

Coronavirus 2019 (COVID-19)



Incident Action Plan

Event	COVID-19		
Locations	City-Wide		
Operational Period	January 12 - 25, 2021		
IAP Version	V30		

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INCIDENT BRIEFING

1. Event Name

Coronavirus 2019 (COVID-19)

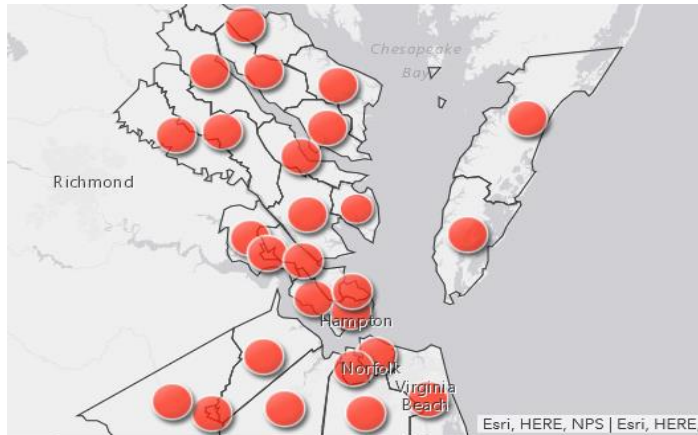
2. Operational Periods

Dates:
January 12 - 25, 2021

Time: 0900

Time: 0900

3. Map



As of **January 12, 2021**,
407,947 confirmed cases in Virginia with **5,477** deaths
81,495 confirmed cases in the Eastern Region with **994** deaths
10,380 cases in Norfolk with **120** 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

- Vaccine update: The FDA has granted Pfizer-BioNTech and Moderna emergency use authorizations as a vaccine for COVID-19. For more information, visit the [Virginia Department of Health](#).
- 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.

A Major Disaster Declaration has been [declared / approved for Virginia \(DR-412\)](#).

Governor Northam enacted new protective measures on December 11, 2020, due to the surges of COVID-19 in Virginia. [IAP Version 28](#)

Governor Ralph Northam announced the following new actions to support the Commonwealth's COVID-19 vaccine distribution program and accelerate the pace of vaccinations across Virginia. Read the full release [here](#).

1. **Vaccination goal.** Governor Northam set an initial goal of vaccinating 25,000 Virginians each day when supply allows.
2. **'Use it or lose it' model.** Medical facilities will be required to put the vaccine they receive into arms as soon as possible, or risk having future vaccine allotments reduced.
3. **Danny T.K. Avula to lead vaccination efforts in Virginia.** Governor Northam appointed Dr. Avula, who serves as director of the Richmond City and Henrico County Health Departments to coordinate work between state officials, local health departments, hospitals, and private providers.
4. **Expanded priority groups.** Governor Northam announced that K-12 teachers and childcare workers will be among the next priority groups to receive vaccinations after Group A, and outlined the populations that will be included in Groups B and C.
5. **Elevating the Virginia National Guard.** As the Commonwealth receives more doses, the Virginia National Guard will provide logistical support and help local health departments will administering vaccines.

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:

- 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.
- 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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INCIDENT OBJECTIVES

1. Event Name

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2. Operational Periods

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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 10 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.
- NPD to enforce the modified "stay-at-home" order between midnight and 5 a.m. until the order is rescinded.
- 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).
- Conduct a weekly vaccine working group meeting with the public health department, The Endependence Center, Norfolk Diversity, Equity and Inclusion Officer, various city departments, to include, City Manager's Office, EOC, Human Services, Community Service Board, Transit, Norfolk Fire-Rescue, Norfolk Police, Budget and Management, and Information Technology.
- 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 p.m. focusing on assisting our vulnerable, underserved, and adolescent populations.
- Conduct weekly conference calls with faith leaders and community partners every Wednesday at 10 a.m.
- 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.

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- 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.
- 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.

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

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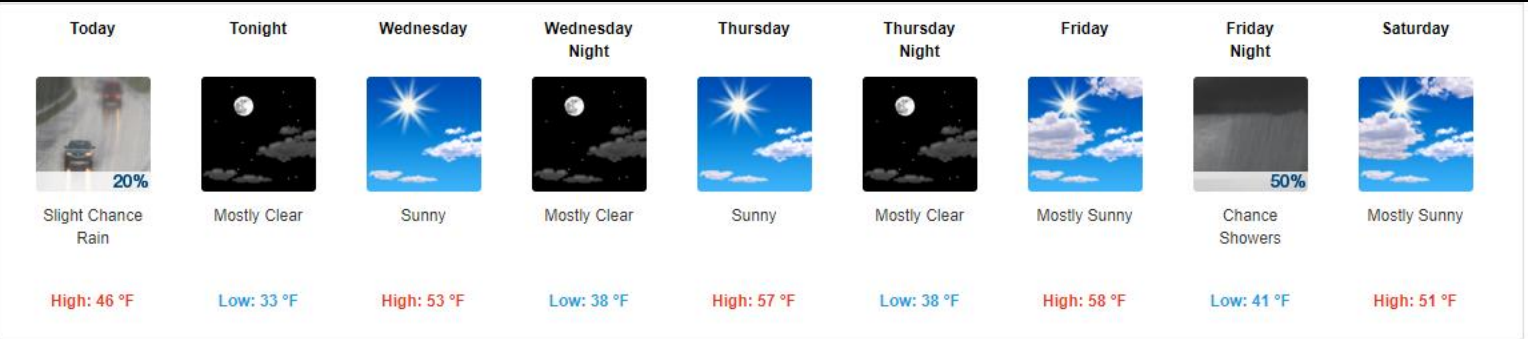
**People First. Life Safety. Wear appropriate PPE, wash hands often, and practice physical distancing!
Maintain situational awareness. Maximum Team Effort.**

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

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Detailed Forecast	
Today	A slight chance of rain before 1pm. Cloudy early, then gradual clearing, with a high near 46. North wind 8 to 10 mph. Chance of precipitation is 20%.
Tonight	Mostly clear, with a low around 33. North wind around 5 mph becoming calm in the evening.
Wednesday	Sunny, with a high near 53. Southwest wind 3 to 6 mph.
Wednesday Night	Mostly clear, with a low around 38. Southwest wind 6 to 8 mph.
Thursday	Sunny, with a high near 57. Southwest wind 5 to 8 mph.
Thursday Night	Mostly clear, with a low around 38.
Friday	Mostly sunny, with a high near 58.
Friday Night	A chance of showers after 10pm. Increasing clouds, with a low around 41. Chance of precipitation is 50%.
Saturday	Mostly sunny, with a high near 51.
Saturday Night	Partly cloudy, with a low around 31.
Sunday	Sunny, with a high near 46.
Sunday Night	Partly cloudy, with a low around 33.
M.L.King Day	Mostly sunny, with a high near 48.

