



Agenda for Delaware Continuity Coordinator Council

May 13, 2020

1 p.m. - 2 p.m.

Meeting has been adjusted to 1 hour

Attendees: Alexis Teitelbaum, Alison Stein, Alyssa Huenke, Amy Walls, Andy Kloepfer, Arielle Winston, Beverly Swiger, Brenda Mayrack, Carl Yetter, Carrie Hyla, Cherie Dodge-Brion, Chip Finch, Christine Gannon, Chuck Longfellow, Claudette Martin-Wus, Coleen Ponden, Dawn Minor, Debra Lawhead, Denise Zielinski, Doyle Tiller, Edward Lee, Faith Mwaura, Gregory Nolt, Jamie Johnstone, Jamila Smith, Janet Roberson, Jen Walls, Jerome Passon, Jessica Wurzel, John Healy, John Kelley, John Mancus, Johna Esposito, Judy Everett, Kevin Eickman, Kim Newell, Kimberly Pawlyk, Kirstin Harvey, Leslie Poland, Leslie Reese, Lisa Greene, Lori Gorman, Lori Reeder, Marian Bhate, Mark Dworkin, Mary Hansen, Michael Krumrine, Mickie Troubetaris, Mike Erixson, Millianie Bueno, Mindy Anthony, N. Brady, Nadia Townsend, Peter Korolyk, Samara Kaminski, Sandra Alexander, Sean Finerty, Sharon Maurer, Sharon Miller, Shawn Facen-Simmons, Stephanie Parker, Susan Mateja, Syd Swann, Thomas Cuccia, Thomas Hall, Tim li, Tracey Fraley, Vanessa Briddell, Victor Ting, Wendy Hudson

Minutes- see attached powerpoint pdf.

➤ **Welcome/Introductions**

➤ **DECCC Updates**

- ❖ New Plan Builders & Kudos
- ❖ Upcoming Opportunities
- ❖ COOP News
 - 2020 Statewide COOP Exercise

➤ **COVID 19- Current Update**

Jessica McIntire-DEMA

Get the most current update on how things are going from a State level: the latest numbers, Governor's orders, and next steps.

➤ **Reconstitution- A New Normal**

Lori Gorman- DTI

We survived isolation and there is light at the end of the tunnel; how will your agency begin re-opening? What does your new normal look like? How will you handle the next wave? Hear best practices and discuss how your agency will be approaching these topics.

➤ **COOP Plan Updates**

Lori Gorman, DTI

DECCC Steering Committee members:

Tony Lee – Co-Chair

Lori Gorman – Co-Chair

Vacant- Vice-Chair

Dawn Hollinger- Education & Training

John Mancus – Disaster Preparedness Officer

Dan Cahall- IT Systems Officer

Tim Li- Vital Records Officer

How have you documented procedure changes due to the situation? What changes will you be making to your COOP plan. Learn some best practices on how you can incorporate information into your current plan and better prepare for future events.

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Delaware Continuity Coordinator Council
(DECCC)

COVID-19 Reconstitution

May 13, 2020

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Agenda

- Welcome/Introductions
- DECC Updates
 - New plan builders
 - Upcoming Opportunities
- Covid-19 situation update
 - Current Statewide Posture
 - Phase
- Reconstitution- The New Normal
 - Best practices
 - After Action report
 - When can we start

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DECCC Updates

- ▶ Roll Call – New Plan Builders
 - Pamela Ehrisman– Dept of Archives
 - Wendee Mohammed– DSHS Forensic Science
 - Victor Ting– DHSS Social Services
 - Brian Manubay– DHSS Development Disabilities
 - Alfred Tunnell– DSCYF
 - Jamila Smith– Office of the Governor
 - Kristin Harvey– DHSS Development Disabilities
 - Thomas Hall– DHSS Social Services
 - Mikaela Miesbauer– DOS Office of the Secretary
 - Crystal Rutihinda– DOS office of the Secretary

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Upcoming Opportunities

- ▶ Reconstitution: Reopening after COVID- 19
 - Denise Chrosniak, Continuity Training Branch Specialist
 - <https://stateofdelaware.webex.com/stateofdelaware/j.php?MTID=me4652c1caf61f3a550487a472aad48a>
- ▶ DEMA Training:
 - <https://dema.delaware.gov/training/dema/index.shtml?dc=demaTrainingCalendar>
- ▶ Statewide COOP Exercise– After Action Briefing for Covid-19
 - Tentative July 7: Details to follow

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Current Status

Deaths State of Delaware 237 <small>(2.6 per 10,000 people)</small>	
Current Hospitalizations State of Delaware 276	
Recovered State of Delaware 2,802	
Positive Cases State of Delaware 6,741 <small>(70.1 per 10,000 people)</small>	
Positive Cases (County Level) <small>(Data for the county is available only for counties with data)</small>	
New Castle County 2,440 <small>(41.6 per 10,000 people)</small>	Kent County 1,060 <small>(69.9 per 10,000 people)</small>
Sussex County 3,205 <small>(166.2 per 10,000 people)</small>	Unknown County 36

5/18/2020 5

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Governor Modifications

- ▶ Mod # 14 (5/5/20)– Beginning 8Am 5/8 Small business retailers allowed to do business for curbside pickup. Cosmetology locations can offer hair care services with restrictions. Golf carts allowed for 1 rider at a time. Drive thru movies are permitted
- ▶ Mod # 15 (5/7/20)– Reschedules primary election to July 7 and allows for absentee ballot. Formalized re-opening steps.
- ▶ Mod # 16 (5/10/20)– Addresses education

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Other Announcements

- ▶ 5/8/20– extended Emergency Declaration– focus on developing a statewide testing policy: all nursing homes to be tested; asymptomatic testing can now occur (80,000/month), Contract tracing program being developed (hiring in progress)
- ▶ 5/11/20– Farmers markets allowed to open within guidelines

Don't forget Hurricane Preparedness!!

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Reconstitution

Reconstitution is the process by which surviving and/or replacement agency personnel resume normal agency operations from the original or replacement primary operating facility.

See Section 2.4: Phase IV of your COOP plans

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- ▶ How do we do it?
- ▶ What does it look like?
- ▶ Do we all go back at once?
- ▶ What if I don't want to go back to work?
- ▶ Is the building clean?
- ▶ What if people start getting sick again?
- ▶ What about my kids (still not back in school)?
- ▶ But I'm an at risk person!
- ▶ Where is Jane Doe?
- ▶ When do we start?

The list goes on...

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Reconstitution Best Practices

- Has the office been thoroughly cleaned
- Evaluate offices for social distance considerations
 - Close down congregation areas
 - Determine if layout should be adjusted
 - Put up signage and ensure adequate supplies (masks, wipes, etc.)
- Establish procedures for screening staff
- Determine phases for returning to work (rotating shifts, adjusted start times, Leadership to return first)
- Follow safety recommendations/guidelines
- Use a phased approach
- **Communicate– Communicate– Communicate!**


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Considerations...


- ▶ How to keep those most at risk safe (continue remote work) and how you address staff questions (keep HIPAA guidelines in mind)
- ▶ Determine triggers for activating next phase or returning to previous stages if spread increases.
- ▶ Establish responsible staff/procedures to address issues related to reconstitution as they occur and document everything (After Action)
- ▶ Work with HR/fiscal to clearly establish what accommodations will be made for employees

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Phased Re-Opening (Example)



<h3>Phase 1</h3> <ul style="list-style-type: none"> • Social distancing <ul style="list-style-type: none"> ◦ Limit service to drive-through, take-out or delivery, if possible ◦ Consider installing physical barriers and changing workspace layout ◦ Close communal spaces, such as break rooms, if possible ◦ Consider rotating/staggering shifts ◦ Replace in-person meetings ◦ Cancel all group events >10 people ◦ Restrict non-essential visitors, volunteers, etc. ◦ Limit sharing of food, tools, equipment, supplies • Travel/commuting <ul style="list-style-type: none"> ◦ Cancel all non-essential travel ◦ Telework rather than public transportation 	<h3>Phase 2</h3> <ul style="list-style-type: none"> • Social distancing <ul style="list-style-type: none"> ◦ Stagger use of communal spaces, such as break rooms, and clean/disinfect between uses ◦ Limit in-person meetings ◦ Cancel all group events >50 people ◦ Consider limiting non-essential visitors, volunteers, activities • Travel/commuting <ul style="list-style-type: none"> ◦ Consider resuming non-essential travel in accordance with state/local regulations/guidance.
<h3>Phase 3</h3> <ul style="list-style-type: none"> • Resume usual operations (?) 	



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After Action Reports

- ▶ Author
 - The AAR can be compiled by the COOP Coordinator, Planning Section Chief, Incident Command team, or other designated party.
- ▶ Content
 - Brief description of the incident
 - Time line of events, decisions, and actions
 - Any issues that occurred
 - Improvement actions with responsible parties and deadlines

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After Action Continued

- ▶ Format
 - You can use the Exercise- COOP Drill option in BCIC to create the incident. This format creates an after action report using standard formatting and will store the information directly in the tool.
 - FEMA's AAR template
<https://www.fema.gov/media-library/assets/documents/86280>

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Improvement Actions

- ▶ Don't forget to update your plans with the changes noted during this event. Your BCDR Liaison is available to help. Let us know if you have any recommended changes to the plan verbiage or output.

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Shares & Questions...

- ▶ **Q:** My agency is having difficulty procuring supplies (masks, wipes, hand sanitizer, etc.).
- ▶ **A:** It is recommended that emergency services agencies work through DEMA for procuring necessary supplies. Non emergency serves agencies are encouraged to seek supplies using open market place at this time.
- ▶ **Share:** DHR wants to strongly encourage agencies to include their HR representatives when putting together their plans to ensure they are compliant with all HIPPA and similar regulations.
- ▶ **Share:** Recommendations for state agencies for re-opening is being drafted (DEMA) and will be distributed before June 1st.

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Additional Resources

- ▶ [Fact+Sheet_Covid 19](#)
- ▶ [Return to work safely Presentation](#)
- ▶ [Covid-19 Best Practices for Businesses in Delaware](#)
- ▶ de.gov/healthycommunity
- ▶ <https://governor.delaware.gov/delawares-recovery/>

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“We are all in this together.”

-Everyone

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