

Coronavirus 2019 (COVID-19)



Incident Action Plan

Event	COVID-19		
Locations	City-Wide		
Operational Period	November 17-30, 2020		
EAP Version	V26		

PUBLIC SAFETY SENSITIVE: FOR OFFICIAL USE ONLY

INCIDENT BRIEFING

1. Event Name

Coronavirus 2019 (COVID-19)

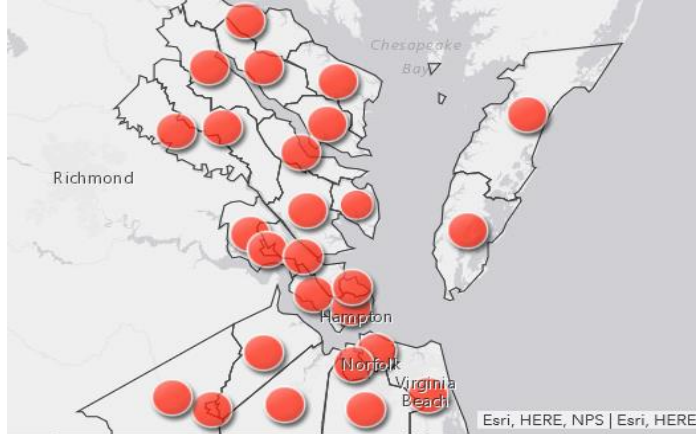
2. Operational Periods

Dates:
November 17-30, 2020

Time: 0900

Time: 0900

3. Map



As of **November 16, 2020**,
204,637 confirmed cases in Virginia with **3,806** deaths
41,138 confirmed cases in the Eastern Region with **728** deaths
5,965 cases in Norfolk with **87** 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 \(DR-412\)](#).

Governor Northam enacted the following protective measures, that started at midnight on Sunday, November 15, due to the surges of COVID-19 in Virginia:

- **Reduction in public and private gatherings:** All public and private in-person gatherings must be limited to 25 individuals, down from the current cap of 250 people. This includes outdoor and indoor settings.
- **Expansion of mask mandate:** All Virginians aged five and over are required to wear face coverings in indoor public spaces. This expands the current mask mandate, which has been in place in Virginia since May 29 and requires all individuals aged 10 and over to wear face coverings in indoor public settings.
- **Strengthened enforcement within essential retail businesses:** All essential retail businesses, including grocery stores and pharmacies, must adhere to statewide guidelines for physical distancing, wearing face coverings, and enhanced cleaning. While certain essential retail businesses have been required to adhere to these regulations as a best practice, violations will now be enforceable through the Virginia Department of Health as a Class One misdemeanor.
- **On-site alcohol curfew:** The on-site sale, consumption, and possession of alcohol is prohibited after 10:00 p.m. in any restaurant, dining establishment, food court, brewery, microbrewery, distillery, winery, or tasting room. All restaurants, dining establishments, food courts, breweries, microbreweries, distilleries, wineries, and tasting rooms must close by midnight. Virginia law does not distinguish between restaurants and bars; however, under current restrictions, individuals that choose to consume alcohol prior to 10:00 p.m. must be served as in a restaurant and remain seated at tables six feet apart.

Currently, most city buildings are closed to the public with only mission-critical staff reporting.

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

- 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. Cover your mouth and nose when coughing or sneezing.
- 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.
- Monitor Your Health Daily. Be alert for symptoms. Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19

Continue sending any outstanding resource needs to the Logistics Chief via the [COVID Recovery Data Collection Tool](#).

5. Prepared by: Daniel Hudson

Position: Deputy EM Coordinator, EOC



ICS Form 201

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Date/Time: 11/16/2020 8am

EAP Page 1

INCIDENT OBJECTIVES

1. Event Name

Coronavirus 2019 (COVID-19)

2. Operational Periods

Dates:
November 17-30, 2020

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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 25 people. 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 is providing *Grab-N-Go* meals at no charge to ALL children (ages 18 and under) at 34 locations each week from 3:00 p.m. to 5:00 p.m., Monday through Friday. Breakfast, lunch, snack, and supper are being distributed together 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.

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- 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.
- 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.
- For city departments requesting logistic resource requests, such as PPE, use the [COVID Recovery Data Collection Tool](#).

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

INCIDENT OBJECTIVES

1. Event Name	2. Operational Periods	
Coronavirus 2019 (COVID-19)	Dates: November 17-30, 2020	Time: 0900 Time: 0900

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










5. Site Safety Plan Required?	Approved Site Safety Plan(s) Located at: N/A
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

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: 11/16/2020 8am	EAP Page 4
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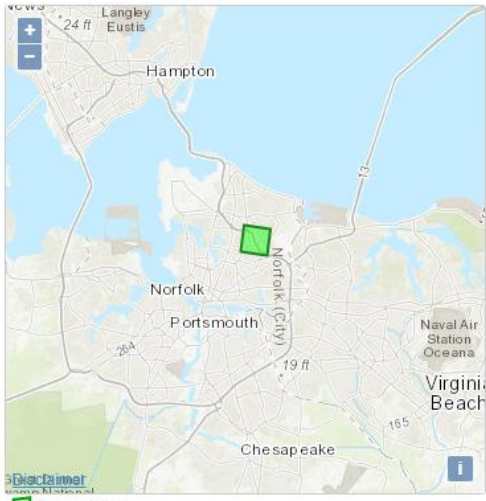
Extended Forecast for 3 Miles SW Norfolk International Airport VA

Today	Tonight	Tuesday	Tuesday Night	Wednesday	Wednesday Night	Thursday	Thursday Night	Friday
								
Sunny	Clear	Sunny then Sunny and Breezy	Mostly Clear	Sunny	Mostly Clear	Sunny	Mostly Clear	Sunny
High: 60 °F	Low: 43 °F	High: 60 °F	Low: 37 °F	High: 48 °F	Low: 36 °F	High: 56 °F	Low: 42 °F	High: 66 °F

Detailed Forecast

Today	Sunny, with a high near 60. West wind 11 to 13 mph, with gusts as high as 21 mph.
Tonight	Clear, with a low around 43. West wind around 10 mph.
Tuesday	Sunny, with a high near 60. Breezy, with a west wind 11 to 21 mph, with gusts as high as 33 mph.
Tuesday Night	Mostly clear, with a low around 37. Northwest wind 16 to 18 mph, with gusts as high as 30 mph.
Wednesday	Sunny, with a high near 48. Northwest wind 13 to 17 mph, with gusts as high as 28 mph.
Wednesday Night	Mostly clear, with a low around 36.
Thursday	Sunny, with a high near 56.
Thursday Night	Mostly clear, with a low around 42.
Friday	Sunny, with a high near 66.
Friday Night	Mostly clear, with a low around 47.
Saturday	Sunny, with a high near 67.
Saturday Night	Partly cloudy, with a low around 50.
Sunday	Mostly sunny, with a high near 67.

Topographic



Forecast Area