

# INCIDENT ACTION PLAN



## MODOC COVID-19

MARCH 20, 2020



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## INCIDENT OBJECTIVES (ICS 202)

<b>1. Incident Name:</b> Modoc Covid-19	<b>2. Operational Period:</b> Date From: 3/20/20      Date To: 3/20/20 Time From: 0800      Time To: 1700											
<b>3. Objective(s):</b> Provide for public and responder safety, security, and accountability through the implementation of federal, state, local and agency COVID-19 directives, guidelines and recommendations.  Keep the public, staff and elected officials informed through the timely development and distribution of COVID-19 information.  Prepare for reimbursement of incident expenses by implementing and maintaining a common reporting process to track incident expenditures.  Support public needs by maintaining continuity of operations at county, local, agency and business levels.  Employ multi-jurisdictional decision-making in the context of federal, state and local laws and regulations.  Coordinate available resources needed to support outbreak intervention including self-isolation.												
<b>4. Operational Period Command Emphasis:</b> EOC will be open daily from 0800-1700, Monday thru Friday, after hours contact Duty Officer  Stakeholders/Cooperator Meeting held daily, Monday thru Friday, at 1630 at Alturas Veterans Hall  Modoc County Sheriff's Office 530-233-4416												
<b>General Situational Awareness</b>  Communication is paramount. Follow Chain of Command.												
<b>5. Site Safety Plan Required?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Approved Site Safety Plan(s) Located at:</b>												
<b>6. Incident Action Plan</b> (the items checked below are included in this Incident Action Plan): <table style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> ICS 202</td> <td><input type="checkbox"/> ICS 206</td> <td rowspan="5" style="vertical-align: top;"> <b>Other Attachments:</b>  <input checked="" type="checkbox"/> Finance Message  <input checked="" type="checkbox"/> Safety Message  <input type="checkbox"/>  <input type="checkbox"/> </td> </tr> <tr> <td><input checked="" type="checkbox"/> ICS 203</td> <td><input type="checkbox"/> ICS 207</td> </tr> <tr> <td><input checked="" type="checkbox"/> ICS 204</td> <td><input type="checkbox"/> ICS 208</td> </tr> <tr> <td><input type="checkbox"/> ICS 205</td> <td><input type="checkbox"/> Map/Chart</td> </tr> <tr> <td><input type="checkbox"/> ICS 205A</td> <td><input type="checkbox"/> Weather Forecast/Tides/Currents</td> </tr> </table>		<input checked="" type="checkbox"/> ICS 202	<input type="checkbox"/> ICS 206	<b>Other Attachments:</b> <input checked="" type="checkbox"/> Finance Message <input checked="" type="checkbox"/> Safety Message <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<input checked="" type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents
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<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents											
<b>7. Prepared by:</b> Name: <u>Mandi Shoaf/Liz Hallmark</u> Position/Title: <u>PSC3</u> Signature: <u></u>												
<b>8. Approved by Incident Commander:</b> Name: <u>William Tex Dowdy/Stacy Sphar</u> Signature: <u></u>												
ICS 202	IAP Page <u>      </u>	Date/Time: <u>3/19/2020 1132</u>										

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## Organization Assignment List, ICS Form 203

<b>ORGANIZATION ASSIGNMENT LIST</b>		<b>INCIDENT NAME</b>	<b>DATE PREPARED</b>	<b>TIME PREPARED</b>
		Modoc Covid-19	3/19/2020	1508
<b>POSITION</b>	<b>NAME</b>	<b>OPERATIONAL PERIOD (DATE/TIME)</b>		
		3/20/20 0800-1700		
		<b>OPERATIONS SECTION</b>		
<b>INCIDENT COMMANDER</b>	William Tex Dowdy/Stacy Sphar	<b>CHIEF DAY</b>		Warren Farnam
<b>SAFETY OFFICER</b>	Warren Farnam/Chris Murrar	<b>BRANCH – LAW ENFORCEMENT</b>		
<b>INFORMATION OFFICER</b>	Ken Sandusky/Heather Hadwick	<b>BRANCH DIRECTOR</b>		Chris Benson
<b>LIAISON OFFICER</b>		<b>DEPUTY BRANCH DIRECTOR</b>		Chris Lowell
<b>AGENCY REPRESENTATIVES</b>		<b>BRANCH-EMS</b>		
<b>AGENCY</b>	<b>NAME</b>	<b>BRANCH DIRECTOR</b>		Tanya Schulz
Modoc County CAO	Chester Robertson	<b>DEPUTY BRANCH DIRECTOR</b>		Jennifer Holmes
Cal Fire	Steve Walker			
Alturas City Council	Mark Steffek			
		<b>BRANCH COUNTY SERVICES</b>		
		<b>BRANCH DIRECTOR</b>		Jason Diven
		<b>DEPUTY BRANCH DIRECTOR</b>		
<b>PLANNING SECTION</b>				
<b>CHIEF</b>	Mandi Shoaf			
<b>DEPUTY</b>	Liz Hallmark			
<b>INCIDENT TECHNOLOGY SUPPORT SERVICES</b>	Corben Chilson	<b>BRANCH BUSINESS</b>		
<b>DOCUMENTATION UNIT</b>		<b>BRANCH DIRECTOR</b>		Rose Boulade
<b>DEMOBILIZATION UNIT</b>		<b>DEPUTY BRANCH DIRECTOR</b>		Mark Steffek
<b>LOGISTICS SECTION</b>				
<b>CHIEF</b>	Mikele Picotte			
<b>DEPUTY</b>	Scott Withrow	<b>BRANCH-COMMUNITY</b>		
<b>SUPPLY UNIT LEADER</b>	Traci Sides	<b>BRANCH DIRECTOR</b>		Dave Pena
		<b>DEPUTY BRANCH DIRECTOR</b>		Diana Bass
<b>FINANCE SECTION</b>				
<b>CHIEF</b>	Amanda McKinney			
<b>EQUIPMENT TIME</b>	Dawn Valencia			
<b>TIME UNIT</b>				
<b>PROCUREMENT UNIT</b>				
<b>COMPENSATION/CLAIMS UNIT</b>				
<b>COST UNIT</b>				
<b>PREPARED BY (RESOURCES UNIT)</b>				
Mandi Shoaf/Liz Hallmark PSC3				

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<b>DIVISION ASSIGNMENT LIST</b>			1. Branch <b>Law Enforcement</b>		2. Division/Group		
3. Incident Name Modoc Covid-19			4. Operational Period				
Date 3/20/2020-3/20/2020			Time: 0800-1700				
<b>5. Operations Personnel</b>							
Operations Chief		<b>Warren Farnam</b>		Safety Officer		<b>Warren Farnam/Chris Murray</b>	
Branch Director		<b>Chris Benson</b>		Deputy Branch Director		<b>Lowell</b>	
<b>6. Resources Assigned This Period</b>							
Resource Designator		Leader		LWD	Number Persons	Drop Off PT/Time	Pick Up PT/Time
Modoc County Sheriff		Scott Withrow					
Alturas Police Department		Sid Cullins					
California Highway Patrol		On Duty SGT					
Modoc County District Attorney		Sam Kylo					
US Fish and Wildlife Service		Jake Nicholas					
US Forest Service		Casey Haddox					
Probation		Kim Wills					
CA Dept. of Corrections & Rehabilitation		Jennifer Cross					
Modoc County Courts		Ronda Gysin					
7. Work Assignments <b>Maintain Communication and accountability with your resources.</b>							
8. Special Instructions <b>Follow agency or department guidelines for exposure reporting and response to calls.</b>							
<b>9. Division/Group Communication Summary</b>							
Function	RX FREQ	TX FREQ	TX TONE	Function	RX FREQ	TX FREQ	TX TONE
Command				Air to Ground			
Tactical Div/Group							
Prepared By (Resource Unit Leader)		Approved By (Planning Sect. Ch.)			Date		Time
<b>Liz Hallmark</b>		<b>Mandi Shoaf</b>			<b>3/19/2020</b>		<b>1238</b>

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<b>DIVISION ASSIGNMENT LIST</b>			1. Branch <b>EMS</b>		2. Division/Group		
3. Incident Name Modoc Covid-19			4. Operational Period				
Date 3/20/2020-3/20/2020			Time: 0800-1700				
<b>5. Operations Personnel</b>							
Operations Chief		<b>Warren Farnam</b>		Safety Officer		<b>Warren Farnam / Chris Murray</b>	
Branch Director		<b>Tanya Schulz</b>		Deputy Branch Director		<b>Jennifer Holmes</b>	
<b>6. Resources Assigned This Period</b>							
Resource Designator		Leader		LWD	Number Persons	Drop Off PT/Time	Pick Up PT/Time
Modoc Medical Center		Kevin Kramer					
Surprise Valley Healthcare District		Frances Hannah					
Alturas Health Clinic		Tony Reynolds					
XL-Clinic/Pit River Health		Janna Bennett					
Warner Mountain Clinic		Theresa Townsend					
NorCal EMS		Patti Garrison					
Modoc District School Nurse		Jacee Knighton					
Behavioral Health		Michael Traverso					
Fire Chiefs Association		Ron Sherer					
<b>7. Work Assignments</b> <b>Coordinating on a plan to conduct lab testing for tier 1 patients through Shasta Lab</b> <b>Updating third party lab testing line list.</b> <b>Implementing respiratory protection plan for Health Services nursing staff.</b>							
<b>8. Special Instructions</b> <b>Follow agency or department guidelines for exposure reporting and response to calls.</b>							
<b>9. Division/Group Communication Summary</b>							
Function	RX FREQ	TX FREQ	TX TONE	Function	RX FREQ	TX FREQ	TX TONE
Command				Air to Ground			
Tactical Div/Group							
Prepared By (Resource Unit Leader)		Approved By (Planning Sect. Ch.)			Date		Time
<b>Liz Hallmark</b>		<b>Mandi Shoaf</b>			<b>3/19/2020</b>		<b>1212</b>

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<b>DIVISION ASSIGNMENT LIST</b>			1. Branch <b>Community</b>		2. Division/Group		
3. Incident Name Modoc Covid-19			4. Operational Period				
Date 3/20/2020-3/20/2020 Time: 0800-1700							
5. Operations Personnel							
Operations Chief		<b>Warren Farnam</b>		Safety Officer		<b>Warren Farnam / Chris Murray</b>	
Branch Director		<b>Dave Pena</b>		Deputy Branch Director		<b>Diana Bass</b>	
6. Resources Assigned This Period							
Resource Designator		Leader		LWD	Number Persons	Drop Off PT/Time	Pick Up PT/Time
Churches		Pastor Clarence McCarty					
Modoc Work Activity Center		Paul Mitchel					
Modoc Joint Unified School District		Tom O'Malley					
Elks		Dave Hohman					
Rotary		Sandy Stevenson					
Valley Service Club		Bunnie Hartman					
Tribes		Nikki Vaughn					
Modoc County Office of Education		Mike Martin					
Surprise Valley School District		Misti Norby / Audra Evans					
Tulelake Basin Joint		Bryce Brin					
State Preschools / Early Head Start		Misti Norby / Audra Evans					
Mennonite School		Enoch Wood					
Alturas Rancheria		Shawn Normington					
Strong Family		Candace Carlson					
Pit River Tribe XL		Zalyn Baker					
7. Work Assignments <b>Maintain communication and accountability with your resources.</b>							
8. Special Instructions <b>Follow agency or department guidelines for exposure reporting and response to calls.</b>							
9. Division/Group Communication Summary							
Function	RX FREQ	TX FREQ	TX TONE	Function	RX FREQ	TX FREQ	TX TONE
Command				Air to Ground			
Tactical Div/Group							
Prepared By (Resource Unit Leader)		Approved By (Planning Sect. Ch.)			Date		Time
<b>Liz Hallmark</b>		<b>Mandi Shoaf</b>			<b>3/19/2020</b>		<b>1428</b>


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## Safety Message/Plan (ICS 208)

<b>1. Incident Name:</b> Modoc COVID-19	<b>2. Operational Period:</b> From: 16-Mar-20 0700 To: 23-Mar-20 0700
<b>3. Site Emergency Action Plan/Medical Plan:</b> <ul style="list-style-type: none"><li>All team members should follow the evacuation plan of the established facilities. Have two routes egress in mind in the event one is involved in the incident and unavailable.</li><li>Rally point for personnel will be in front of the Modoc County Jail.</li><li>This building does have an AED and First Aid kit in the kitchen area of the EOC.</li><li>For medical or other type emergency call 911.</li></ul>	
<b>4. Hazardous Areas/Work Prohibitions:</b> <ul style="list-style-type: none"><li>Keep aisle ways and walk ways clear of tripping hazards.</li><li>Walk and drive with caution.</li></ul>	
<b>5. Sanitation:</b> <ul style="list-style-type: none"><li>All personnel will follow proper sanitation practices including hand washing and social distancing.</li><li>Minimize cross contamination.</li><li>Read the SDS (Chemical Safety Data Sheet) prior to use of any sanitizer.</li><li>No personnel shall return from and infectious work site to the EOC without proper disinfection.</li></ul>	
<b>6. Security:</b> <ul style="list-style-type: none"><li>Please follow instructions for entry by Sheriff Office personnel.</li><li>Maintain situational awareness when outdoors.</li><li>Secure your vehicle and belongings, don't leave valuables in plain site</li></ul>	
<b>7. Weather:</b> <ul style="list-style-type: none"><li>Be prepared for winter weather snow, rain and thunderstorms</li><li>Roads will be slippery, SLOW DOWN!</li><li>Have proper personal protective equipment</li></ul>	
<b>8. Personal Wellness</b> <ul style="list-style-type: none"><li>Your immune response is the best defense against this virus.</li><li>Stay hydrated- Drink plenty of water.</li><li>Eat often and healthy.</li><li>Get plenty of rest.</li><li>Practice good personal hygiene.</li><li>Talk to your family about preparedness to ease stress and reduce fear.</li><li>Utilize Social distancing and proper disinfection/sanitization practices. Always read the label for directions of use and any required PPE.</li><li>Get Local Health Alert Updates at: <a href="http://modochealthservices.org/">http://modochealthservices.org/</a></li></ul>	
<b>9. Use of Personal Protective Equipment</b> <ul style="list-style-type: none"><li>Ensure you are properly trained on the use of required PPE.</li><li>CDC examples of proper donning and doffing of single use PPE is attached.</li></ul>	
<b>IF YOU SEE SOMETHING SAY SOMETHING!</b> If there are any kind of suspicious activities or articles left in the work area that does not belong to you or others, report it to supervisor and building security.	
<b>7. Safety Officer:</b> Warren Farnam	<b>Contact:</b> (530-640-6521)
<b>8. Prepared by:</b> Warren Farnam	<b>Signature:</b> 

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## SAFETY MESSAGE/PLAN (ICS 208)

<b>1. Incident Name:</b> Modoc COVID-19	<b>2. Operational Period:</b> From: 16-Mar-20 0700 To: 23-Mar-20 0700
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**IMT Infection Control Practices**

In order to promote a safe and healthy work environment, please complete the following steps at least daily:  
Utilizing a disinfecting wipe, wipe down the following surfaces (allow to air dry):

- Computers
- Workspaces
- Communal office accessories

**All clinical staff shall adhere to standard and transmission-based precautions guidelines**  
<https://www.cdc.gov/infectioncontrol/basics/transmission-based-precautions.html>  
<https://www.cdc.gov/coronavirus/>  
<http://emsa.ca.gov/covid19/>

<b>HAND HYGIENE</b>	<b>RESPIRATORY HYGIENE</b>
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**HAND HYGIENE**

- Before, during and after food preparation
- Before eating
- Before/after caring for potential ill people
- Before /after treating wound
- After using bathroom
- After blowing nose, coughing or sneezing
- After touching animal, animal food/treats, cages or waste
- Touching any time of waste
- Hand visibly dirty/greasy


\*If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.

\* Do NOT use hand sanitizer if your hands are visibly contaminated with dirt or grease.


**Cover Your Cough and Sneeze The Right Way**

Stop the spread of germs that make you and others sick

- ✓ Cover your mouth and nose with a tissue when you cough or sneeze.
- ✓ Or cough or sneeze into your upper sleeve.
- ✓ Put used tissue into the bin.
- ✓ Wash your hands or use a hand sanitizer.



Don't cover your cough and sneeze with your hands. You will end up spreading more germs via everything you touch.

<b>7. Safety Officer:</b> Warren Farnam
<b>8. Prepared by:</b> Warren Farnam Signature: 

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**EMERGENCY MEDICAL SERVICES AUTHORITY**

10901 GOLD CENTER DR., SUITE 400  
RANCHO CORDOVA, CA 95670  
(916) 322-4336 FAX (916) 324-2875



**DATE:** March 3, 2020

**TO:** California Emergency Medical Services Partners

**FROM:** Dave Duncan MD  
Director, Emergency Medical Services Authority

**SUBJECT:** Interim Emergency Medical Services Guidelines for COVID-19

The outbreak of respiratory illness caused by the novel coronavirus (COVID-19) was first detected in China during December 2019, and has now been identified in over 60 locations internationally, including the United States. We are beginning to see community transmission and deaths in the US, including California, and we must remain vigilant with our approach to EMS patients who may have COVID-19. On March 4th, Governor Newsom declared a State of Emergency for California regarding the novel coronavirus.

The California Emergency Medical Services Authority (EMSA) has developed comprehensive guidance for its EMS partners, providers and agencies. This guidance has been developed in conjunction with the California Department of Public Health (CDPH) and the Governor's Office of Emergency Services (Cal OES), as well as our federal and local partners including the Center for Disease Control (CDC) and the Local Emergency Medical Services Agencies (LEMSAs)

The California Emergency Medical Services Authority has adopted the standardized EMS guidance provided by the CDC in collaboration with the National Highway Traffic Safety Administration (NHTSA). This guidance for EMS is comprehensive, represents a recognized best practice across the nation, and is currently deployed within the 33 LEMSAs throughout the state.

### **California EMS Guidance and Resources for COVID-19**

#### **1) Interim Guidance for EMS and 911 PSAPs for COVID-19 in California.**

This comprehensive EMS guidance applies to all first responders who anticipate close contact with persons with possible or confirmed COVID-19 in the course of their work. This guidance discusses modifying caller queries to determine the possibility that this call concerns a person who may have signs or symptoms and risk factors for COVID-19. Patients in the United States who meet the appropriate criteria should be evaluated and transported as a person under investigation (PUI).

A summary of the sections found in this document are listed here:

##### **a) Case Definition/PUI**

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COVID-19  
March 3, 2020

- b) Recommendations for 911 public safety answering points (PSAPs)
- c) Modified Caller Queries
- d) Recommendations for EMS Clinicians and Medical First Responders
- e) Patient Assessment
- f) Recommended Personal Protective Equipment (PPE)
- g) Precautions for Aerosol-Generating Procedures
- h) EMS Transport of a PUI or Patient with Confirmed COVID-19 to a Healthcare Facility including interfacility transports (IFTs)
- i) Documentation
- j) Cleaning EMS Transport Vehicles after Transport
- k) Follow-up/Reporting Measures by EMS Clinicians After Caring for Patients or PUI's
- l) EMS Employer Responsibilities
- m) Additional Resources

## 2) Guidance regarding shortage of N95 Respirators.

On March 3rd, Governor Newsom and state health officials announced that millions of [stockpiled masks will become available](#).

The CDC has also recently published information regarding N95 respirators including the use of stockpiled N95 Respirators:

<https://www.cdc.gov/coronavirus/2019-ncov/release-stockpiled-N95.html>

and strategies for optimizing the supply of N95 respirators:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy/index.html>

## 3) Identifying Patients Under Investigation (PUI's).

Local health departments, in consultation with clinicians, should determine whether a patient is a PUI for COVID-2019. The CDC clinical criteria for COVID-19 PUIs have been developed based on available information about this novel virus, as well as what is known about Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). These criteria are subject to change as additional information becomes available.

[https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-criteria.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhcp%2Fidentify-assess-flowchart.html](https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-criteria.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhcp%2Fidentify-assess-flowchart.html)

## 4) Additional Resources.

- a) CDC/NIOSH sequence for [Donning/Doffing PPE](#) (example 2 preferred for Doffing)
- b) Centers for Disease Control and Prevention:  
<https://www.cdc.gov/>
- c) California Department of Public Health  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>
- d) California Local EMS Agencies  
<https://emsa.ca.gov/local-ems-agencies/>
- e) The [EMS Infectious Disease Playbook](#), published by the Office of the Assistant Secretary for Preparedness and Response's (ASPR).

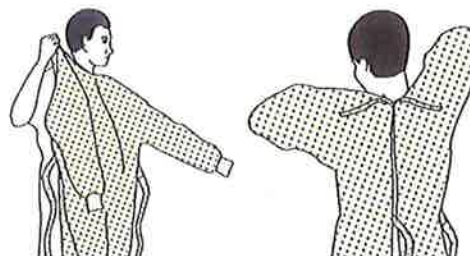


## SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

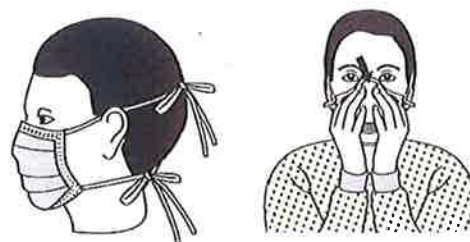
### 1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



### 2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



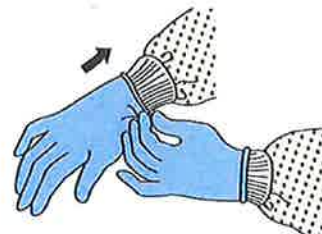
### 3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



### 4. GLOVES

- Extend to cover wrist of isolation gown



## USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene

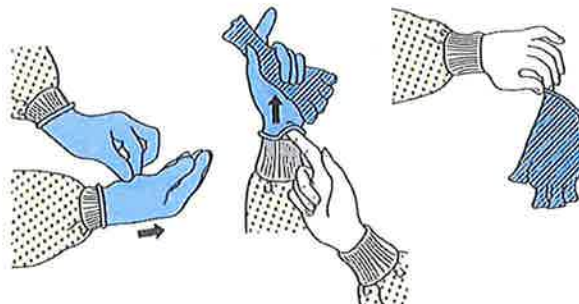


# HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

## 1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



## 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



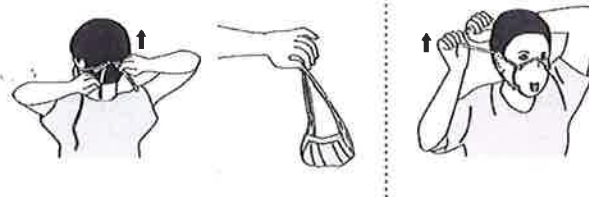
## 3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container

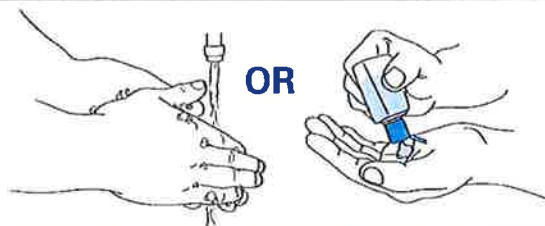


## 4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



## 5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS  
BECOME CONTAMINATED AND IMMEDIATELY AFTER  
REMOVING ALL PPE**





# HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

## 1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



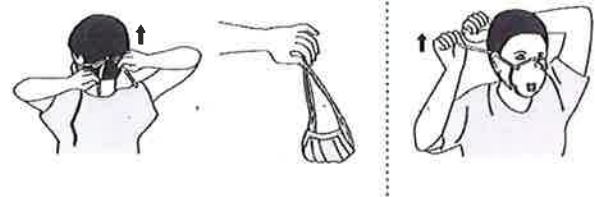
## 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

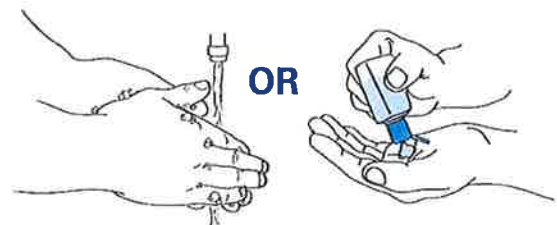


## 3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



## 4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE**





**WILLIAM "TEX" DOWDY**  
Sheriff-Coroner

# MODOC COUNTY SHERIFF'S OFFICE

102 South Court Street - P.O. Drawer 460 - Alturas California 96101

Telephone : 530.233.4416 Fax : 530.233.1235 Email : tdowdy@modocsheriff.us

## INFORMATION STRATEGY

### MODOC COVID-19 INCIDENT

**Incident Summary :** Though no cases have been confirmed in the County, Modoc County OES and Modoc County Public Health declared a local emergency on Thursday, March 12, 2020. This action was taken to provide access to funding and resources not otherwise available without such a declaration. This plan is intended to layout the public information activities in support of the overall response.

#### Information Objectives:

- Keep the people of Modoc County informed of ongoing developments as they occur to support their ability to take appropriate actions based on factual information.
- Keep residents, staff, partners and elected officials informed in timely development and distribution of COVID-19 information in the most timely and transparent manner possible.
- Share factual information about proper precautions to limit the transmission of COVID-19 virus to help offset rumors and other information that may be counterproductive to the overall effort.
- Act as a central source of information for the people of Modoc County and coordinate public information activities from all involved to insure consistent messaging.
- Work to manage rumors and provide appropriate sources of information to support individual decision making.

#### Target Audiences:

- Modoc County residents
- Modoc County Business owners
- Visitors to the area
- Elected Officials
- Other partners and collaborators
- News Media
- Neighboring communities

#### Key Messages:

- The Modoc County EOC will provide the best possible information and suggestions for appropriate protective actions.
- The actions recommended are meant to protect the most vulnerable of our population.
- Wash your hands, Cover your cough and stay home if you are sick.
- Please do your part, Do it for Modoc County.
- No undue restrictions will be placed on the businesses of Modoc County at this time.

WD



## Modoc COVID-19

### Finance

- All employee's must fill out a 214 Log Daily, turn into Amanda McKinney at [amckinney@modocsheriff.us](mailto:amckinney@modocsheriff.us) OR in the basket by the back door of the Annex.
- All purchases must be assigned a Resource # by Amanda McKinney or Dawn Valencia
- All receipts must have the proper Resource # written on them and be signed by purchaser
- If any purchase is done on a Credit Card, the charge will still need to be assigned a Resource # and a receipt turned in with purchaser's signature

### Logistics

For any resource requests please request through the following email. [MHOAC@modocics.org](mailto:MHOAC@modocics.org)

We will be prioritizing the resource requests that are received.

Ensure that commodities and emergency supplies continue to flow.

WD

MODOC COUNTY COVID-19 INCIDENT

**#233.1350**

EMERGENCY OPERATIONS CENTER

**PHONE LINE**

Have Questions?  
Looking for Help?  
We are here for you

HOURS OF OPERATION  
Monday-Friday 8 am-5pm



*we*



**MCPH**  
Modoc County  
Public Health



# MODOC COUNTY COVID-19

For the most up to date information on the MODOC COVID-19 INCIDENT, focus your camera icon on the QR code below and connect to the link or visit [www.modocsheriff.us](http://www.modocsheriff.us)

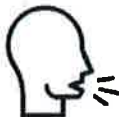


## HOW CAN I HELP PREVENT?

Here are 4 everyday measures that can help prevent you from getting COVID-19 or spreading it to others. They should be practiced by all people, in all locations at all times.



Wash your hands often, using soap and water or alcohol based hand rub. Avoid touching your face, unless your hands are thoroughly cleaned.



Cover mouth & nose when coughing and sneezing. Discard any used tissue immediately and wash hands.



Avoid close contact with anyone who has cough or fever. Maintain at least three feet distance.



Stay home if you feel sick with fever or cough. Follow guidance from your local health authorities.

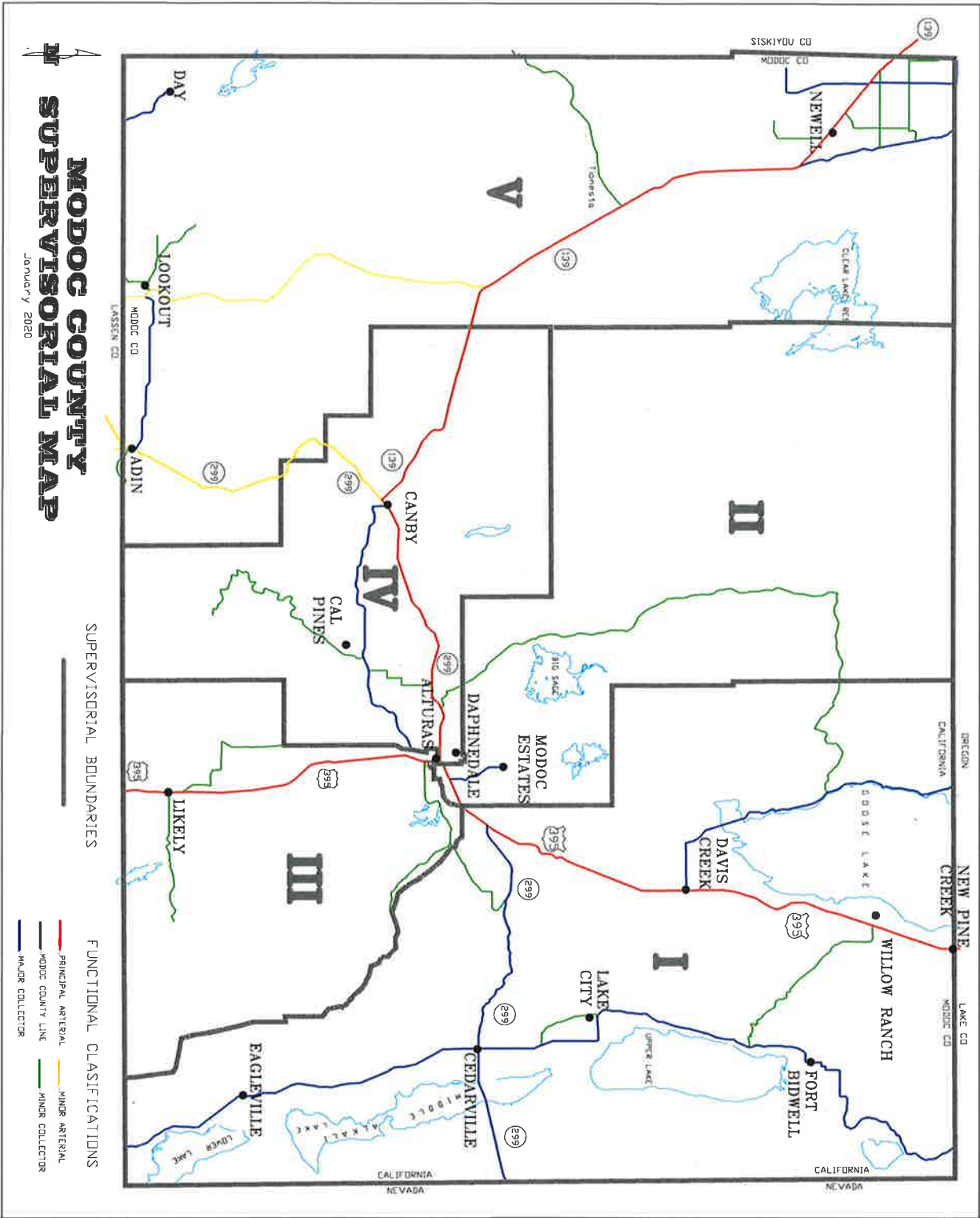


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Modoc County Sheriff's Office  
Modoc County Public Health

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## ACTIVITY LOG (ICS 214)

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## ACTIVITY LOG (ICS 214)

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