

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

To: Central Virginia Transportation Authority (CVTA) In-Person Meeting Attendees
From: Chet Parsons, RRTPO Secretary
Date: August 25, 2020
Subj: Inaugural Meeting of the CVTA at the Greater Richmond Convention Center

We look forward to seeing you in person at the Greater Richmond Convention Center on August 27, 2020 for the inaugural meeting of the Central Virginia Transportation Authority. This email includes instructions and other helpful information for those planning to attend the meeting in person next week. You are receiving this message because we have registered you as an in-person attendee in our records. If this is in error, please let us know.

While the meeting will begin promptly at 11 am, the meeting room will be available beginning at 9:30 am. Please plan to arrive early to give yourself ample time for parking (more information below), registration at the sign in table and a brief health/safety screening. Those who arrive early will have a chance to mingle before the meeting begins.

- **Available Entrances to the Convention Center:** Two entrances to the Convention Center will be open for access- please take note of the location of these when parking. You may enter at ground level on the corner of 5th and Marshall Streets. From that entrance, proceed upstairs to the Ballroom via escalator or elevator. You may also enter the building from the 3rd level of the Parking Deck located at 5th and Marshall Streets via the connected skywalk. All other doors/entrances to the Convention Center will be locked for security and safety.
- **Parking:** The Convention Center Deck on 3rd Street will be **unavailable** on August 27th due to a maintenance project. You may park in the City of Richmond deck located at 5th and Marshall Streets, in a nearby surface lot or on the street. Please be mindful of all parking restrictions. If you park in the City Deck at 5th and Marshall you have two options for accessing the Convention Center:
 - Enter in to the Convention Center at ground level, on the corner of 5th & Marshall, then proceed upstairs to the Ballroom via escalator or elevator.

- Park in the 500 East Marshall deck, head to level 3 of the deck, and enter into the Convention Center via the connected skywalk and then take the first left across to the Ballroom
- **Health and Safety Screening:** All attendees will be subject to a temperature check and asked to report any known symptoms associated with the COVID-19 virus. Anyone with a temperature over 100.3 degrees or reporting symptoms may not enter the meeting area or Ballroom. All attendees will be asked to register/sign in and provide contact information in the event contact tracing is necessary. Contact information may also be shared to remain on distribution lists for CVTA information shared in the future.
- **General Health and Safety Tips and Reminders:** All attendees are encouraged to self-monitor for symptoms prior to entering the facility. You can find up to date information about symptoms and health on the [CDC website](#). All attendees must wear a face covering or mask in accordance with [Executive Order 63](#); a limited supply of masks will be available on site for anyone needing one.
The meeting room will be set to accommodate physical distancing of at least 6'; please be sure to respect the health and safety of others by remaining at least 6' apart from other individuals at all times. We have arranged for physically distanced seating for all Authority Members as well as limited seating for local and state members of staff, members of the public and the media.
- **Lunch Recess:** The Authority will take a 30-minute break for lunch at approximately 12 noon. Authority members and local/state government staff who made prior arrangements will have access to the provided boxed lunches. Lunches will not be provided to members of the public and media or those who did not reply to the lunch registration in advance.
- **Meeting Materials:** [Meeting materials](#) are available online for download. Printed copies will be available for all Authority Members; a limited supply will be available for other meeting attendees. We have made every attempt to make all presentations visible on multiple screens in the meeting room to assist everyone with visibility and access to information.
- **Special Accommodations:** Anyone requiring special accommodations should contact Nicole Mueller by email: nmueller@PlanRVA.org or 804-323-2033 with requests. We will attempt to provide any reasonable accommodations requested with at least 48 hours' notice.