



## **Kent-Valentine House Covid-19 Pandemic Protocols Revised January 1, 2021**

As the Garden Club of Virginia continues to monitor the Governor's amended executive orders regarding pandemic protocols, we will respond with new or updated protocols for building use and personal safety at our headquarters, the Kent-Valentine House. These protocols can be found on the GCV website at [gcvirginia.org](http://gcvirginia.org). The Governor's most current executive orders for meetings, workshops, business gatherings and daily operations will be followed.

Phase II and Phase III have similar basic guidelines except for the specifics on how many people can gather together indoors and outdoors. Effective January 1, 2021 during Phase II, the KVH will be limited in accommodating large gatherings until further notice, so please call the office at (804) 643-4137 for specific information. Attendance will be capped based on the planned activity, the assumed level of interaction and the setup needed to adhere to the phased guidelines. Face coverings and social distancing will be the norm. Staff will coordinate meeting logistics with the meeting organizer. The limit is 10 until January 31, 2021.

### **SCHEDULING MEETINGS:**

KVH Office phone: (804) 643-4137

\*All GCV business and/or committee meeting dates whether in person at KVH or by zoom must first be cleared with the GCV President, Missy Buckingham and added to the GCV calendar by contacting Ann Heller, GCV Communications Coordinator

\* After approval of the meeting date, coordinate your meeting needs with Quan McGough, GCV Office and Events Coordinator

- Zoom calls and phone conference options are available.
- Committee Chairmen are encouraged to become familiar with Zoom meetings. Zoom tutorials are available online. Check the Zoom website at [www.zoom.us](http://www.zoom.us) or on YouTube.
- For in-person meetings, participants will be seated at tables or auditorium style at an appropriate social distance. Phase II: no more than 10 total. Phases III capacity: 15 at tables for workshops; 24 seated theater style on the third floor.
- Committee chairmen are encouraged to have a greeter in the foyer to welcome committee members or event attendees and direct them to their meeting space.
- Signage will help direct members to the meeting space.

### **ATTENDING MEETINGS AT KVH**

\*Masks are required

\*Bring your own drink container, gloves, sanitizer/sanitizing wipes, and face covering.

- Upon entering the house, use the tower stairway or elevator to get to the third-floor meeting space. When leaving your meeting, please use the Tower stairway or elevator.
- Bathrooms are available on the first and third floors. The second floor bathroom is reserved for staff. Sanitize the bathroom before leaving with the wipes or Lysol spray provided.
- Wash hands for 20 seconds with soap and water.
- All food and snacks that are not individually wrapped are discouraged.

## PARKING at KVH

There is street parking around KVH. Some areas are metered, a few are free, but all are limited to a maximum of two hours. If you need to stay longer, we recommend the lot behind KVH at Grace and Foushee Streets. Please download the **ParkMobile** app (<https://parkmobile.io>) to your phone prior to your visit to pay for parking at this lot.