

Coronavirus 2019 (COVID-19)



Incident Action Plan

Event	COVID-19		
Locations	City-Wide		
Operational Period	September 8 - 21, 2020		
EAP Version	V21		

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INCIDENT BRIEFING

1. Event Name

Coronavirus 2019 (COVID-19)

2. Operational Periods

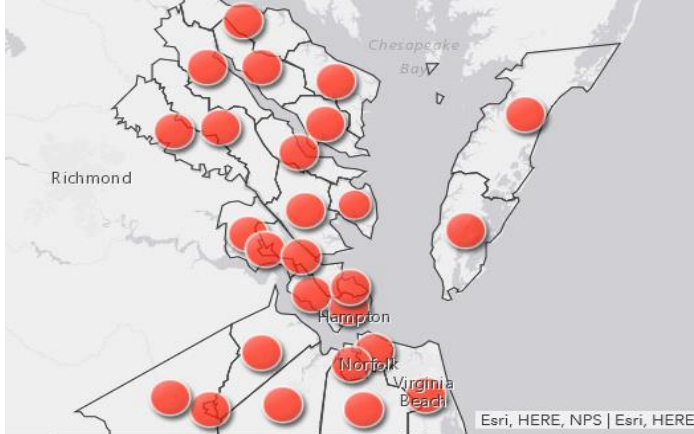
Dates:

September 8 - 21, 2020

Time: 0900

Time: 0900

3. Map



As of **September 8, 2020**,
128,407 confirmed cases in Virginia; **2,686** deaths
28,604 in the Eastern Region; **4,537** in Norfolk w/ **60** 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 \(DR-412\)](#).

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

Governor Ralph Northam's Executive [Order 63](#) and [Order 68](#) are still in effect.

Currently, City Buildings are closed to the public until further notice with only mission-critical staff reporting. Current posture will remain in effect until November 1, 2020.

For city departments requesting logistic resource requests, such as PPE, use the [COVID Recovery Data Collection Tool](#). This is the same tool department directors use to submit their weekly Situation Reports. Question 3, "What resources might you need assistance from the Logistic Section," is where you will submit your weekly request if you need resources. Please include your name and contact number for reference. Resource requests will no longer be entered into HSIN. To track your requests, after it is submitted via the data collection tool, you can email PPE-Resources@norfolk.gov for updates. In addition to submitting your weekly Situation Reports, please remember to submit your weekly PPE usage report using the same COVID Recovery Data Collection Tool.

To download the [COVID Recovery Data Collection Tool](#):

- Once you click the link above, you will be redirected to the city intranet login page. Log in using your network credentials.
- Once you log in, a download will start for a Microsoft Access database file. Save that file to your desktop and open it.
- You will land at the data collection form. Click the 'Enable Content' at the top of the form to begin.
- Follow the instructions, complete, and close Access.

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 and avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds.
- 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.

5. Prepared by: Daniel Hudson

Position: Deputy EM Coordinator, EOC



ICS Form 201

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Date/Time: 9/8/2020 8am

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INCIDENT OBJECTIVES

1. Event Name

Coronavirus 2019 (COVID-19)

2. Operational Periods

Dates:
September 8 - 21, 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 50 people (explanations of what "gatherings" include can be located in [Executive Order 68](#)). Educate first, then issue citations. 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.
- 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 biweekly 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.
- Follow the [statewide emergency workplace safety standards](#) adopted by Governor Northam.
- Promote the VDH COVID-19 exposure notification app, [COVIDWISE](#), which facilitates contact tracing in response to the coronavirus that causes COVID-19. For more information, visit vdh.virginia.gov/

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 biweekly Incident Action Plans.
- Conduct biweekly 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 other Monday from 2-3 pm.
- Conduct weekly conference calls with faith leaders and community partners every Wednesday at 10 am.
- 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.
- Provide masks and bottles of hand sanitizer to organizations hosting community events that target Norfolk's underserved, high-risk, vulnerable, or low-income populations through the [VDEM's Health Equity Program](#).

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.

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- 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.
- 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 Barnette, 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.

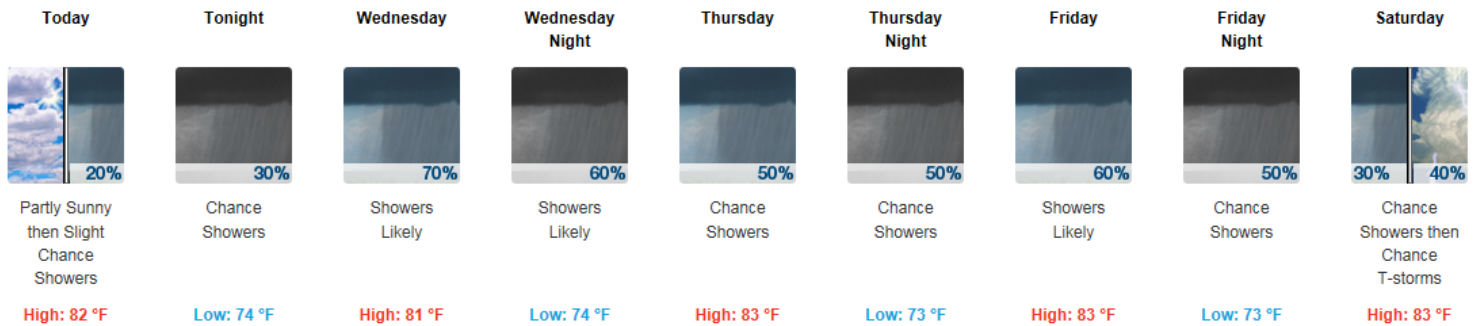
4. Event Operational Period Command Emphasis

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

INCIDENT OBJECTIVES

1. Event Name		2. Operational Periods	
Coronavirus 2019 (COVID-19)		Dates: September 8 - 21, 2020	Time: 0900
			Time: 0900
5. Site Safety Plan Required?			
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		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)			
<input checked="" type="checkbox"/>	ICS Form 201 (Event Briefing)	<input checked="" type="checkbox"/>	Appendices: NWS Weekly Weather Brief
<input checked="" type="checkbox"/>	ICS Form 202 (Event Objectives)		
<input type="checkbox"/>	ICS Form 203 (Event Organization Assignment List)		
<input type="checkbox"/>	ICS Form 204 (Event Assignment List)		
<input type="checkbox"/>	ICS Form 205 (Event Radio Communications Plan)		
<input type="checkbox"/>	ICS Form 205A (Event Cell Phone Communications List)		
<input type="checkbox"/>	ICS Form 206 (Event Medical Plan)		
7. Prepared by: Daniel Hudson		Position: Deputy EM Coordinator, EOC	
8. Approved by: Mike Goldsmith		Position: Deputy City Manager / Public Safety	
	ICS Form 202	PUBLIC SAFETY SENSITIVE FOR OFFICIAL USE ONLY	Date/Time: 9/8/2020 8am EAP Page 4

Extended Forecast for Norfolk VA



Detailed Forecast

Today	A slight chance of showers after 3pm. Mostly cloudy, with a high near 82. East wind 10 to 15 mph. Chance of precipitation is 20%.
Tonight	A chance of showers, mainly after 9pm. Mostly cloudy, with a low around 74. Northeast wind 10 to 14 mph. Chance of precipitation is 30%. New precipitation amounts of less than a tenth of an inch possible.
Wednesday	Showers likely, with thunderstorms also possible after 3pm. Cloudy, with a high near 81. Northeast wind 10 to 15 mph. Chance of precipitation is 70%. New rainfall amounts between a tenth and quarter of an inch, except higher amounts possible in thunderstorms.
Wednesday Night	Showers likely and possibly a thunderstorm before 9pm, then a chance of showers. Mostly cloudy, with a low around 74. Northeast wind 6 to 10 mph. Chance of precipitation is 60%. New precipitation amounts of less than a tenth of an inch, except higher amounts possible in thunderstorms.
Thursday	A chance of showers, with thunderstorms also possible after 3pm. Mostly cloudy, with a high near 83. Northeast wind 7 to 10 mph. Chance of precipitation is 50%. New rainfall amounts between a tenth and quarter of an inch, except higher amounts possible in thunderstorms.
Thursday Night	A chance of showers and thunderstorms. Mostly cloudy, with a low around 73. Chance of precipitation is 50%. New precipitation amounts of less than a tenth of an inch, except higher amounts possible in thunderstorms.
Friday	Showers likely, mainly between 9am and 3pm. Mostly cloudy, with a high near 83. Chance of precipitation is 60%.
Friday Night	A chance of showers. Mostly cloudy, with a low around 73. Chance of precipitation is 50%.
Saturday	A chance of showers before 9am, then a chance of showers and thunderstorms after 3pm. Partly sunny, with a high near 83. Chance of precipitation is 40%.
Saturday Night	A chance of showers and thunderstorms before 9pm, then a chance of showers between 9pm and 3am. Mostly cloudy, with a low around 73. Chance of precipitation is 40%.
Sunday	A chance of showers and thunderstorms. Partly sunny, with a high near 84. Chance of precipitation is 50%.
Sunday Night	A chance of showers and thunderstorms. Mostly cloudy, with a low around 73. Chance of precipitation is 50%.

