

Infectious Disease Response Plan Review

September 3, 2020
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Situation

- The COVID-19 pandemic is occurring, and will be with us for a while.
- The loss of life and associated economic and social trauma has been significant.
- Given the speed of its onset and its expected duration, it is prudent to have a plan in place that guides our emergency field response.
- The complication of dealing with cascading emergencies must be factored into existing response plans to ensure we not only can meet the assigned mission, but also maintain the health and safety of both city responders and community members.
- Consider...
 - earthquake during a pandemic
 - wildland fire threat during a pandemic
 - 200 year flood during a pandemic

The pandemic element of the response is what must be developed.



Where to find it

Infectious Disease Response Plan

Cupertino ARES/RACES

Providing emergency and public service communications for the City of Cupertino, California

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Updated: 10 August 2020

Introduction

Ensuring a repeatable process is critical to ensure a successful activation and field deployment. Skills are maintained by practice and drills, and ensuring that the response process is understood, consistent, and repeatable. This section describes the various documents that support this objective.

[Back](#)

Standard Operating Procedures

Name	Description, Content
Infectious Disease Response Plan (.docx), Sep 2020	This document is supplemental guidance for Cupertino Citizen Corps whenever CCC is activated for a non-medical response during an infectious disease or pandemic event. Revisions will be made as new guidance becomes available.

[ARES Task List Nov 2019](#) | This document collection includes the...

Infectious Disease Response Plan

Cupertino Citizen Corps

2 September 2020, version 1.0





OES Goal... only one

Cupertino OES made it very clear on how Cupertino volunteers will respond during a pandemic. To this end, there is only one overriding goal for this plan, no matter what we do:

- *Protect public and Cupertino Citizen Corps responder health and safety*



OES Objectives

1. Protect CCC responders and the community with whom we interact

- a. Protect their health and safety.
- b. Maximize resources to maintain day-to-day emergency operations.
- c. Minimize the virus spread and reduce the impact on CCC and public health.

2. Maintain the continuity of response operations

- a. Continue day-to-day readiness and response operations to the maximum extent possible throughout all stages of the pandemic.

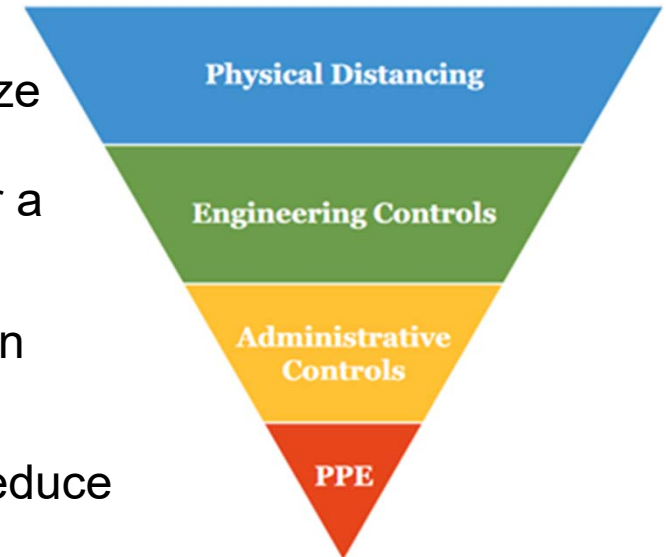
3. Execute the CCC pandemic response

- a. Ensure all CCC teams and facilities can fulfill their response responsibilities during a pandemic.
- b. Communicate and coordinate pandemic preparedness and response to all City staff and other CCC members.
- c. Support the efforts of the City in mitigating the consequences of a pandemic.
- d. Do not become part of the problem.

Mitigating the risk

Mitigation measures are actions to reduce the negative impacts of situations carrying increased risk through minimizing the severity or scope of impact.¹

- Physical Distancing — wherever possible, have people respond from home; restructure responsibilities to minimize the numbers of responders that need to be physically present, and spreading the operational response out over a wider area.
- Engineering controls — creating physical barriers between people; hand-washing and surface cleaning.
- Administrative controls — redistributing assignments to reduce contact between individuals; using technology to facilitate communication.
- PPE — having people wear nonmedical cloth masks.



¹Ref: John Hopkins, Center for Health Security



Leveraging from similar risks

<https://www.nrc.gov/about-nrc/radiation/protects-you/protection-principles.html>

The screenshot shows the U.S. Nuclear Regulatory Commission (NRC) website. The header includes the NRC logo with the tagline 'Protecting People and the Environment', a search bar, and a yellow 'REPORT A SAFETY CONCERN' button. A navigation menu contains links for 'NUCLEAR REACTORS', 'NUCLEAR MATERIALS', 'RADIOACTIVE WASTE', 'NUCLEAR SECURITY', 'PUBLIC MEETINGS & INVOLVEMENT', 'NRC LIBRARY', and 'ABOUT NRC'. A 'PRINT' button is also visible. The main content area is titled 'Minimize Your Exposure' and includes a breadcrumb trail: 'Home > About NRC > Radiation Protection > How NRC Protects You > Minimize Your Exposure'. The text explains that while exposure to ionizing radiation carries a risk, it is impossible to completely avoid it, but it can be minimized through protection principles. These principles are listed as Time, Distance, and Shielding. A sidebar on the left lists 'HOW NRC PROTECTS YOU' with sub-links: 'Minimize Your Exposure', 'Regulation of Radioactive Materials', 'Nuclear Medicine', and 'Radiation Monitoring at Nuclear Power Plants'.

U.S. NRC
United States Nuclear Regulatory Commission
Protecting People and the Environment

SEARCH

REPORT
A SAFETY CONCERN

NUCLEAR REACTORS | NUCLEAR MATERIALS | RADIOACTIVE WASTE | NUCLEAR SECURITY | PUBLIC MEETINGS & INVOLVEMENT | NRC LIBRARY | ABOUT NRC

PRINT

Home > About NRC > Radiation Protection > How NRC Protects You > Minimize Your Exposure

Minimize Your Exposure

Although exposure to ionizing radiation carries a risk, it is impossible to completely avoid exposure. Radiation has always been present in the environment and in our bodies. We can, however, avoid undue exposure through the following protection principles:

Time, Distance, and Shielding

Time, distance, and shielding measures minimize your exposure to radiation in much the same way as they would to protect you against overexposure to the sun (as illustrated in the figure below):

- **Time:** For people who are exposed to radiation in addition to natural background radiation, limiting or minimizing the exposure time reduces the dose from the radiation source.
- **Distance:** Just as the heat from a fire is less intense the further away you are, so the intensity and dose of radiation decreases dramatically as you increase your distance from the source.
- **Shielding:** Barriers of lead, concrete, or water provide protection from penetrating radiation such as gamma rays and neutrons. This is why certain radioactive materials are stored under water or in concrete or lead-lined rooms, and why dentists place a lead blanket on patients receiving x-rays of their teeth. Similarly, special plastic shields stop beta particles, and air stops alpha particles. Therefore, inserting the proper shield between you and a radiation source will greatly reduce or eliminate the dose you receive.

Time (duration)

Minimizing pandemic risk

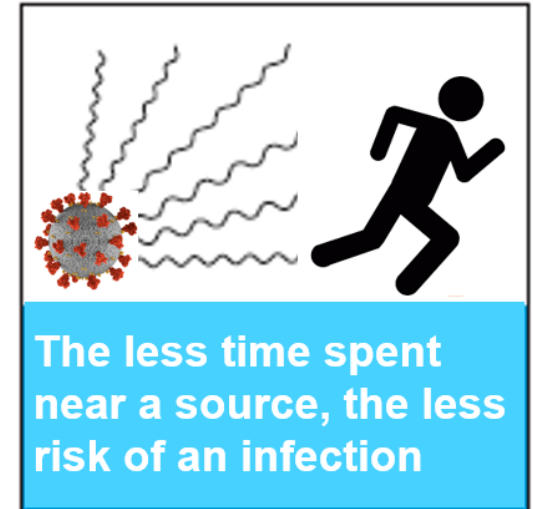
Most discussions on duration of exposure are aimed at Health Care Professionals (HCP), especially those working in the vicinity of aerosol treatments. The **time (or duration) aspect** of a contact also comes into play **when physical distancing requirements cannot be maintained**.

Environmental considerations must be considered when thinking of the time component of risk.

- Spaces with poor air circulation (rooms with poor on no ventilation) may result in a build-up of airborne viral matter that increases the likelihood of an infection.
- Conversely, spaces with good air circulation (spaces with open doors and windows, being outside) reduce the viral load by dispersing it over a wider area.

CCC Action Plan

1. Do not engage in activities similar to those of HCP (be prepared to render First Aid if safe; do so with proper PPE).
2. Maximize the use of outdoor spaces whenever possible to maintain good air circulation.



Distance

Minimizing pandemic risk

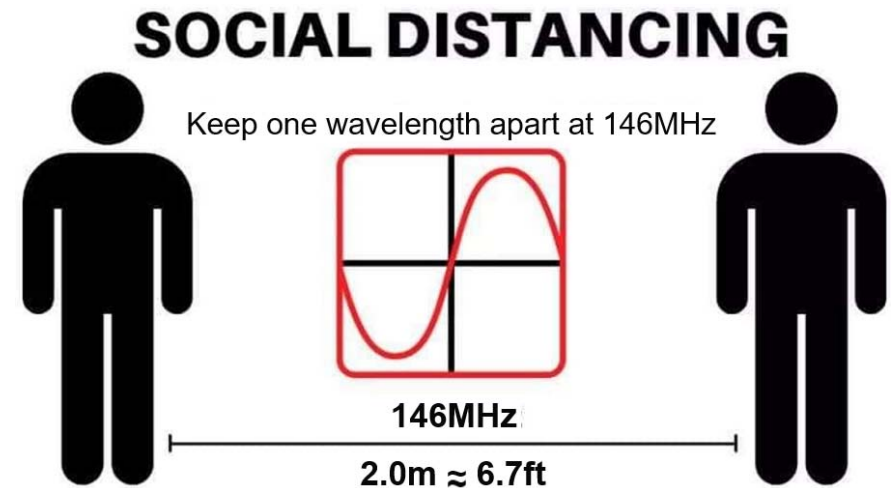
Limiting close face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019... keeping space between yourself and other people outside of your home.

CDC recommends:

- Stay at least 6 feet (about 2 arms' length) from other people.
- Limit close contact with others outside your household in indoor and outdoor spaces.

CCC Action Plan

1. Adopt and implement social distancing requirements to the fullest extent possible.
2. A face covering is required whenever you interface with anyone.



Shielding / PPE

Minimizing pandemic risk

Cloth face coverings are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings.

NOTE: You wearing a mask protects others from you, not you from others.

CDC recommends:

- People wear cloth face coverings in public settings when around people outside of their household, especially when other social distancing measures are difficult to maintain

CCC Action Plan

1. Cloth face covering is required when a CCC responder is near anyone else.

NOTE: Starting June 18 2020, per state order, Californians must wear face coverings in common and public indoor spaces and outdoors when distancing is not possible.



Assessing Risks

Low risk

1. Physical Distancing. Keep at least 6 ft (2 meters) from others in public.
2. Reduced gathering size in enclosed spaces
3. Outdoor gatherings
4. Sufficient ventilation
5. Face masks

High Risk

1. Close-up, in-person interaction
2. Crowded events
3. Poorly ventilated spaces
4. People talking loudly, singing
5. Prolonged exposure (15 minutes of unprotected exposure with someone less than 6 ft)



Scope of the Plan

1. General Field Assignments
2. ARK Level 3 Operations
3. ARK Level 2 Operations
4. ARK Level 1 Operations
5. Fire Stations Operations
6. Comm 469 Operations



1. General Field Deployment Operations

Highlights – CARES

Deployment activities involve operating a radio in the field to report observations or passing messages by radio on behalf of someone else; applies to Infrastructure Safety Assessment, Ember Watches, and Alt911 operations.

- A Safety Officer will be designated, either dedicated or in conjunction with other duties.
- Exercise social distancing between responders and the public at all times, except as strictly necessary to carry out a task associated with the response mission
- CCC members should recruit other household members as their Buddy
- SS checks resource list for pre-identified members interested in single-person assignments
- Use two vehicles if two non-household responders respond to the same location
- If you are not comfortable with your surroundings or assignment, let your supervisor know



Safety Officer, Assistant SO Checklist

3.1 Safety Officer, Assistant Safety Officer Checklist

All field deployment locations will have a designated Safety Officer named. This may be a dedicated or shared position depending on the number of people at a specific location.

Checklist – Safety Officer, Pandemic Health Component

This checklist is relevant for assignments associated with all CCC deployments during a pandemic where two or more responders are co-located to perform a specific event task.

Before the Event

- _____ 1. Knows the City and CCC policies and procedures for field operations during a Pandemic.
- _____ 2. Understands the Check-In procedure to be followed at all field sites including PPE, Temperature check, and health survey collection requirements.
- _____ 3. Understands the process of where to get replacement PPE and cleaning material as needed.

During the Event

- _____ 4. Manage the placement of the ARK in terms of wind direction (CERT Training: go upwind, uphill, or upstream)
- _____ 5. Clean work areas before and after assignment.
- _____ 6. Provides daily health and safety briefing; include updates on rules and procedures.
- _____ 7. Verifies all responders have the required PPE items.
- _____ 8. Performs and records the temperature check for incoming staff.
- _____ 9. Ensures all responders complete the Facility check-in (health attestation) form.
- _____ 10. Signs in on ICS211.
- _____ 11. Provides active feedback and corrective action when deviations from policies are observed. Responders who do not follow policy guidelines will be relieved of their assignment.
- _____ 12. Provide the site IC and DOC with periodic updates on the state of compliance (a component of Situation Status).
- _____ 13. Performs temperature check on arrival and after 4 hours. If a temperature check fails (> 100.4°F), then it is recorded on the Safety Officer's ICS 214 and the person is sent home.

After the Event

- _____ 14. Submit all health attestation forms to City EOC (include these documents as part of Demob to be submitted to the Planning Section).



2. ARK Level 3 Operations

Highlights – CERT

The goal of a Level 3 Activation is to establish Cupertino Zone Reporting locations for collecting reports and determining the extent of the problems that may exist within a specific reporting zone.

- All *General Field Deployment Operations* changes apply.
- Hand sanitizers or handwashing should be used after all close public interaction where things were mutually handled



3. ARK Level 2 Operations

Highlights – CERT, CARES

The goal of a Level 2 Activation is to (i) continue ARK Level 3 activation activities, (ii) maintain two-way communications with the DOC, and (iii) pass information, requests, and status on what is happening at the ARK location.

- All *General Field Deployment Operations* changes apply.
- Check-ins to be recorded by one individual.
- Setup : – Additional tables and spacing to ensure 6 feet separation for Radio Ops
– tents with sides (access control)
- For Alt 911 reports:
 - a. public interaction is minimized by an ARK staff member writing down the report.
 - b. If a public member does fill out an Alt911 message form, there should be minimum handling of the form by staff, followed by placing the form in a secure location (envelope, box, other).
 - c. Reusable items handled by the public should be wiped down before putting back in use.



4. ARK Level 1 Operations

Highlights – CERT, CARES

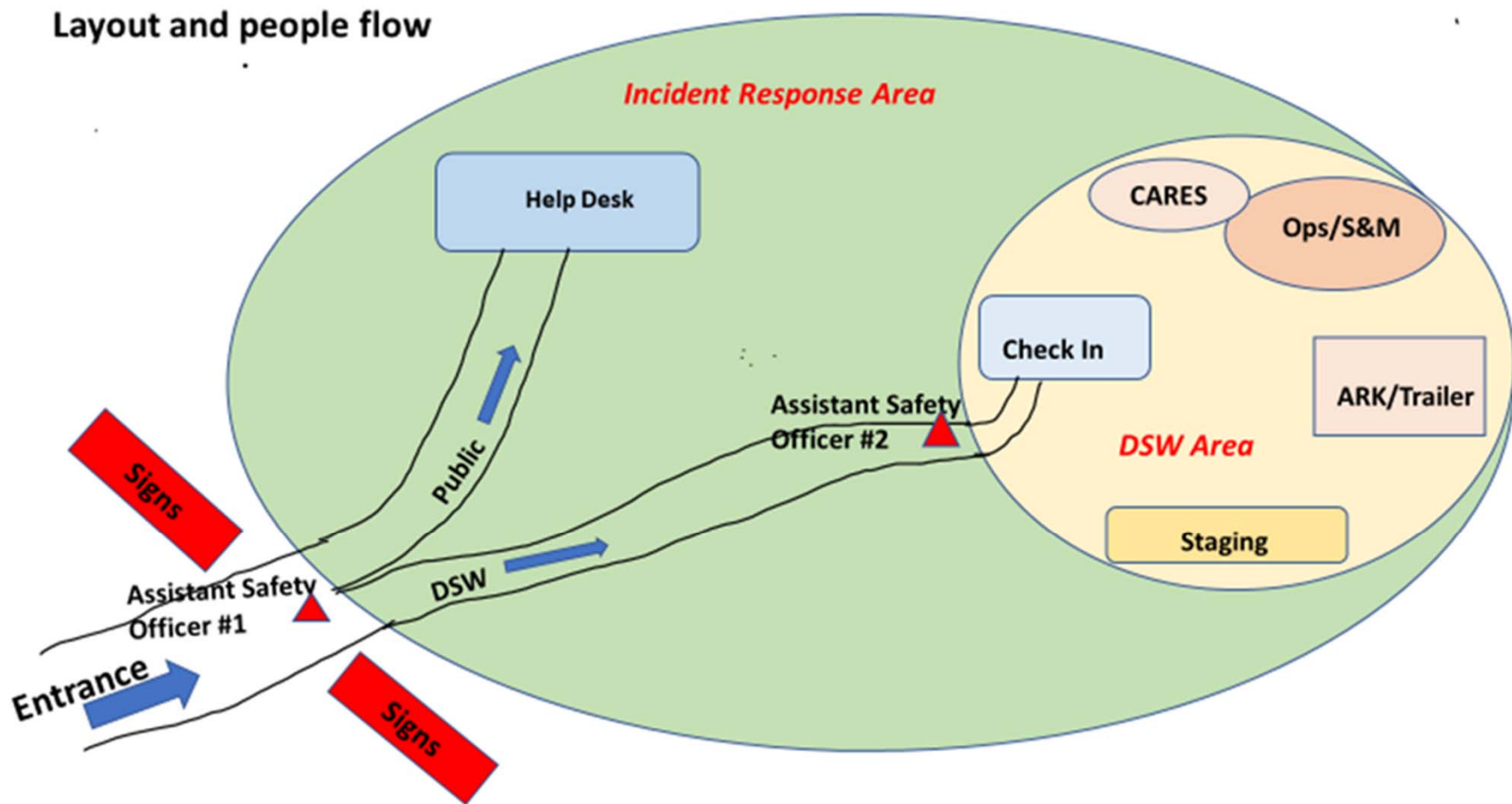
The goal of a Level 1 Activation is to establish a formal Incident Command Post at a specific location.

- All *General Field Deployment Operations* changes apply.
- Safety Officer controls access to the Incident Response Area.
- Only one person allowed to be inside the ARK (container/garage) at any given time.
- No food or drink will be provided as in past deployments or exercises.
- Setup :
 - up-wind of approaching public
 - tents with sides (access control)
 - yellow tape to cordon off working areas
 - double-up tables width-wise to create separation



4. ARK Level 1 Operations

General Layout



5. Fire Station Operations

Highlights – CERT, CARES

County Fire recognizes that during an emergency, (i) all fire apparatus will be deployed addressing the emergency, and (ii) fire stations will be likely places where residents in need will converge looking for help. Both CARES and CERT responders will operate from these stations to take resident reports or requests for assistance and pass them on.

- All *General Field Deployment Operations* changes apply.
- Only one CARES radio operator will be permitted to operate in the Fire Station lobby.
- Public facing team members establishes a workspace outside the station in the vicinity of the station lobby.
- Setup : – Outside, caution tape to ensure physical distancing requirements are maintained

This plan is pending review and approval by Santa Clara County Fire

6. Comm 469 Operations

Highlights –CARES

- All *General Field Deployment Operations* changes apply.
- Only one individual will occupy the Comm 469 cab at a time. Supporting staff follows in separate vehicles.
- When deployed, all vehicle operating compartment doors and roof vent will be open for increased air circulation.
- Operations are split between inside and outside.
 - Radio Room Operator (P3) and Shift Supervisor (P4)
 - Resource Net (P1) and SCC County voice net/Packet (P2)



Fixed Station Checklist

3.2 Fixed Field Station Checklist

A fixed field station is a radio station set up at either a pre-defined facility or ad-hoc location where communications station infrastructure is put in place (coverage, tables, chairs, power, etc.). This checklist covers Fixed Field Stations.

Checklist

This checklist is relevant for all CCC responders during an infectious disease event where two or more responders are co-located at a fixed field station to perform a specific event task.

Before the Event

- _____ 1. Responders confirm Go-Kit readiness including enhanced PPE items.

During the Event

- _____ 2. Clean work areas before and after assignment.
- _____ 3. For assignments with 2 or more responders, identify one as the Safety Officer. This responsibility may be in addition to some other operational assignment.
- _____ 4. Station set up
- a. Masks are mandatory
 - b. Establish an ICS 211 check-in Sheet for all station responders (CARES, CERT, MRC).
 - c. A designated responder will manage recording all check-in names on the ICS 211.
 - d. Operating positions are separate as much as possible.
 - e. All public facing functions to have additional space that is clearly marked.
- _____ 5. Public Interaction:
- a. Public approaching the station must be wearing mask and kept at least 6 feet from field staff.
 - b. In the event unmasked public approaches the station, even greater distance is required. Pass items – clipboard, pens, paper – in a manner that insures no contact.
- _____ 6. Outgoing Shift performs a full wipe down. Remove any disposable covers from shared equipment such as headphones, microphones or other.

After the Event

- _____ 7. Submit all infectious disease-related paperwork to the City EOC (include these documents as part of Demob to be submitted to the Planning Section).
- _____ 8. Continue to observe the infectious disease protocol when breaking down any field station.



Individual/Mobile Station Checklist

3.3 Individual/Mobile Station Checklist

An Individual/mobile station is where the operator uses an HT (Hand Talkie) or automobile-based mobile radio to pass radio traffic. This checklist covers Individual Field Stations.

Checklist

This checklist is relevant for all CARES responders during an infectious disease event where two or more responders are co-located at a fixed field station to perform a specific event task.

Before the Event

- _____ 1. Responders confirm Go-Kit readiness including enhanced PPE items.

During the Event

- _____ 2. Cloth face masks are mandatory whenever you are in close proximity of another person.
- _____ 3. Maintain physical distance from any person that you encounter.

After the Event

- _____ 4. On completion of your assignment, submit all infectious disease-related paperwork to the City EOC (include these documents as part of Demob to be submitted to the Planning Section).
- _____ 5. Performs a full wipe down of your equipment. Replenish your stock any protection equipment as necessary.

NOTES



Policies

1. Vehicle Cleaning & Disinfecting Guidance – Comm 469
2. Hygiene Procedures – Everyone
3. Protocol for Possible Exposure – If you are exposed...

Person	Exposure To	Recommended Precautions
Individual who has had close contact (< 6 ft) ¹² for 15 minutes or more ¹³	<ul style="list-style-type: none">• Person with COVID-19 who has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation)• Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation¹⁴)	<ul style="list-style-type: none">• Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times• Self-monitor for symptoms<ul style="list-style-type: none">◦ Check temperature twice a day◦ Watch for fever¹⁵, cough, or shortness of breath, or other symptoms of COVID-19• Avoid contact with people at higher risk for severe illness¹⁶ from COVID-19• Follow CDC or County Health guidance if symptoms develop



Signing in

City of Cupertino Facility Check-in Form		
Reason for visit: <input type="checkbox"/> Staff <input type="checkbox"/> Visitor Site Location _____		
Health Please answer the following questions regarding symptoms of Covid-19. Answering "Yes" to any of these questions will result in you being denied entrance to this facility. 1. Have you displayed any symptoms of Covid-19 in the last 24 hours? (Symptoms include fever, tiredness, cough, muscle, or body aches, shortness of breath, nausea with vomiting, diarrhoea, chills, night sweats, sore throat, headaches, confusion, or loss of sense of taste or smell) <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Has a household member displayed any symptoms or tested positive for Covid-19 within the last 2 weeks? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Have you had close contact with an individual who has displayed symptoms of Covid-19, or has tested positive for Covid-19, within the last 2 weeks? (Close contact is considered closer than 6 feet for a prolonged period and/or being coughed or sneezed on) <input type="checkbox"/> Yes <input type="checkbox"/> No		
NOTE Temperatures will be taken once daily on City equipment. This will be the only information relied on for temperature screening. An individual with a temperature over 100.4F will not be allowed entrance to the facility. Do you agree to have your temperature taken by a City employee or Citizen Corps member? Answering "No" will result in being denied entrance to this facility. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Verification I Certify that the above statements are true and correct to the best of my knowledge. <input type="checkbox"/> Yes Your Name: _____ Signature: _____ Date: _____		
COES901 Facility Check-in Form (Health Attestation)		v200701



Go Kit Additions

The following additional CCC Responder Go-Kit items are required:

1. Cloth face mask
2. Eye protection
3. Nitrile gloves, at least 2 pair

The following additional CCC Responder Go-Kit items are recommended:

1. Hand sanitizer
2. Sanitizing wipes
3. Face shield



Testing the Plan

Dry-run setups

1. Comm 469; was planned for the August 22 Exercise, but canceled due to smoke. CARES to reschedule.
2. ARK Activation Level 2 – Alt911... CARES to lead
3. ARK Activation Level 1 – full ICP... CERT to lead



Thank you

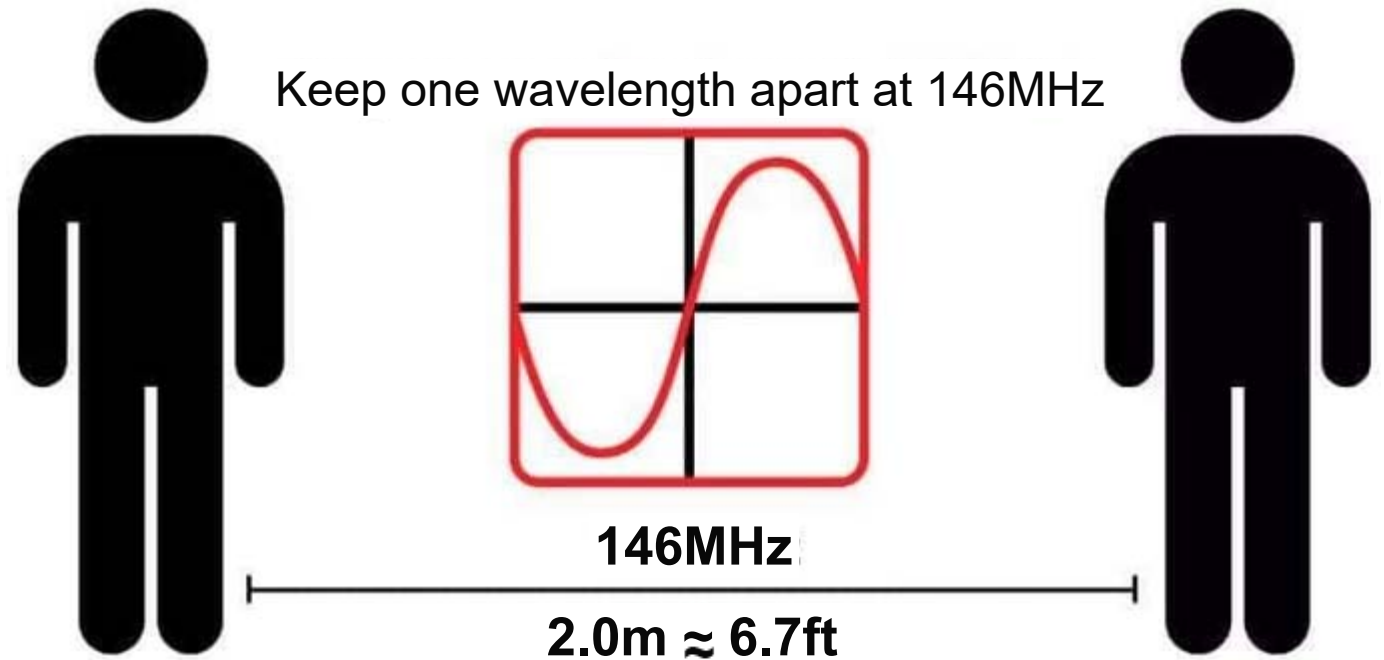
Any Questions?

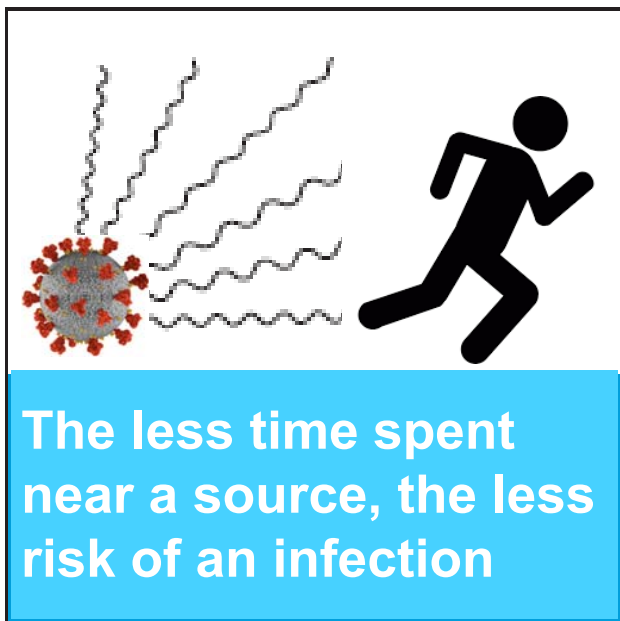


Parking Lot

SOCIAL DISTANCING

Keep one wavelength apart at 146MHz





2020 Comm Outage

***** THIS IS DRILL TRAFFIC *****

A massive PSPS event occurred that caused most of the SF Greater Bay Area to lose electrical power. Within 4 hours of this event, residential communications failed. Four hours later, cell service failed.

... and all during a Pandemic

