



# Resource Guide

Virginia Executive Order 61  
Information For Restaurants & Businesses During Phase 1  
COVID-19



# GUIDANCE FROM ARLINGTON COUNTY AND VA STATE AGENCIES

Information for this guide was provided by Arlington County and Virginia State agencies to ensure that businesses in Arlington County have the most reliable information possible to open safely. The following agencies provided content for this guide:

- Commonwealth of Virginia, Office of Governor Ralph Northam
- Arlington County Police Department - Business Outreach Unit/Arlington Restaurant Initiative
- Arlington County Economic Development Office - BizLaunch
- Arlington County Department of Human Services – Public Health
- Arlington County Fire Prevention Office
- Arlington Community Planning, Housing and Development - Planning, Zoning, and Code Enforcement
- Arlington County Department of Environmental Services
- Virginia Alcohol Beverage Control Authority

## Contact the Business Outreach Unit



[BSIOutreach@arlingtonva.us](mailto:BSIOutreach@arlingtonva.us)

## Contact BizLaunch



703-228-0808



[bizlaunch@arlingtonva.us](mailto:bizlaunch@arlingtonva.us)

*The Internet references cited in this publication were valid as of the date of this publication. Given that URLs and websites are in constant flux, neither the author(s) nor the Arlington County Government and its agencies can vouch for their current validity.*

# ORDER 61 - SAFER AT HOME: PHASE ONE

On May 12, 2020, Governor Ralph Northam issued Executive Order 62 which temporarily delayed certain Northern Virginia jurisdictions (including Arlington County) from entering “Phase 1” as outlined in [Executive Order 61](#) (“Order”). In anticipation of moving into Phase 1, we have created this guide to assist restaurants and businesses with this transition. The following are required under Section A of this Order, as summarized below:

## RESTAURANTS

Restaurants, dining establishments, food courts, breweries, microbreweries, distilleries, wineries, and tasting rooms may operate delivery, take-out, and outdoor dining and beverage services only, provided such businesses comply with the [Guidelines](#) for All Business Sectors, and sector-specific guidance for restaurant and beverage services incorporated by reference herein. Such guidance includes, but is not limited to, the following requirements:

- a. Occupancy may not exceed the 50% of the lowest occupancy load on the certificate of occupancy, if applicable.
- b. No more than 10 patrons may be seated as a party.
- c. Tables at which dining parties are seated must be positioned six feet apart from other tables. If tables are not movable, parties must be seated at least six feet apart.
- d. No self-service of food (except beverages), including condiments. Condiments should be removed from tables and dispensed by employees upon the request of a customer. Buffets must be staffed by servers. For self-service beverages, customers may use a touchless beverage dispenser activated by a held cup. Touch screen machines are not a touchless system.
- e. Bar seats and congregating areas of restaurants must be closed to patrons except for through-traffic. Non-bar seating in an outdoor bar area may be used for customer seating as long as a minimum of six feet is provided between parties at tables.
- f. Employees working in customer-facing areas must wear face coverings over their nose and mouth at all times.
- g. A thorough cleaning and disinfection of frequently contacted surfaces must be conducted every 60 minutes during operation. Tabletops, chairs, and credit card/bill folders must be cleaned in between patrons.
- h. If any such business cannot adhere to these requirements, it must close.

## FARMERS MARKETS

Farmers markets may reopen, provided such businesses comply with the [Guidelines](#) for All Business Sectors and the sector-specific guidelines for farmers markets incorporated by reference herein. Such guidance includes, but is not limited to, the following requirements:

- a. On-site shopping is allowed, as long as physical distancing guidelines are followed. Configure operations to avoid congestion or congregation points.
- b. Employees and vendors in customer-facing areas must wear face coverings over their nose and mouth at all times.
- c. Vendors must supply hand sanitizer stations or hand washing stations for patrons and employees.
- d. A thorough cleaning and disinfection of frequently contacted surfaces must be conducted.
- e. If any such business cannot adhere to these requirements, it must close.

## BRICK & MORTAR RETAIL BUSINESSES (Non-Essential Retail)

Any brick and mortar retail business not deemed an Essential Retail Business under the Order, may continue to operate, provided such businesses comply with the [Guidelines](#) for All Business Sectors and the sector-specific guidance for brick and mortar retail expressly incorporated by reference herein. Such guidance includes, but is not limited to, the following requirements:

- a. Occupancy must be limited to no more than 50% of the lowest occupancy load on the certificate of occupancy.
- b. Employees working in customer-facing areas must wear face coverings over their nose and mouth at all times.
- c. If any such business cannot adhere to these requirements, it must close.

# ORDER 61 - SAFER AT HOME: PHASE ONE

## FITNESS AND EXERCISE FACILITIES

Fitness centers, gymnasiums, recreation centers, sports facilities, and exercise facilities may reopen for outdoor activities only. Indoor activities are prohibited. Outdoor activities may be conducted provided such businesses comply with the [Guidelines](#) for All Business Sectors and the sector-specific guidelines for fitness and exercise facilities expressly incorporated by reference herein. Such guidance includes, but is not limited to, the following requirements:

- a. Patrons, members, and guests must remain at least ten feet apart during all activities.
- b. Hot tubs, spas, splash pads, spray pools, and interactive play features must be closed.
- c. Outdoor swimming pools may be open for lap swimming only and must be limited to one person per lane.
- d. Employees working in customer-facing areas are required to wear face coverings over their nose and mouth at all times.
- e. Employers must ensure cleaning and disinfection of shared equipment after each use.
- f. Facilities shall prohibit the use of any equipment that cannot be thoroughly disinfected between uses (e.g., climbing rope, exercise bands, etc.).
- g. Businesses must supply hand sanitizer stations or hand washing stations for patrons, members, and guests.
- h. All group outdoor activities may not have more than 10 guests, patrons, or members.
- i. If any such business cannot adhere to these requirements, it must close.

## PERSONAL CARE AND PERSONAL GROOMING SERVICES

Beauty salons, barbershops, spas, massage centers, tanning salons, tattoo shops, and any other location where personal care or personal grooming services are performed may reopen, provided such businesses comply with the [Guidelines](#) for All Business Sectors and the sector-specific guidelines for personal care and personal grooming services expressly incorporated by reference herein. Such guidance includes, but is not limited to, the following requirements:

- a. Occupancy may not exceed 50% of the lowest occupancy load on the certificate of occupancy with at least six feet of physical distancing between work stations and only one appointment per service provider at a time.
- b. Service providers and employees working in customer-facing areas must wear face coverings over their nose and mouth at all times.
- c. Provide face coverings for clients or ask that clients bring a face covering with them, which they must wear during the service. Limit services to only those that can be completed without clients removing their face covering.
- d. A thorough cleaning and disinfection of frequently-contacted surfaces must be conducted every 60 minutes in operations, while cleaning and disinfecting all personal care and personal grooming tools after each use. If that is not possible such items must be discarded.
- e. If any such business cannot adhere to these requirements, it must close.

## ENFORCEMENT

The Virginia Department of Health shall have the authority to enforce section A of this Order. Any willful violation or refusal, failure, or neglect to comply with this Order, issued pursuant to § 32.1-13 of the Code of Virginia is punishable as a Class 1 misdemeanor pursuant to § 32.1-27 of the Code of Virginia. The State Health Commissioner may also seek injunctive relief in circuit court for violation of this Order, pursuant to § 32.1-27 of the Code of Virginia. In addition, any agency with regulatory authority over a business listed in [section A of this Order](#) may enforce this Order as to that business to the extent permitted by law.

# ONWARD ARLINGTON – Preparing for Phase 1

## [VIRGINIA ALCOHOLIC BEVERAGE CONTROL AUTHORITY \(VA ABC\)](#)

6308 Grovedale Drive Alexandria, VA 22310  
(703) 313-4432



Virginia ABC has created an expedited approval process for outside dining areas as some businesses consider expanding their outdoor dining areas. The process allows the temporary expansion of dining areas only while the governor's executive orders 61 and 62 are in effect. More information can be found below:

[VA ABC Executive Order Topic 16 \(05/13/20\) ABC Response to Temporary Approval of Outside Dining Areas](#)

[Licensee FAQs: Outside Dining Areas](#)

## [ARLINGTON COUNTY FIRE PREVENTION OFFICE \(ACFD\)](#)

1020 N Hudson Street, Arlington, VA 22201  
(703) 228-4644



### **Recommendations for a Successful Phase One Opening**

#### Occupancy Capacity

- Your county issued Certificate of Occupancy was for fire safety and the Governors order of 50 percent outdoor capacity is focused on personal protection.
- Display the 50 percent outdoor capacity number for your businesses near the outside dining area.
- Dedicate a person to maintain the occupancy capacity number and they are responsible for the official count. The Fire Prevention Office (FPO) can educate businesses that have never done an occupancy capacity count.
- Maintain a safe egress path from the outside dining area and 50 or more patrons must have 2 egress access points.

#### Assembly Permit Inspections

- The Fire Prevention Office completed most of the annual assembly permits and remaining re-inspections will be scheduled from a Deputy Fire Marshal. If your re-inspection was not completed by May 29, your business can still open.
- Check your commercial hood fire suppression system to ensure compliance for service. The fire suppression system shall be tested every 6 months and witnessed by the FPO once a year. You can call 703.228.4647 to schedule a witnessed test.

## [ARLINGTON COMMUNITY PLANNING, HOUSING AND DEVELOPMENT \(CPHD\)](#)

2100 Clarendon Boulevard, Suite 700, Arlington, VA 22201  
(703) 228-3883

### [Temporary Outdoor Seating Area Permit](#)

Temporary Outdoor Seating Areas (TOSAs) are newly created or expanded exterior spaces at restaurants, bars, or cafés where food and/or beverages may be served to up to 50% of the restaurant's occupancy capacity. These temporary spaces will assist businesses with serving more customers while complying with mandatory requirements of the Governor's reopening plan: [Forward Virginia – Phase One](#).

Arlington County has outlined an expedited, administrative process to review and approve TOSA applications. For businesses interested in serving alcoholic beverages, an approved County TOSA Permit is required to apply for a second permit from [Virginia's Alcohol Beverage Control Authority](#) (VA ABC).

For more information regarding TOSAs visit the [County's TOSA webpage](#).

**Complete a [Temporary Outdoor Seating Area Permit Application](#)**

# ONWARD ARLINGTON – Preparing for Phase 1

## ARLINGTON COUNTY DEPARTMENT OF HUMAN SERVICES – PUBLIC HEALTH (DHS-PH)

2110 Washington Boulevard, Suite 350, Arlington, VA 22204  
(703) 228-7400

Best Practices for Re-Opening Retail Food Establishments During the COVID-19 Pandemic – Food Safety Checklist

<https://www.fda.gov/media/137867/download>

<https://www.fda.gov/media/137868/download>

### Guidance for Food Establishments During COVID-19

Arlington County Public Health Division's (ACPHD) regulated businesses must strictly adhere to the [Governor's Executive Order 61](#) and the [Guidelines for All Business Sectors](#). The following activities are considered high risk for COVID-19 transmission, and may lead to a food establishment license suspension, after initial warning if observed by ACPHD:

- Seating patrons in the indoor areas
- No physical distancing between outdoor tables
- Allowing patrons to occupy bar seating and/or congregating in areas
- In use playgrounds, dance floors, and game areas
- Customers facing employees-not wearing face coverings
- Seating Parties of more than 10
- Failure to exclude employees diagnosed or symptomatic with COVID-19

Executive Order 61 requires food establishments to post COVID-19 related signage. For sample signs that meet these requirements, visit the "Toolkit" section of the [Virginia Department of Health's Businesses webpage](#).

### **Sample signage:**

[Entrance sign, option 1](#)

[Entrance sign, option 2](#)

[Public Health Reminders sign](#)

[Table tent](#)

## ARLINGTON DEPARTMENT OF ENVIRONMENTAL SERVICES (DES)

2100 Clarendon Boulevard, Suite 710, Arlington, VA 22201  
(703) 228-6570

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, 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](mailto:DESContactCenter@arlingtonva.us)



# FEDERAL RESOURCES

## CENTER FOR DISEASE CONTROL (CDC)

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

[CDC Interim Guidance](#)

[Keeping the Workplace Safe](#)

[Reopening Restaurants and Bars During COVID-19 Pandemic](#)



## U.S. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

OSHA released [Guidance on Preparing Workplaces for COVID-19](#).

## U.S. SMALL BUSINESS ADMINISTRATION (SBA)

[SBA Coronavirus Relief Options](#) - In addition to traditional SBA funding programs, the CARES Act established several new temporary programs to address the COVID-19 outbreak.



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



[disastercustomerservice@sba.gov](mailto:disastercustomerservice@sba.gov)



[SBA Newsroom](#)

## U.S. 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.

## U.S. GENERAL SERVICES ADMINISTRATION (GSA)

[The 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

## OFFICE OF THE GOVERNOR – GOVERNOR RALPH NORTHAM

For more information regarding Coronavirus (COVID-19) Response or Executive actions, please click the link below. You can also subscribe for email updates.

<https://www.governor.virginia.gov/>

Governor Northam's [Executive Order 63](#) announces face covering requirement and workplace safety regulations.

**Face coverings are required inside all public buildings starting Friday, May 29.**



## VIRGINIA ALCOHOLIC BEVERAGE CONTROL AUTHORITY (VA ABC)

The link below contains VA ABC's Covid-19 response and a message to their customers and industry partners.

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



## VIRGINIA EMPLOYMENT COMMISSION (VEC)

The Commonwealth of Virginia has taken unprecedented steps to fight the spread of COVID-19 as well as making substantial moves to help those in the workforce who've been affected by this global event. This page will serve as your online resource to learn about any changes to the benefits application process along with VEC office closings, pertinent news releases and links to other helpful sites.

<https://www.vec.virginia.gov/covid19>





# LOCAL – ARLINGTON COUNTY GOVERNMENT

## ARLINGTON COUNTY GOVERNMENT

County Manager's Office  
2100 Clarendon Blvd Suite #302, Arlington, VA 22201  
(703) 228-3120

For information and resources bookmark [Arlington County's COVID-19 webpage](#).



## ARLINGTON ECONOMIC DEVELOPMENT (AED)

1100 N Glebe Road, Arlington, VA 22201  
(703) 228-0808

BizLaunch is here to support your business during these unprecedented times. You can review our [recent webinars here](#) on how to best pivot your business and to how to increase sales. We will be hosting several more virtual business programming events throughout the summer months so please sign up for our BizLaunch [email list serve here](#).

Arlington Economic Development offers [a Covid-19 Web site](#) with all of the latest tools and resources to help our business community. Information is updated daily. You can also market your business for free on our Web site at the [link here](#).

BizLaunch still offers virtual one-on-one mentoring sessions. If you are interested in expanding or growing your business, [please visit here](#). Mentors are available via [SCORE at this link](#). If you have questions feel free to reach the BizLaunch Team at 703-228-0808.

## ARLINGTON RESTAURANT INITIATIVE (ARI)

Arlington County Police Department – Business Outreach Unit  
1425 N Courthouse Road, Arlington, VA 22201  
(703) 228-7423



In an effort to increase safety for citizens and to provide restaurant owners and staff, as well as special event staff, with resources to maximize their safety and viability, the Arlington County Police Department has partnered with County agencies to establish the Arlington Restaurant Initiative (ARI). The goal of ARI is to raise the standards of restaurants that serve alcohol, streamline processes within the County Government and maintain Arlington County as a safe destination for nightlife and entertainment.

## ARLINGTON PUBLIC LIBRARY

Various locations

- 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.
- The Webinar featuring, "[Best Researching Tools for Entrepreneurs](#)," reviews the free databases and how to access information.

# NONPROFIT/MEMBERSHIP/PRIVATE ORGANIZATIONS

## U.S. CHAMBER OF COMMERCE



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: [US Chamber of Commerce Foundation Guidance for Employers](#)

### **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: [US Chamber of Commerce Coronavirus Response Toolkit](#)

## ARLINGTON CHAMBER OF COMMERCE

During this challenging time, be assured that the Arlington Chamber of Commerce is here to support you however we can. We care deeply about the Arlington community, and understand that the coronavirus pandemic has already impacted you and your business. We will be updating our website regularly to provide our local business community with resources in response to this evolving situation.



## NORTHERN VIRGINIA CHAMBER OF COMMERCE

The Northern Virginia Chamber of Commerce is 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.



## **LOCAL ORGANIZATIONS**

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

## CONFERENCE FOR FOOD PROTECTION

This document includes guidance for several types of emergencies that a food establishment may encounter and is designed as an aid to operators of retail food stores and foodservice establishments (for example, bakeries, bars, cafeterias, camps, child and adult daycare providers, commissaries, convenience stores, grocery stores, interstate conveyances, meal services for home-bound persons, mobile food carts, restaurants, and vending machine operators). This is a diverse set of establishments, which includes both very large and very small entities.

Click here for the guide: [Food Protection Emergency Action Plan](#)

## ARLINGTON COMMUNITY FOUNDATION

Arlington Community Foundation's long-standing [Prompt Response Fund](#) has helped us respond 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, we are focusing our Prompt Response Fund exclusively on support to 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.

## RESPONSIBLE HOSPITALITY INSTITUTE

RHI is a nonprofit organization founded in 1983 with a mission to assist businesses and communities to plan safe and vibrant places to socialize.

