

# Coronavirus 2019 (COVID-19)



## Incident Action Plan

<b>Event</b>	COVID-19		
<b>Locations</b>	City-Wide		
<b>Operational Period</b>	January 26 – February 8, 2021		
<b>IAP Version</b>	V31		

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# INCIDENT BRIEFING

## 1. Event Name

Coronavirus 2019 (COVID-19)

## 2. Operational Periods

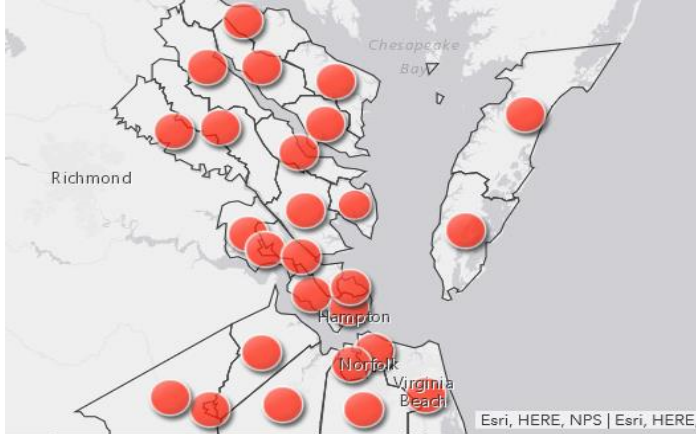
Dates:

January 26 – February 8, 2021

Time: 0900

Time: 0900

## 3. Map



As of **January 26, 2021**,  
**483,326** confirmed cases in Virginia with **6,174** deaths  
**100,669** confirmed cases in the Eastern Region with **1,142** deaths  
**12,268** cases in Norfolk with **136** 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](#)

**Vaccination Update:** Beginning Monday, January 25, 2021, the Norfolk Department of Public Health (NDPH) expanded COVID-19 vaccination clinics to those who are eligible in [Phase 1b](#). Virginia's Phase 1b is defined as the vaccination of Frontline Essential Workers, people aged 65 years and older, people living in correctional facilities, homeless shelters and migrant labor camps, and people aged 16 through 64 years with a high-risk medical condition or disability that increases their risk of severe illness from COVID-19.

Norfolk residents who meet the Phase 1a or 1b [eligibility requirements](#) can preregister two ways:

- Online at [www.norfolk.gov/covid19vaccine](http://www.norfolk.gov/covid19vaccine)
- Call 664-SHOT (7468) Monday – Friday 8 a.m. – 4 p.m.

**NOTE:** Eligible individuals are highly encouraged to use the online form due to long call wait times.

**NOTE:** The preregistration process will add you to a waitlist within the specific phase in which you are eligible. Preregistration does not schedule you for a COVID vaccine appointment.

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

Coronavirus 2019 (COVID-19)

## 2. Operational Periods

### Dates:

January 26 – February 8, 2021

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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/](http://vdh.virginia.gov/)
- Promote the City of Norfolk's COVID-19 Vaccination hotline: 664-SHOT (7468) Monday – Friday 8 a.m. – 4 p.m.
- Promote the City of Norfolk's COVID-19 Vaccination preregistration online form: [www.norfolk.gov/covid19vaccine](http://www.norfolk.gov/covid19vaccine)

#### **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 ProjectSAFE 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](http://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.**

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- 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.
- 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.

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## 4. Event Operational Period Command Emphasis

**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?

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)

- 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: Daniel Hudson

Position: Deputy EM Coordinator, EOC

8. Approved by: Mike Goldsmith

Position: Deputy City Manager / Public Safety



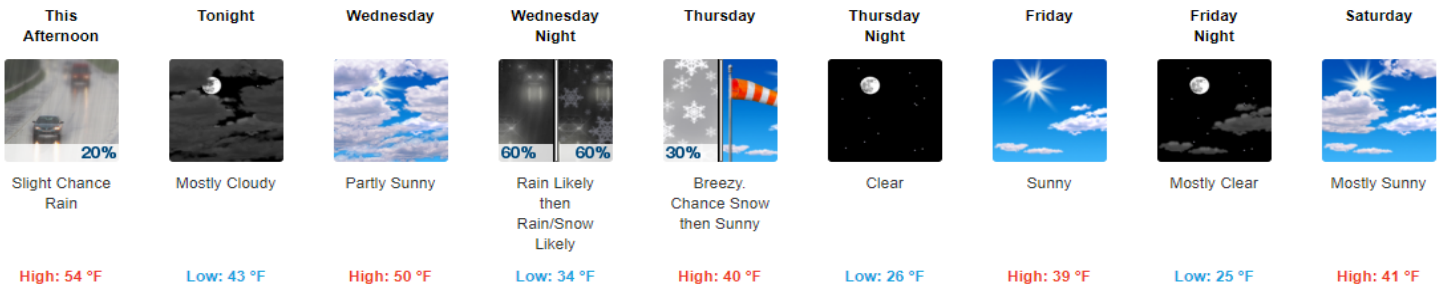
ICS Form 202

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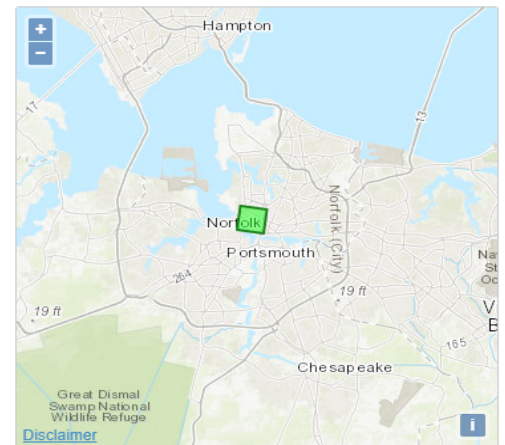
### Extended Forecast for Norfolk VA



### Detailed Forecast

<b>This Afternoon</b>	A slight chance of rain. Mostly cloudy, with a high near 54. West wind around 8 mph. Chance of precipitation is 20%.
<b>Tonight</b>	Mostly cloudy, with a low around 43. West wind 3 to 5 mph.
<b>Wednesday</b>	Partly sunny, with a high near 50. North wind 5 to 7 mph.
<b>Wednesday Night</b>	Rain likely before 3am, then rain and snow likely. Mostly cloudy, with a low around 34. North wind 8 to 17 mph, with gusts as high as 26 mph. Chance of precipitation is 60%. New snow accumulation of less than a half inch possible.
<b>Thursday</b>	A chance of snow, mainly before 7am. Mostly cloudy, then gradually becoming sunny, with a high near 40. Breezy, with a northwest wind 20 to 24 mph, with gusts as high as 37 mph. Chance of precipitation is 30%. New snow accumulation of less than a half inch possible.
<b>Thursday Night</b>	Clear, with a low around 26.
<b>Friday</b>	Sunny, with a high near 39.
<b>Friday Night</b>	Mostly clear, with a low around 25.
<b>Saturday</b>	Mostly sunny, with a high near 41.
<b>Saturday Night</b>	Mostly cloudy, with a low around 32.
<b>Sunday</b>	A chance of rain and snow. Mostly cloudy, with a high near 52. Chance of precipitation is 50%.
<b>Sunday Night</b>	A chance of showers. Mostly cloudy, with a low around 40. Chance of precipitation is 40%.
<b>Monday</b>	A chance of showers. Partly sunny, with a high near 51. Chance of precipitation is 30%.
<b>Monday Night</b>	Partly cloudy, with a low around 33.
<b>Tuesday</b>	

Topographic  
Click Map For Forecast



**Forecast Area**

Point Forecast: Norfolk VA  
36.86°N 76.29°W (Elev. 0 ft)

Last Update: 6:45 am EST Jan 26, 2021

Forecast Valid: 3pm EST Jan 26, 2021-6pm EST Feb 2, 2021

[Forecast Discussion](#)