

# Coronavirus 2019 (COVID-19)



## Incident Action Plan

<b>Event</b>	COVID-19		
<b>Locations</b>	City-Wide		
<b>Operational Period</b>	July 20 – August 3, 2020		
<b>EAP Version</b>	V18		

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# INCIDENT BRIEFING

## 1. Event Name

Coronavirus 2019 (COVID-19)

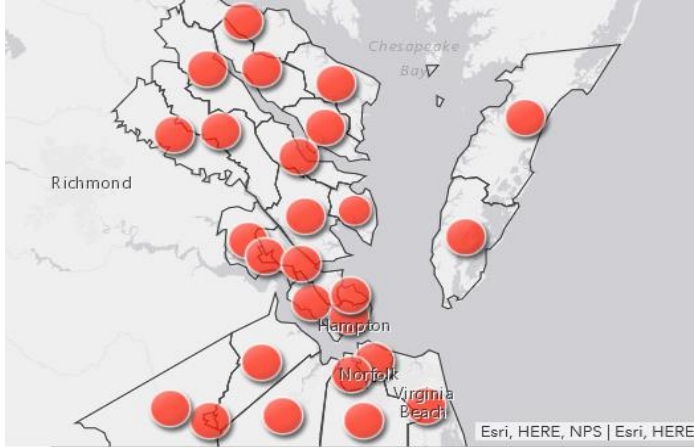
## 2. Operational Periods

Dates:  
July 20 – August 3, 2020

Time: 0900

Time: 0900

## 3. Map



As of **July 20, 2020**,  
**78,375** confirmed cases in Virginia; **2,031** deaths  
**13,965** in the Eastern Region; **2,214** in Norfolk w/ **20** deaths

[Visit the Virginia Department of Health \(VDH\) Coronavirus website for most current map](#)

Virginia Department of Health [Daily](#) / [Weekly](#) Reports

[City of Norfolk Coronavirus \(COVID-19\) Hub](#)

## 4. Important Information and Safety Briefing

- There is currently no vaccine to protect against, and no specific antiviral treatment for, COVID-19.
- The virus is mainly spread through respiratory droplets (coughing, sneezing...).
- It CAN survive on surfaces for a short period and can be spread by asymptomatic hosts or 2 days prior to symptoms.
- There are not enough tests to check everybody, nor is there a need for everyone to be seen or tested for mild symptoms.

A Major Disaster Declaration has been declared / approved for Virginia (DR-412): <https://www.fema.gov/disaster/4512>

CDC has identified Virginia as a state with wide-spread community transmission.

Governor Ralph Northam's [Executive Order 63, requiring face coverings while inside buildings](#), is still in effect.

On July 1, Virginia moved into [Phase Three of Governor Northam's Forward Virginia Plan](#); however, [Governor Northam announced that bar seating will remain prohibited in restaurants](#).

Governor Northam announced the adoption of [statewide emergency workplace safety standards](#). The newly adopted standards require all employers to mandate social distancing measures and face coverings for employees in customer-facing positions and when social distancing is not possible, provide frequent access to hand washing or hand sanitizer, and regularly clean high-contact surfaces. These temporary emergency standards will remain in effect for six months.

VDH has an [online complaint form to report](#) an establishment for violations of Executive Order (EO) 63, Face Coverings, and Executive Order 67, Capacity Requirements. Complaints related only to EO 63 and 67 that involve cloth face coverings or capacity requirements may be filed with this form.

Currently, select city buildings are closed to the public until further notice with only mission-critical staff reporting.

Safety precautions to take include physical distancing and especially practicing regular good hygiene habits such as:

- The CDC recommends the use of cloth face coverings and practice physical distancing to help slow the spread of COVID-19
- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Wash your hands often with soap and water for at least 20 seconds.
- Use alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Individuals should remain self-isolated 3 days after no more fever, and all symptoms are gone + 7 days since the onset.
- CDC COVID-19 symptom self-checker: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

**Continue sending any outstanding resources needs to [EOC-Plans@norfolk.gov](mailto:EOC-Plans@norfolk.gov).**

5. Prepared by: Jim Redick

Position: Director, EOC



ICS Form 201

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Date/Time: 7/20/2020 8am

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# INCIDENT OBJECTIVES

## 1. Event Name

Coronavirus 2019 (COVID-19)

## 2. Operational Periods

**Dates:**  
July 20 – August 3, 2020

**Time:** 0900  
**Time:** 0900

## 3. Event Objectives

### **GOAL: Provide for the protection, safety, and security of all staff, residents, businesses, and visitors.**

#### **Support Public Health and Healthcare in their response efforts to COVID-19.**

- NF-R to take steps to minimize additional transmission risk to the patient, responders, and hospital staff.
- NPD to support Environmental Health and enforcing compliance with the Governor's Emergency Public Health order of no public gatherings of more than 250 people. Educate first, then issue citations.
- Norfolk CivicLab and GIS to assist NDPH with data management.
- Continue to Identify personnel to assist with Points of Dispensing (PODS) for eventual antivirals or vaccinations. Conducting weekly conference calls with Norfolk Department of Public Health
- Maintain communication with the Eastern Virginia Healthcare Coalition (EVHC) as well as the Virginia Hospital and Healthcare Association (VHHA).
- Remain cognizant of the potential second wave.

#### **Ensure all efforts are inclusive of the rights and needs of vulnerable populations and persons with different abilities.**

- Continue working with the City's Diversity, Equity & Inclusion Officer, and The Endependence Center to review the weekly Incident Action Plans.
- Conduct weekly calls scheduled among Norfolk EOC, Norfolk Department of Public Health, The Endependence Center, Norfolk Diversity, Equity and Inclusion Officer, Community Services Board, Human Services, NRHA, Norfolk Public Schools and Norfolk Sheriff's Office every Monday from 2-3pm.
- Conduct weekly conference calls with faith leaders and community partners every Wednesday at 10am.
- Support meal distribution to vulnerable residents.
  - Norfolk Public Schools providing meals to students M, W, and F at 20 locations until further notice.
  - CSB maintaining an updated list of meal, restroom, and shower locations for persons experiencing homelessness. This is shared with 911, NCCC, and 2-1-1 Virginia. Also, the [meal distribution site map](#) is updated weekly.
- NRHA operates a hotline at 757-314-4200.
- CSB to conduct daily outreach throughout the community, connecting with homeless individuals to provide snacks, some supplies, and updates on the availability of local shelters, meal providers, and food pantries.
- CSB, and VisitNorfolk, to continue Project SAFE Hotel.

#### **Pursue and promote local, state, and Federal relief programs for individuals, employees, and businesses.**

- Continue posting all relief-related information to Norfolk.gov.
- Continue working with faith leaders and community partners to help spread accurate and important information.
- Economic Development to continue reaching out to businesses to determine their needs and provide any support.

### **GOAL: Ensure Continuity of Operations / Government**

#### **For City staff, only skeletal crews report for mission-critical operations.**

- Continue performing daily operations utilizing mission-critical staff on a rotating basis when possible.
- Ensure personnel are in reserve status should critical staff become ill.
- As of July 1, prior to the start of the workday, all employees, even telework employees, will complete a daily personal health screening. Supervisors will be responsible for ensuring compliance. Any employee who does not pass the screening will not report to work and will follow current absence management policies.
- Masks are required to be worn by all employees while entering/leaving city buildings, in common areas, elevators, and when interacting with colleagues and the public.
- The following agencies to perform supervised monitoring for early identification of potential COVID -19 infection.
  - 911, Fire-Rescue, Police
  - Community Services Board, Human Services
  - Norfolk Department of Public Health
  - Others with direct contact in the community.
- Continue practicing aggressive physical distancing: ensure directors and deputy directors, etc. are not in the same spaces at the same time. When possible, only one is onsite while the other is teleworking.

# INCIDENT OBJECTIVES

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- Ensure all staff who are quarantined or otherwise on administrative leave / sick leave have their statuses reported to Human Resources Team Absence Management (TAM). **Information regarding any employee's medical condition is protected and will not be released**
- As buildings close and/or staffing in certain buildings is significantly reduced, eliminate, or reduce the frequency of services such as power, cleaning, heating, and air temperature settings, etc.
- Continue mapping out conditions and steps for recovery.
- Determine individual department's PPE needs, and burn rates based on those needs, for our activities as we plan for recovery operations/the city opening.

**Emphasize cyber awareness throughout the incident.**

### Research and take steps to address economic impacts caused by COVID-19

- DOCUMENT ALL INCIDENT-RELATED EXPENDITURES; City to use budget code Virus2020.
  - Data inputs due to both Cathie Chancellor and Nathan Barnett, COB every Monday until further notice.
  - Collect eligible activity information from hospitals and community partners.
- Operate a branch within the Finance and Admin section to track, document, and most effectively leverage all disaster funds (stimulus funding/programming). To be led by the Budget Office and inclusive of representatives from Human Services, Planning, Economic Development, CSB, St. Paul's Transformation, and Emergency Preparedness & Response as well as Diversity and Inclusion and Intergovernmental Relations.
- Develop a revised schedule and overall master calendar of events, initially focusing on Fall 2020.

## GOAL: Maintain communication and situational awareness throughout Team Norfolk.

**Maintain Unified Command with Norfolk Department of Public Health and Norfolk Emergency Operations.**

**Maintain a current Incident Action Plan (IAP) with proactive goals and objectives.**

**EOC to collaborate and coordinate with Team Norfolk partner agencies as well as neighboring localities and VDEM**

- Maintain current information in HSIN.
  - Send updates via Norfolk Alert and [Team Norfolk Emergency Operations Blog](#).

**Maintain communication with Constitutional Officers, Appointees and Courts.**

## GOAL: Effectively communicate incident-related information to staff, residents, visitors and businesses and the media.

**All messages to be coordinated through the Norfolk Joint Information Center (JIC).**

- Conduct daily JIC meetings via WebEx
- Create PM Council Sit Reps (AM as needed)
- Continue to monitor media/social media & Norfolk Cares Call Center (NCCC) calls for COVID-19 rumors; continue to monitor media/social media & Norfolk Cares calls & create public messaging.

## 4. Event Operational Period Command Emphasis

**People First. Life Safety. Wear appropriate PPE and practice physical distancing! Maintain situational awareness. Maximum Team Effort.**

## 5. Site Safety Plan Required?

Yes  No

Approved Site Safety Plan(s) Located at: N/A

## 6. Event Action Plan Contents (the items checked below are included in this Event Action Plan)

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- ICS Form 201 (Event Briefing)
- ICS Form 202 (Event Objectives)
- ICS Form 203 (Event Organization Assignment List)
- ICS Form 204 (Event Assignment List)
- ICS Form 205 (Event Radio Communications Plan)
- ICS Form 205A (Event Cell Phone Communications List)
- ICS Form 206 (Event Medical Plan)

Appendices: NWS Weekly Weather Brief

**7. Prepared by:** Jim Redick

Position: Director, EOC

**8. Approved by:** Mike Goldsmith

Position: Deputy City Manager / Public Safety

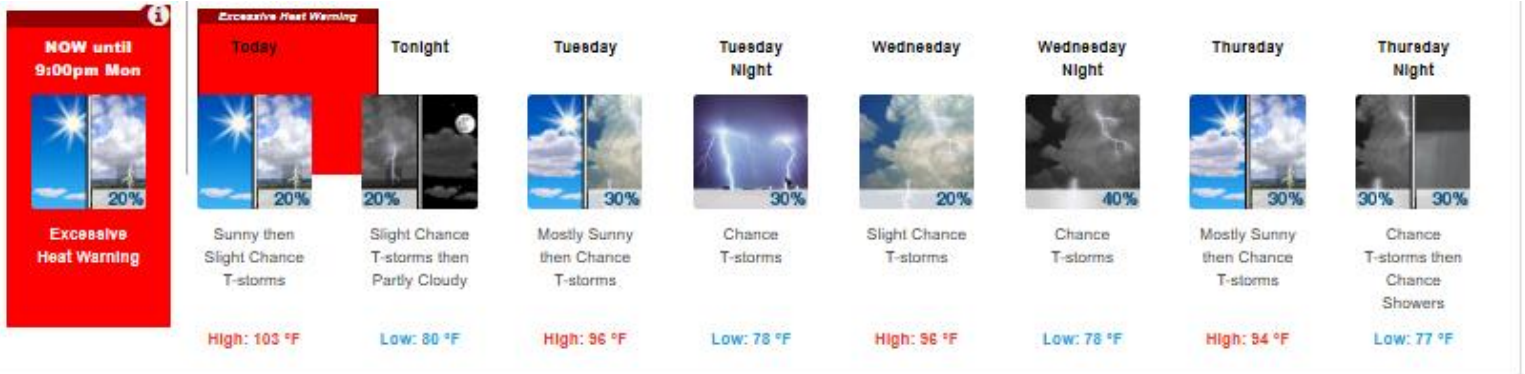


ICS Form 202

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Date/Time: 7/20/2020 8am

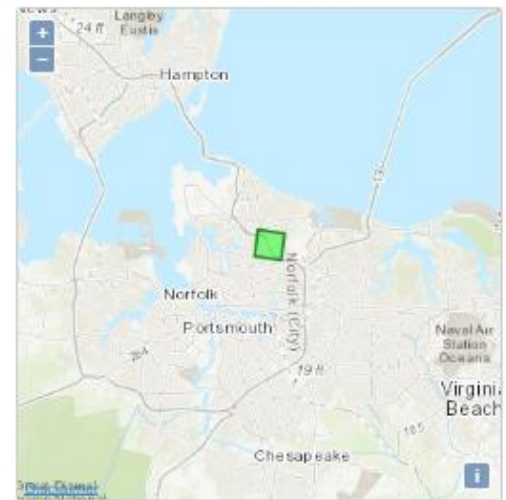
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## Detailed Forecast

<b>Today</b>	A slight chance of showers and thunderstorms after 2pm. Sunny and hot, with a high near 103. Heat index values as high as 115. Southwest wind 7 to 9 mph. Chance of precipitation is 20%.
<b>Tonight</b>	A slight chance of showers and thunderstorms before 11pm. Partly cloudy, with a low around 80. Southwest wind 7 to 10 mph. Chance of precipitation is 20%.
<b>Tuesday</b>	A chance of showers and thunderstorms after 2pm. Mostly sunny, with a high near 96. Heat index values as high as 106. West wind around 7 mph. Chance of precipitation is 30%. New rainfall amounts of less than a tenth of an inch, except higher amounts possible in thunderstorms.
<b>Tuesday Night</b>	A chance of showers and thunderstorms before 2am, then a slight chance of showers. Mostly cloudy, with a low around 78. Southwest wind around 6 mph. Chance of precipitation is 30%. New rainfall amounts between a tenth and quarter of an inch, except higher amounts possible in thunderstorms.
<b>Wednesday</b>	A slight chance of showers before 8am, then a slight chance of showers and thunderstorms after 11am. Partly sunny, with a high near 96. Southwest wind 8 to 11 mph. Chance of precipitation is 20%.
<b>Wednesday Night</b>	A chance of showers and thunderstorms before 2am, then a slight chance of showers. Mostly cloudy, with a low around 78. Chance of precipitation is 40%. New rainfall amounts between a tenth and quarter of an inch, except higher amounts possible in thunderstorms.
<b>Thursday</b>	A chance of showers and thunderstorms after 2pm. Mostly sunny, with a high near 94. Chance of precipitation is 30%.
<b>Thursday Night</b>	A chance of showers and thunderstorms before 6pm, then a chance of showers after 2am. Mostly cloudy, with a low around 77. Chance of precipitation is 30%.
<b>Friday</b>	A chance of showers before 8am, then a chance of showers and thunderstorms after 2pm. Partly sunny, with a high near 90. Chance of precipitation is 40%.
<b>Friday Night</b>	A chance of showers and thunderstorms before 2am. Partly cloudy, with a low around 75. Chance of precipitation is 30%.
<b>Saturday</b>	Mostly sunny, with a high near 88.
<b>Saturday Night</b>	Partly cloudy, with a low around 76.
<b>Sunday</b>	Mostly sunny, with a high near 93.

Topographic  
Click Map For Forecast



**Forecast Area**

**Point Forecast:** 3 Miles SW Norfolk International Airport VA  
36.9°N 76.23°W (Elev. 10 ft)

**Last Update:** 9:22 am EDT Jul 20, 2020

**Forecast Valid:** 10am EDT Jul 20, 2020-6pm EDT Jul 26, 2020

[Forecast Discussion](#)

[KML](#) [XML](#)

## Additional Resources