



# Chesterfield County, Virginia

## Department of Parks and Recreation

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### **Chesterfield County Parks and Recreation** **Concession Operation Over-view and Protocols**

Chesterfield County Parks and Recreation is committed to ensuring the health and safety of all citizens as we respond to the constantly changing situation surrounding COVID-19. The Department is continuing to take appropriate actions consistent with directives from the Virginia Governor's Office, CDC, and the Virginia Department of Health.

All questions related to COVID-19's impact on concessions should be directed to the Athletics Manager, Bill Carlson at 804-241-8485 or the Athletics Scheduler, Ronnie Hobson at [hobsonr@chesterfield.gov](mailto:hobsonr@chesterfield.gov)

#### Concessionaires:

- Will receive updated guidance as it is received by the department
- Sign and acknowledge Concession Operation Over-view and Protocols (below) and distribute to all concessionaires and volunteers working in said concession stands. All organizations must comply with these protocols as well as all state and local orders and regulations
  - Signed protocols should be emailed back to Ronnie Hobson at [hobsonr@chesterfield.gov](mailto:hobsonr@chesterfield.gov)
- Evaluation for approval will consider all of Virginia's passed reopening guidelines currently in effect and the activities ability to comply with social and physical distancing requirements.
- Daily screenings (completed by concessionaires) should begin at least two weeks before the opening of said concession stand and should include the following questions:
  - Is the concessionaire currently experiencing fever (100.4 degrees Fahrenheit or higher) or a sense of having a fever?
  - Is the concessionaire currently experiencing a new cough that cannot be attributed to another health condition?
  - Is the concessionaire currently experiencing new shortness of breath that cannot be attributed to another health condition?
  - Is the concessionaire currently experiencing new chills that cannot be attributed to another health condition?
  - Is the concessionaire currently experiencing a new sore throat that cannot be attributed to another health condition?
  - Is the concessionaire currently experiencing new muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise)?
  - Is anyone in the concessionaire's household sick?
  - Has the concessionaire had contact with anyone who has tested positive for COVID-19 in the last 14 days?
- If a concessionaire answers "yes" to any of the questions above at any time before or during the activity, he/she will not be allowed to attend the activity and must stay home. The concessionaire should immediately notify the league for which they are playing in and the department (Bill Carlson 804-241-8485).
- Concessionaires should continue daily self-screenings for the duration of said program using the questions listed above. If a concessionaire answers "yes" to any of the questions above, he/she will not be allowed to attend the activity. The concessionaire should immediately notify the league and department that they will not be attending.
- If a concessionaire or someone in his or her household becomes sick with COVID-19 symptoms or is exposed to someone experiencing symptoms or who has tested positive, the concessionaire should immediately notify the league and the department.
- If a concessionaire falls ill during an activity, it will be unknown if the illness is COVID-related. The ill concessionaire should be isolated from the group immediately. Isolation areas should be sanitized after 24 hours according to CDC guidelines. Any equipment or gear used by the ill participant should be sanitized after 24 hours. If this is not feasible, wait as long as possible to sanitize the equipment to minimize risk of exposure. Indoor facilities will be closed for a minimum of 48 hours after a possible exposure.

- If a concessionaire tests positive for COVID-19, the league or program organizer will also need to notify all participants within their program and any outside teams or leagues that could have come in contact with positive participant and provide proof of this correspondence to the Parks and Recreation Department. Send all correspondence to Ronnie Hobson at [hobsonr@chesterfield.gov](mailto:hobsonr@chesterfield.gov)
- The Health Department is automatically notified of any COVID-19 positive test in the area. Leagues/Groups should keep the department updated on mitigation and prevention strategies.
- The Parks and Recreation Department will notify Schools of any possible positive cases listed from above.
- If a concessionaire test positive for COVID-19 withing 14 days after the end of an activity, please notify Ronnie Hobson at [hobsonr@chesterfield.gov](mailto:hobsonr@chesterfield.gov)

**Co-sponsored Groups, Leagues, and Organizations Responsibilities:**

- Review the departments policy *211 Concession and Vendor Operations*
- Complete the Appropriate Concession Permit Application
- Pay appropriate concession fees
- Secure and keep in force adequate Public Liability Insurance in the amount of \$1 million dollars. The certificate of insurance (COI) must be endorsed additional insured and additional insured is to read: Chesterfield County ISAOA ATIMA. Endorsements must accompany the certificate of insurance and all COI's must be issued within 30 days of the event.
- All concession operators must abide by Health Department guidelines, restrictions, and policies.
  - Pre-packaged food (chips, sodas, water, candy), food safety training is NOT required
  - All other food items (hotdogs, hamburgers, BBQ, fries, anything not pre-packaged) will be required to complete the below steps:
    - Participate in a Health Department Food Safety Training class; ServSafe Food Handler Classes will also be accepted.
    - At least two members of each concession or three members of each athletic association must be in a valid training status.
    - Health Department Food Safety Training expires after 3 years and ServSafe certificates expire after 3 years.
    - Concession Permit Application requests the names of Concession Operators and their Food Safety Training Expiration Dates
    - Copies of certifications received from training should also be forwarded to Parks and Recreation Department, Ronnie Hobson at [hobsonr@chesterfield.gov](mailto:hobsonr@chesterfield.gov)
    - If an organization requests more than one concession operation, additional training of staff may be needed so that each concession will have two trained operators
    - For approved athletic co-sponsored groups, the Health Department has waived the need for Temporary Food Establishment permits and has set a menu, limiting groups to certain items to be sold. This list can be found on page 45 of the sports manual.
- Permittee must obtain and post in a prominent location all permits and licenses (which may include health permits, an itinerant license, a retail license and an approved copy of the Concession Permit Application form) required by government agencies to sell the merchandise approved.
- The county will process no concession permits unless all requirements for concession operations have been satisfied
- Permittee is responsible for practicing applicable COVID-19 prevention safety measures as recommended or required by the Centers for Disease Control and Prevention (CDC), the Virginia Department of Health (VDH), Chesterfield County and any applicable Virginia Executive Orders (e.g. Executive Order Sixty-Seven and Phase III Guidelines).
- Concession stands/trailers/buildings must be thoroughly cleaned and disinfected at the end of each day after use.
- Masks should be worn at all times by concessionaires, including behind sneeze guards and in concession buildings.

**Parks and Recreation Department Responsibilities:**

- Ensure that all co-sponsored groups, leagues and organizations have received and reviewed all documents noted herein, and signed the Concession Operation Over-view and Protocols
- Ensure that all co-sponsored groups have submitted all documents and are in good standing with said departments
- Keep up to date records of all required documents (Ronnie Hobson will track)

- Notify Health Department, parks managers, and appropriate personnel of approved concession permits, and any changes made to applications

### **Phase 3 Concession Operations under Governor's executive order(s)**

- Provide signage and aids to help customers maintain six feet of distance while ordering or waiting for an order.
- Install physical barriers, such as sneeze guards and partitions where applicable
- Concessionaires and patrons must maintain at least six feet of physical distancing between individuals who are not members of the same household at all times. Configure operations to avoid congestion or congregation points
- Concessionaires are required to wear face coverings over their nose and mouth
- Concessionaires should self-measure their temperature and assess symptoms
- Provide hand sanitizer stations or hand washing stations for patrons and concessionaires
- Perform thorough cleaning and disinfection of frequently contacted surfaces including self-service areas, tabletops, and other common touch areas every 60 minutes during operation.
- Consider methods to make point of sale terminals safer, including use of no contact applications, placement of a glass or clear plastic barrier between the concessionaire and the customer, and providing a hand sanitizer station for customer and concessionaire use after handling credit/debit cards, PIN terminals, or exchange of cash.
- Implement procedures to increase how often the concession stand/building are cleaned and sanitized.
- Seal food packages to safeguard the integrity of contents.
- Food and other items should not be returned after they are loaded onto the mobile unit/food truck/concession stand
- Schedule frequent cleaning and disinfecting of order pick-up areas and other commonly touched surfaces.
- Vendors and employees handling money should wash their hands between each transaction.
- Concessionaires are responsible for practicing applicable COVID-19 prevention safety measures as recommended or required by the Centers for Disease Control and Prevention (CDC), the Virginia Department of Health (VDH), Chesterfield County and any applicable Virginia Executive Orders (e.g. Executive Order Sixty-Seven and Phase III Guidelines).

#### General Restrictions

- No centralized hydration/water or refreshment stations
- Report all incidents, illnesses, etc. to both the league and the Parks and Recreation Department by calling the Athletics Manager, Bill Carlson at 804-241-8485 or the Athletics Scheduler, Ronnie Hobson at [hobsonr@chesterfield.gov](mailto:hobsonr@chesterfield.gov)
- Concessionaires are required to wear face coverings over their nose and mouth

#### ACKNOWLEDGEMENT

I have read and understand the protocols and guidelines above. My organization has sent out information to all teams, team managers, coaches, players/parents, and officials/referees prior to the resumption of activities. This correspondence 1) explained that organizations will comply with all state and local orders/mandates 2) contained the Return to Play Protocol - General Guidelines for all Leagues and Sports; 3) encouraged all event attendees to practice social distancing; 4) explained that any person who is experiencing symptoms of sickness should not enter the venue of play; and 4) make clear that all posted and published state and local guidelines shall be followed.

My signature serves as written acknowledgement of the above.

X

Signature