction and guidance of the Director of Finance unless ordered by higher authority in case of emergency.

Human Resources

NOVA Parks Human Resources staff will be assigned access rights through NOVA Parks VPN to access the NOVA Parks Finance server network remotely from home. They can access their “User” drive, “Share” drive, “HR Share” drive, accounting software, and, if necessary, a RDP session to that user’s workstation at headquarters. The Budget Analyst will not have VPN access to perform any HR or payroll functions. The Budget Analyst will provide necessary reports or files to Finance via their NOVA Parks e-mail address.

Website Maintenance – Allowed Personnel and Procedures

The only personnel allowed to make changes to the website are the: IT Administrator, IT Technician, Marketing and Communications Administrator, Graphic Designer, and Social Media Coordinator. The NOVA Parks website can be maintained from NOVA Parks Headquarters or remotely from the above individuals’ homes (or wherever there is internet connectivity) to complete the required tasks. All website change requests should be directed to all of the personnel listed above via e-mail. The individual who makes the changes should then notify the remaining allowed personnel by e-mail that the changes have been made.

Urgent messages should be e-mailed to the above personnel, if possible, and delivered by telephone. Leave a call-back telephone number if you leave a message on voice mail. Attempt to reach all above personnel in order to ensure message delivery. The individual who makes the changes should then notify the remaining allowed personnel by e-mail and by telephone that the changes have been made.

Telephone Messaging – Allowed Personnel and Procedures

The only personnel allowed to make changes to the Headquarters public telephone greeting are the IT Administrator; IT Technician; and Marketing and Communications Administrator.

The above personnel will make all public telephone message changes at the NOVA Parks Headquarters level, as required and directed by higher authority. This can be performed remotely, if necessary, by following the Headquarters voicemail-message-change procedures.

All individual park facilities will be responsible for changing their local telephone system messages on an as-needed basis. (See: Scripts)

Public Announcement Scripts

Sanitation (Level I)

“The NOVA Parks Headquarters (or park name) and all of its facilities are open for business during normal operating hours. Please visit our website at www.novaparks.com for further information on our various park facilities open for your personal use or call us at (703) 352-5900 for more information.”

Reduction (Level II)

“The NOVA Parks Headquarters (or park name) and all of its facilities are open for business during normal operating hours. Some programs or activities may have been cancelled or rescheduled. Please visit our website at www.novaparks.com for further information on our various park facilities open for your personal use or call us at (703) 352-5900 for more information.”

Separation (Level III)

“The NOVA Parks Headquarters (or park name) is closed to public access, park facilities if open will likely be operating on a modified operating schedule with reduced services and all scheduled activities and programs cancelled during this time of emergency.

Please visit our website at www.novaparks.com for further information and updates on our various park facilities or call us at (703) 352-5900 for more information.”

Passive Access (Level IV)

“The NOVA Parks Headquarters (or park name) and all of its facilities are under very limited access due to non-staffing during this time of emergency. For further information on our various facilities and their access status, please visit our website at www.novaparks.com or call (703) 352-5900. Those park facilities that remain open are for your convenience only. Please understand that there will be limited park staff present to help you or answer any questions. Enter at your own risk, please respect the premises and take away any trash you may have since there are no trash removal services available at this time.”

Closure (Level V)

“The NOVA Parks Headquarters (or park name) and all of its facilities are closed until further notice due to this time of emergency. Please visit our website at www.novaparks.com or call (703) 352-5900 for further information regarding the closure status of our facilities. Updates will be provided via NOVA Parks’ website and telephone messaging system as soon as new information is available.”

Departmental Functions by Reaction Stage – Planning and Development

The focus of the Planning and Development Department will be the management of existing capital projects and contracts and the direct supervision of the IT department. This will include current capital construction projects and the timely processing of invoices for work being completed. Capital construction projects will continue through the Passive Access Stage (Level IV) with consideration to continue through the Closure Stage (Level V) assuming contractors are able to maintain their work schedule and the park is accessible. When possible Planning and Development staff will make site visits and arrange for regular progress reports to maintain proper oversight of any work being completed.

Departmental Functions by Reaction Stage – Park Operations

Park Operations will function under the established Reaction Stages - Facility and Operational Guidelines.

Operational adjustments will continue to evolve throughout the five reaction stages with some parks or facilities moving in and out of the various stages at a different rate based on many factors such as staffing and safety. Park Managers, working with their Park Operations Superintendents and the Director of Park Operations will be tasked with developing a clear operations plan that addresses staffing and work plans for each stage. These work plans will detail the efficient use and management of part-time and full-time resources while providing the basic service levels permitted under the different stages.

Work Plan Considerations & Areas of Focus

Communication Efforts at the Park Level

- Staff
 - Part-time – Essential & Non-Essential
- Public
 - Phone Messages - Updated with proper information and operational details
 - Signage – Messages we need to communicate, update frequency
 - Social Media, website updates
- Headquarters – Updates

Processes

- Finance
 - Cash handling, bank deposits, invoice and requisition management, monthly processes as required
- Human Resources
 - Timekeeping, Jobvite, Halogen/Saba

Maintenance

- Establishing maintenance standards through each stage
- Upcoming maintenance processes/projects (ex. pool cleaning)

Deliveries, Service Contracts, Ordering and Receiving

- Food and Beverage – managing current products on hand to protect against out of date items

Capital Project Management

- What projects are going on or scheduled, what if anything should change

Recruiting Efforts

- What things can we still do to recruit and retain staff

Upcoming Activities and Programs

- Create a plan to continue to reevaluate schedules and offerings monthly

Recovery Planning

- How can we be ready when the threat has subsided
- What are things we need to have in place to ensure as fast and successful a ramp up as possible

Reaction Stages - Facility and Operational Guidelines

Park/ Facility Type	Sanitation Stage	Reduction Stage	Separation Stage	Passive Access Stage	Closure Stage
NOVA Parks Headquarters	Open Normal Operations	Open Normal Operations	Building Closed – Separation protocols in place	Building Closed – Separation protocols in place	Building Closed - essential staff access only as permitted by jurisdiction
General Park Access – Passive Use	Open Normal Operations	Open Normal Operations	Open Normal Operations	Open Normal Operations	Closed
Camping (Includes Group Camping)	Open Normal Operations	Open Normal Operations	Current reservations allowed, no new reservations taken for 45 days from stage declaration	No new reservations within the next 45 day will be accepted. All existing reservations for the next 45 days will be cancelled, this 45 day period will be extended in two week increments as needed. Current campers will be allowed to remain in place until original reservations ends, no extensions permitted. Long term campers may remain in place.	No new reservations within the next 45 day will be accepted. All existing reservations for the next 45 days will be cancelled, this 45 day period will be extended in two week increments as needed. Current campers will be allowed to remain in place until original reservations ends, no extensions permitted. Long term campers may remain in place.

Park/ Facility Type	Sanitation Stage	Reduction Stage	Separation Stage	Passive Access Stage	Closure Stage
Golf	Open Normal Operations	Open Normal Operations, no volunteers	Open Limited Operations, no staff or volunteer play	Closed - minimal course maintenance standards in place as staffing allows	Closed - minimal course maintenance standards in place as staffing allows
Event Venues	Open Normal Operations	Open Normal Operations	Open Reduced services likely	Closed, events cancelled	Closed, events cancelled
Waterparks	Open Normal Operations	Open Normal Operations	Closed	Closed	Closed
Park Shelters	Open Normal Operations	Open Normal Operations	No new reservations within the next 45 day will be accepted. All existing reservations for the next 45 days will be cancelled, this 45 day period will be extend in two week increments as needed	No new reservations within the next 45 day will be accepted. All existing reservations for the next 45 days will be cancelled, this 45 day period will be extend in two week increments as needed.	No new reservations within the next 45 day will be accepted. All existing reservations for the next 45 days will be cancelled, this 45 day period will be extend in two week increments as needed.
Batting Cages	Open Normal Operations	Open Normal Operations	Closed	Closed	Closed
Mini Golf	Open Normal Operations	Open Normal Operations	Closed	Closed	Closed
Museum (Aldie)	Open Normal Operations	Open - Limited Operations, no formal tours	Closed	Closed	Closed

Park/ Facility Type	Sanitation Stage	Reduction Stage	Separation Stage	Passive Access Stage	Closure Stage
Museum (Carlyle)	Open Normal Operations	Open - Limited Operations, no formal tours	Closed	Closed	Closed
Farm Operations	Open Normal Operations	Open Normal Operations	Closed	Closed	Closed
Shooting Center	Open Normal Operations	Open – Limited Operations, no LTS Classes, archery, group events	Open - Limited Operations, no LTS classes, archery, group events. Only Sporting Clays offered, no top fields available	Closed	Closed
Athletic Fields	Open Normal Operations	Open - Normal Operations	Closed	Closed	Closed
Brickmakers Cafe	Open Normal Operations	Open - Limited Operations, No Food Prep Permitted, prepackaged only	Closed	Closed	Closed
Rowing - Sandy Run & Bull Run Marina	Open Normal Operations	Open Normal Operations	No team activities, no regattas, no HS or Collegiate practices, no club rowing permitted, individual rowing permitted	Closed	Closed

Park/ Facility Type	Sanitation Stage	Reduction Stage	Separation Stage	Passive Access Stage	Closure Stage
Rowing - Algonkian	Open Normal Operations	Open Normal Operations	Closed	Closed	Closed
Bull Run Special Events	Open Normal Operations	Open Normal Operations	Closed, Events Cancelled	Closed, Events Cancelled	Closed, Events Cancelled
W&OD Trail Internal Events	Open Normal Operations	Cancelled	Cancelled	Cancelled	Cancelled
Meadowlark Gardens	Open Normal Operations	Open Normal Operations	Open Limited Operations	Closed	Closed
Summer Camps	Open Normal Operations	Open - Limited Operations based on camp participation and staff availability	Cancelled	Cancelled	Cancelled
Daily Programs and Tours	Open Normal Operations	Cancelled	Cancelled	Cancelled	Cancelled
General Concession Operations	Open Normal Operations	Open - Limited Operations, No Food Prep Permitted, prepackaged only	Closed	Closed	Closed
Internal Special Events	Open Normal Operations	Cancelled	Cancelled	Cancelled	Cancelled
Gatehouses	Open Normal Operations	Closed	Closed	Closed	Closed

Park/ Facility Type	Sanitation Stage	Reduction Stage	Separation Stage	Passive Access Stage	Closure Stage
External Special Events	Permitted	Permitted	Cancelled	Cancelled	Cancelled
Boat Launch	Open Normal Operations	Open Normal Operations	Open Normal Operations	Open Normal Operations	Closed
Boat Rentals	Open Normal Operations	Open Normal Operations	Closed	Closed	Closed
Group Reservations (Waterparks)	Open Normal Operations	Cancelled	Cancelled	Cancelled	Cancelled
Staff Training & Travel	Permitted	Cancelled	Cancelled	Cancelled	Cancelled
Internal Meetings	Permitted	Permitted	Modified to meet separation protocols with emphasis on the use of technology	Modified to meet separation protocols with emphasis on the use of technology	Critical or emergency in-person meetings only with emphasis on the use of technology
Capital Projects	On-Going	On-Going	On-Going	On-Going	TBD
Park Volunteer Programs	Permitted	Not Permitted	Not Permitted	Not Permitted	Not Permitted

Prevention Measures

- NOVA Parks will provide supplemental sanitation supplies if needed for each of its facilities to include hand sanitizers, disinfectant wipes for every desk/workspace, latex gloves, and face masks as needed.
- Annually NOVA Parks will host a flu shot clinic. All full-time and part-time are encouraged to participate. While there is no vaccination, yet, for the Coronavirus, under a normal flu season 10% of the workforce can be affected by normal flu that can be prevented with flu shots.
- The best way to prevent illnesses is to avoid being exposed to the virus.
- Most viruses are thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs or sneezes.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

CDC's Recommended Prevention Measures



Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.



Avoid close contact

- Avoid close contact with people who are sick
- Put distance between yourself and other people if influenza is spreading in your community.



Take steps to protect others

- Stay home if you are sick, except to get medical care.



Cover coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



Wear a facemask if you are sick

- **If you are sick:** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room.
- **If you are NOT sick:** You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.



Clean and disinfect

- Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.

To disinfect:

Most common EPA-registered household disinfectants will work. Use disinfectants appropriate for the surface.

Options include:

- **Diluting your household bleach.**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water
OR
- 4 teaspoons bleach per quart of water

Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

- **Alcohol solutions.**

Ensure solution has at least 70% alcohol.

- **Other common EPA-registered household disinfectants.**

Products with EPA-approved emerging viral pathogen effective against influenzas. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

Steps to help prevent the spread if you are sick



Stay home except to get medical care

- **Stay home:** People who are mildly ill can isolate at home during their illness. You should restrict activities outside your home, except for getting medical care.
- **Avoid public areas:** Do not go to work, school, or public areas.
- **Avoid public transportation:** Avoid using public transportation, ridesharing, or taxis.



Separate yourself from other people and animals in your home

- **Stay away from others:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.
- **Limit contact with pets & animals:** You should restrict contact with pets and other animals while you are sick, just like you would around other people.



Call ahead before visiting your doctor

- **Call ahead:** If you have a medical appointment, call the healthcare provider and tell them that you have or may have an influenza virus. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.



Wear a facemask if you are sick

- **If you are sick:** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office.
- **If you are caring for others:** If the person who is sick is not able to wear a facemask (for example, because it causes trouble breathing), then people who live with the person who is sick should not stay in the same room with them, or they should wear a facemask if they enter a room with the person who is sick.



Cover your coughs and sneezes

- **Cover:** Cover your mouth and nose with a tissue when you cough or sneeze.
- **Dispose:** Throw used tissues in a lined trash can.
- **Wash hands:** Immediately wash your hands with soap and water for at least 20 seconds or, if soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often

- **Wash hands:** Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Hand sanitizer:** If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water:** Soap and water are the best option if hands are visibly dirty.
- **Avoid touching:** Avoid touching your eyes, nose, and mouth with unwashed hands.



Avoid sharing personal household items

- **Do not share:** You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home.
- **Wash thoroughly after use:** After using these items, they should be washed thoroughly with soap and water.



Clean all “high-touch” surfaces everyday

- **Clean and disinfect:** Practice routine cleaning of high touch surfaces.

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.

- **Disinfect areas with bodily fluids:** Also, clean any surfaces that may have blood, stool, or body fluids on them.

- **Household cleaners:** Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.



Monitor your symptoms

- **Seek medical attention:** Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing).
- **Call your doctor:** Before seeking care, call your healthcare provider and tell them that you have, or are being evaluated for.
- **Wear a facemask when sick:** Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.
- **Alert health department:** Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

Call 911 if you have a medical emergency: If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for influenza. If possible, put on a facemask before emergency medical services arrive.



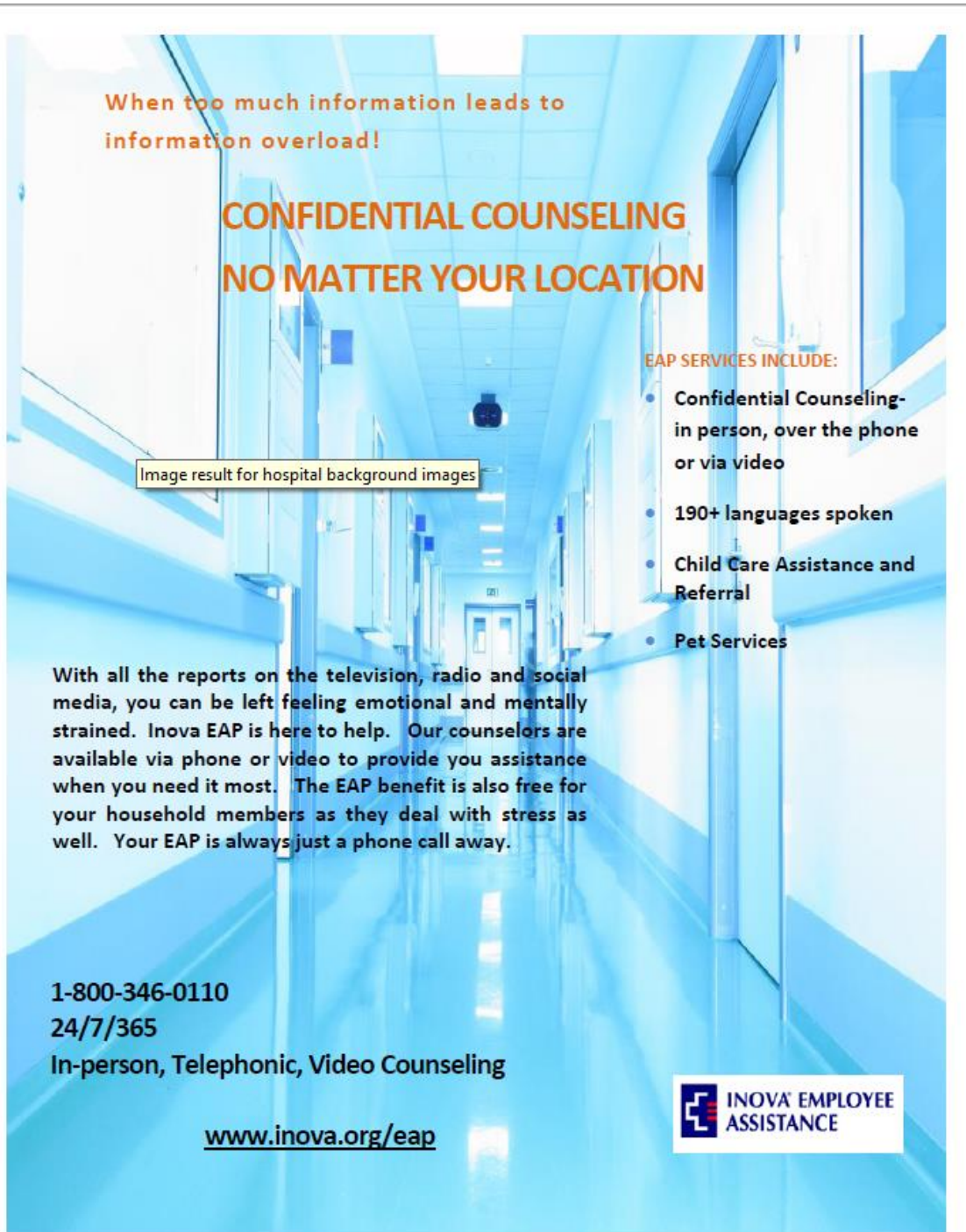
Discontinuing home isolation

- **Stay at home until instructed to leave:** Patients with confirmed influenza should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low.
- **Talk to your healthcare provider:** The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

“Social Distancing”

- Per the CDC’s recommendation, social distancing involves “remaining out of congregate settings, avoiding mass gatherings, and maintaining distance” whenever possible to limit the ability of a virus to spread.
- Social distancing is not the same as self-quarantine or isolation, two other practices that can be utilized to minimize the spread of viruses.

Employee Assistance Program



When too much information leads to information overload!

**CONFIDENTIAL COUNSELING
NO MATTER YOUR LOCATION**

Image result for hospital background images


EAP SERVICES INCLUDE:

- Confidential Counseling- in person, over the phone or via video
- 190+ languages spoken
- Child Care Assistance and Referral
- Pet Services

With all the reports on the television, radio and social media, you can be left feeling emotional and mentally strained. Inova EAP is here to help. Our counselors are available via phone or video to provide you assistance when you need it most. The EAP benefit is also free for your household members as they deal with stress as well. Your EAP is always just a phone call away.

1-800-346-0110
24/7/365
In-person, Telephonic, Video Counseling

www.inova.org/eap

 **INOVA EMPLOYEE ASSISTANCE**

Personnel Contact Information

The following personal information is to be used only in an emergency and is to be considered confidential in nature. Use the official NOVA Parks e-mail and telephone numbers for all other contact.

(Listed Update March 2020)

Contacts Removed for Publication