

# INCIDENT ACTION PLAN

## MODOC COVID-19

April 29 - May 6, 2020

1700 to 1700



**MCPH**  
Modoc County  
Public Health



## INCIDENT OBJECTIVES (ICS 202)

<b>1. Incident Name:</b> Modoc COVID-19	<b>2. Operational Period:</b> Date From: 4/29/2020      Date To: 05/06/2020 Time From: 1700      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.  Coordinate with partners to strategically plan a staged reopening that reduces further negative economic impact.  Continue COVID-19 monitoring of Modoc County residents to support decision making during reopening.														
<b>4. Operational Period Command Emphasis:</b>  EOC will be open daily from 0800-1700, Monday through Friday, after hours contact Duty Officer Public Information phone line manned by personnel: 530-233-1350  Stakeholders/Cooperator Meeting held Monday and Thursday, at 1000 at the 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="6"> <b>Other Attachments:</b>  <input checked="" type="checkbox"/> Finance Message  <input checked="" type="checkbox"/> CDC PPE GUIDANCE  <input checked="" type="checkbox"/> NORCAL EMS GUIDANCE  <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 checked="" type="checkbox"/> ICS 208</td> </tr> <tr> <td><input type="checkbox"/> ICS 205</td> <td><input checked="" type="checkbox"/> Map/Chart</td> </tr> <tr> <td><input type="checkbox"/> ICS 205A</td> <td><input type="checkbox"/> Weather Forecast/Tides/Currents</td> </tr> <tr> <td colspan="2"></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"/> CDC PPE GUIDANCE <input checked="" type="checkbox"/> NORCAL EMS GUIDANCE <input type="checkbox"/> _____	<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<input checked="" type="checkbox"/> ICS 204	<input checked="" type="checkbox"/> ICS 208	<input type="checkbox"/> ICS 205	<input checked="" 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>Liz Hallmark</u> Position/Title: <u>PLANNING</u> Signature: <u><i>Liz Hallmark</i></u>														
<b>8. Approved by Incident Commander:</b> Name: <u>William Tex Dowdy/Stacy Sphar</u> Signature: <u><i>William Tex Dowdy</i></u>														
ICS 202	IAP Page _____	Date/Time: <u>4/29/2020 1125</u>												

# Organization Assignment List, ICS Form 203

ORGANIZATION ASSIGNMENT LIST		INCIDENT NAME	DATE PREPARED	TIME PREPARED
		Modoc Covid-19	4/29/2020	1125
POSITION	NAME	OPERATIONAL PERIOD (DATE/TIME)		
		4/29/2020 – 05/06/2020 1700 to 1700		
INCIDENT COMMANDER	William "Tex" Dowdy Stacy Sphar			
SAFETY OFFICER	Warren Farnam/Chris Murray	<b>BRANCH – LAW ENFORCEMENT</b>		
INFO. OFFICER EOC DIRECTOR	Heather Hadwick	BRANCH DIRECTOR	Chris Benson	
OPERATIONS CHIEF	Warren Farnam	DEPUTY BRANCH DIRECTOR	Chris Lowell	
<b>AGENCY REPRESENTATIVES</b>		<b>BRANCH -EMS</b>		
AGENCY	NAME	BRANCH DIRECTOR	Tanya Schulz	
Modoc County	Ned Coc	DEPUTY BRANCH DIRECTOR	Jennifer Holmes	
Cal Fire	Steve Walker			
Alturas City Council	Mark Steffek			
		<b>BRANCH - COUNTY SERVICES</b>		
		BRANCH DIRECTOR	Jason Diven	
		DEPUTY BRANCH DIRECTOR	Eric Hunter	
<b>PLANNING SECTION</b>				
CHIEF	Liz Hallmark			
DEPUTY				
INCIDENT TECHNOLOGY SUPPORT SERVICES	Corben Chilson	<b>BRANCH - BUSINESS</b>		
		BRANCH DIRECTOR	Rose Boulade	
		DEPUTY BRANCH DIRECTOR	Mark Steffek	
<b>LOGISTICS SECTION</b>				
CHIEF	Mikele Picotte			
DEPUTY	Scott Withrow	<b>BRANCH - COMMUNITY</b>		
SUPPLY UNIT LEADER	Traci Sides	BRANCH DIRECTOR	Dave Pena	
		DEPUTY BRANCH DIRECTOR	Dianna Bass	
<b>FINANCE SECTION</b>				
CHIEF	Amanda McKinney			
EQUIPMENT TIME	Dawn Valencia	<b>BRANCH- JAIL</b>		
		BRANCH DIRECTOR	William "Tex" Dowdy	
		INMATE HEALTH UNIT	Kristin Lybarger	
		<b>BRANCH- MIGRANT HOUSING</b>		
		BRANCH DIRECTOR	Gary Fensler	
		Deputy Branch Director	Jolene Moxon	
<b>PREPARED BY</b>				
Liz Hallmark PSC1				

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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 4/29/2020 – 5/06/2020		Time: 1700 to 1700			
5. Operations Personnel					
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>		
6. Resources Assigned This Period					
Resource Designator	Leader				
Modoc County Sheriff	Scott Withrow				
Alturas Police Department	Sid Cullins				
California Highway Patrol	On Duty SGT				
Modoc County District Attorney	Sophia Meyer				
CA Dept. of Fish and Wildlife	Jake Nicholas				
US Forest Service	Greg Moon				
Probation	Kim Wills				
CA Dept. of Corrections & Rehabilitation	Jennifer Cross				
Modoc County Courts	Ronda Gysin				
7. Work Assignments <b>Maintain communication and accountability with resource providers.</b>					
8. Special Instructions <b>Follow agency or department guidelines for exposure reporting and response to calls.</b>					
9. Division/Group Communication Summary					
Prepared By <b>LIZ HALLMARK</b>	Approved By (Planning Sect. Ch.) <b>LIZ HALLMARK</b>		Date <b>4/29/2020</b>	Time <b>1137</b>	

ICS 204

WD/19

<b>DIVISION ASSIGNMENT LIST</b>		1. Branch <b>EMS</b>		2. Division/Group	
3. Incident Name Modoc COVID-19		4. Operational Period			
Date 4/29/20 – 5/06/2020		Time: 1700-1700			
5. Operations Personnel					
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>		
6. Resources Assigned This Period					
Resource Designator	Leader				
Modoc Medical Center	Kevin Kramer				
Surprise Valley Healthcare District	Frances Hannah				
Alturas Health Clinic	Tony Reynolds				
XL-Clinic/Pit River Health	Michael Rogers				
Warner Mountain Clinic	Theresa Townsend				
NorCal EMS	Patti Garrison				
Modoc District School Nurse	Jacee Knighton				
Behavioral Health	Michael Traverso				
Fire Chiefs Association	Ron Sherer				
7. Work Assignments <b>Coordinating with local healthcare professionals for surge planning.</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>Implementing pre-screening for staff and walk-in medical facilities.</b>					
8. Special Instructions <b>Follow agency or department guidelines for exposure reporting and response to calls.</b>					
9. Division/Group Communication Summary					
Prepared By	Approved By (Planning Sect. Ch.)		Date	Time	
<b>Liz Hallmark</b>	<b>Liz Hallmark</b>		<b>4/29/2020</b>	<b>1138</b>	

ICS 204

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<b>DIVISION ASSIGNMENT LIST</b>		1. Branch <b>County Services</b>		2. Division/Group	
3. Incident Name Modoc COVID-19		4. Operational Period			
Date 4/29/20 – 5/06/2020		Time: 1700 - 1700			
5. Operations Personnel					
Operations Chief	<b>Warren Farnam</b>	Safety Officer	<b>Warren Farnam/Chris Murray</b>		
Branch Director	<b>Jason Diven</b>	Deputy Branch Director	<b>Eric Hunter</b>		
6. Resources Assigned This Period					
Resource Designator	Leader				
Modoc Roads Department	Mitch Crosby				
Surprise Valley Electric	Brad Kresge				
Cal Trans	Travis Farber				
Railroad/UP	Carl McConathy				
Frontier Communications	Keith Jacques				
Transportation Planning/Public Transit	Debbie Pedersen				
7. Work Assignments <b>Maintain communication and accountability with resource providers.</b> <b>Work on parameters to open public pool by June 2020.</b> <b>Work with cooperators to ensure contingency and cross training.</b>					
8. Special Instructions <b>Follow agency or department guidelines for exposure reporting and response to calls.</b>					
9. Division/Group Communication Summary					
Prepared By		Approved By (Planning Sect. Ch.)		Date	Time
<b>Liz Hallmark</b>		<b>Liz Hallmark</b>		<b>4/29/2020</b>	<b>1139</b>

ICS 204

WD/11













# MODOC COVID-19 INCIDENT EOC



MHOAC- Stacy Sphar

County Health Officer- Dr. Richert

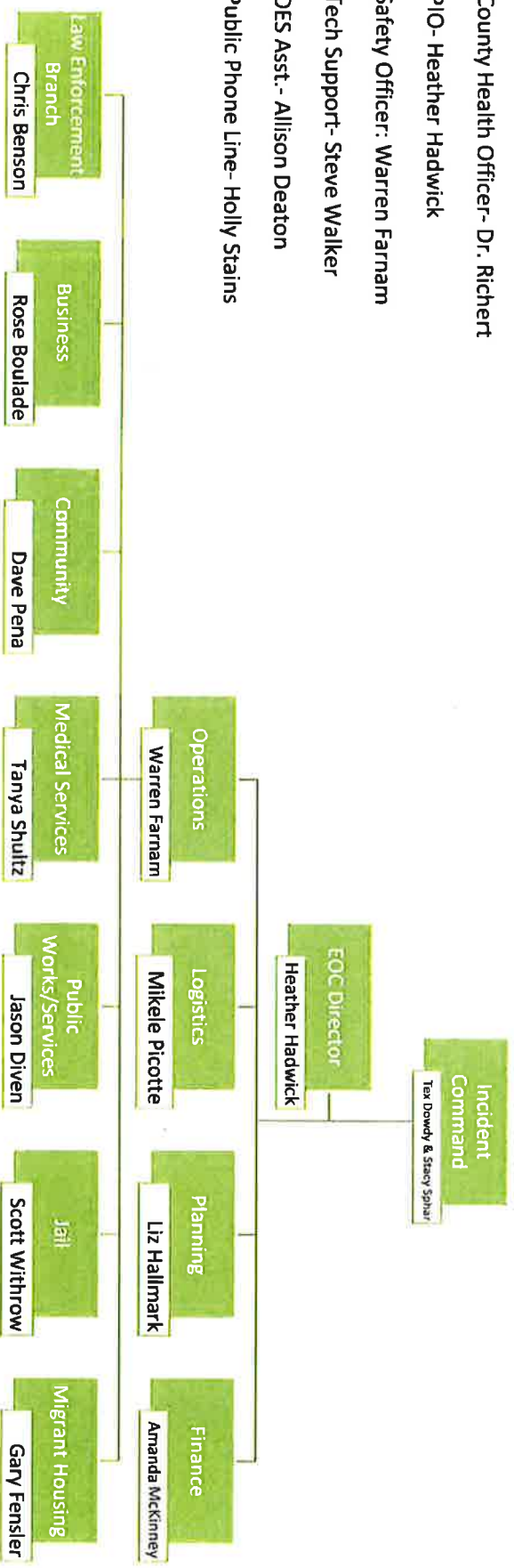
PIO- Heather Hadwick

Safety Officer: Warren Farnam

Tech Support- Steve Walker

OES Asst.- Allison Deaton

Public Phone Line- Holly Stains



## Contact Information for EOC:

IC- Tex Dowdy- [tdowdy@modocsheriff.us](mailto:tdowdy@modocsheriff.us) 640.0091 and Stacy Sphar [stacysphar@co.modoc.ca.us](mailto:stacysphar@co.modoc.ca.us) 640.1109

EOC Director- Heather Hadwick [hhadwick@modocsheriff.us](mailto:hhadwick@modocsheriff.us) 640.2175

LE Branch- Chris Benson 200.3217

Operations/Safety – Warren Farnam [operations@modocics.org](mailto:operations@modocics.org) 640.6521

Business- Rose Boulade 640.4083

Logistics- Mikele Picotte [mikelepicotte@co.modoc.ca.us](mailto:mikelepicotte@co.modoc.ca.us) 640.1185/640.0192

Community- Dave Pena 562.445.9445

Planning- Liz Hallmark [ehallmark@modocsheriff.us](mailto:ehallmark@modocsheriff.us) 233.4416

Medical Services- Tanya Shultz 708.2891

Finance- Amanda McKinney [amckinney@modocsheriff.us](mailto:amckinney@modocsheriff.us) 233.4416

Migrant Housing- Gary Fensler 233-6402

County Admin- Ned Coe [ncoe@co.modoc.ca.us](mailto:ncoe@co.modoc.ca.us)

Public Works/Services- Jason Diven 640-2080

*Handwritten signature/initials*

## Financial Message

1. Incident Name:  
MODOC COVID19

2. Operational Period: Date From: 4/29/2020  
Time From: 1700

Date To: 5/06/2020  
Time To: 1700

3. Financial Message:

### 214 Instructions

- Sheriff/OES/Jail/Dispatch employees must provide daily 214s if any amount of time is spent on the incident. Your functional timesheet must reflect time worked if a 214 is turned in for that day. 214s can be turned in directly to Amanda McKinney in the Sheriff's Annex or emailed to [amckinney@modocsheriff.us](mailto:amckinney@modocsheriff.us)
- Other County department employees follow their departments instruction for turning in. If their department does not have any instruction in place, the 214s can be emailed to [amckinney@modocsheriff.us](mailto:amckinney@modocsheriff.us) or put in the basket labeled "214 Logs" in the Sheriff's Annex by the back door.
- Non-County employees can email their 214s to [amckinney@modocsheriff.us](mailto:amckinney@modocsheriff.us) or put in the basket labeled "214 Logs" in the Sheriff's Annex by the back door.

### Resource Request

- All Resource Requests must come through [MHOAC@modocics.org](mailto:MHOAC@modocics.org) All receipts for purchases must be a detailed receipt for items and a Resource # must be assigned and written on said receipt. All receipts must be put in the binder labeled "Modoc COVID-19 Resource #".

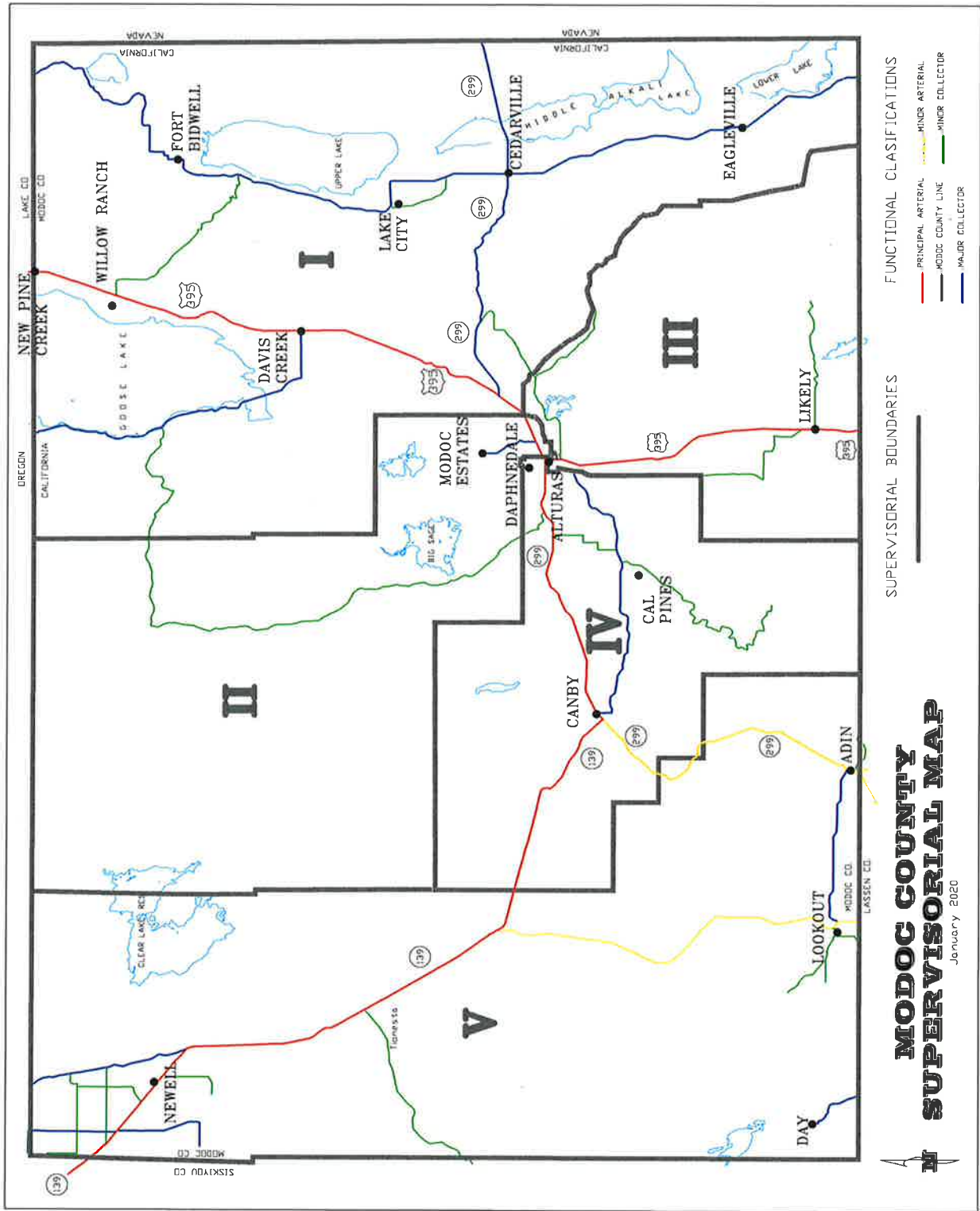
5. Prepared by: Name: A. McKinney

Position/Title: Chief Financial Officer Signature: 

IAP Page \_\_\_\_\_

Date/Time: 4/29/2020 1208





WD/M

## Safety Message/Plan (ICS 208)

### 1. Incident Name:

Modoc COVID-19

### 2. Operational Period:

From: 29-Apr-20 1700  
To: 06-May-20 1700

### 3. Site Emergency Action Plan/Medical Plan:

- 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.
- Rally point for personnel will be in front of the Modoc County Jail.
- This building does have an AED and First Aid kit in the kitchen area of the EOC.
- For medical or other type emergency call 911.

### 4. Hazardous Areas/Work Prohibitions:

- Keep aisle ways and walk ways clear of tripping hazards.
- Walk and drive with caution.

### 5. Sanitation:

- All personnel will follow proper sanitation practices including hand washing and social distancing.
- Minimize cross contamination.
- Read the SDS (Chemical Safety Data Sheet) prior to use of any sanitizer.
- No personnel shall return from and infectious work site to the EOC without proper disinfection.

### 6. Security:

- Please follow instructions for entry by Sheriff Office personnel.
- Maintain situational awareness when outdoors.
- Secure your vehicle and belongings, don't leave valuables in plain site

### 7. Weather:

- Be prepared for winter weather snow, rain and thunderstorms
- Roads will be slippery, SLOW DOWN!
- Have proper personal protective equipment

### 8. Personal Wellness

- Your immune response is the best defense against this virus.
- Stay hydrated- Drink plenty of water.
- Eat often and healthy.
- Get plenty of rest.
- Practice good personal hygiene.
- Talk to your family about preparedness to ease stress and reduce fear.
- Utilize Social distancing and proper disinfection/sanitization practices. Always read the label for directions of use and any required PPE.
- Get Local Health Alert Updates at: <http://modochealthservices.org/>

### 9. Use of Personal Protective Equipment

- Ensure you are properly trained on the use of required PPE.
- CDC examples of proper donning and doffing of single use PPE is attached.

**IF YOU SEE SOMETHING SAY SOMETHING!** 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.

7. Safety Officer: Warren Farnam

Contact: (530-640-6521)

8. Prepared by: Warren Farnam

Signature:



**FOR OFFICIAL USE ONLY**





## SAFETY MESSAGE/PLAN (ICS 208)

<b>1. Incident Name:</b> Modoc COVID-19	<b>2. Operational Period:</b> From: 29-Apr-20 1700 To: 06-May-20 1700
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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/>  
<https://www.norcalems.org/>

**HAND HYGIENE**  
  
**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

**RESPIRATORY HYGIENE**  
  


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

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## Safety Message/Plan (ICS 208)

### 1. Incident Name:

Modoc COVID-19

### 2. Operational Period:

From: 29-Apr-2020 1700

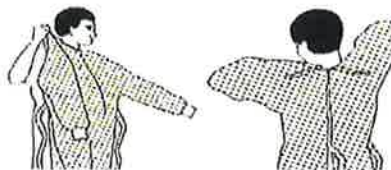
To: 6-May-2020 1700

### 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



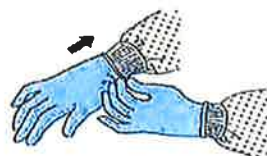
#### 3. GOGGLES OR FACE SHIELD

- 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



7. Safety Officer: Warren Farnam

Contact: (530-640-6521)

8. Prepared by: Warren Farnam

Signature:

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## Safety Message/Plan (ICS 208)

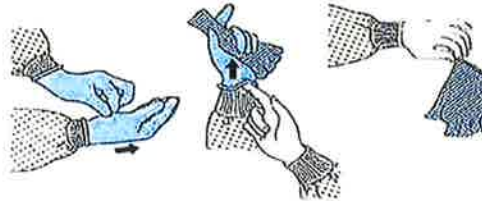
<b>1. Incident Name:</b> Modoc COVID-19	<b>2. Operational Period:</b> From: 29-Apr-20 1700 To: 06-May-20 1700
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### HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

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



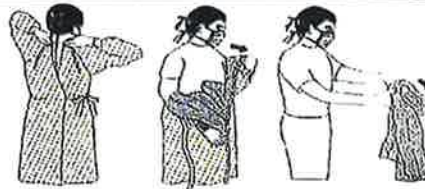
#### 2. GOGGLES OR FACE SHIELD

- 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**



<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)

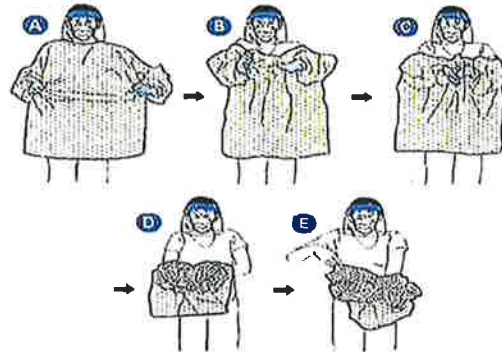
<b>1. Incident Name:</b> Modoc COVID-19	<b>2. Operational Period:</b> From: 29-Apr-20 1700 To: 06-May-20 1700
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### HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

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**



C 87548 12 0

<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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WD/MS

**NORTHERN CALIFORNIA EMS, INC.**

930 Executive Way Suite 150, Redding, CA 96002-0635  
Phone: (530) 229-3979 Fax: (530) 229-3984

**MEMORANDUM**

To: All Nor-Cal EMS / EMS System Providers  
From: Nor-Cal EMS  
Date: April 3, 2020  
Subject: Updated COVID-19 Interim EMS Guidance

The purpose of this memorandum is to provide updated direction to EMS system participants related to the current COVID-19 situation. This guidance is in coordination with S-SV EMS and effective immediately. We will continue to update it as necessary to reflect revised local, state and national guidelines.

**SUMMARY OF KEY CHANGES FROM PREVIOUS GUIDANCE**

- Added new ambulance rider restrictions.
- Added new guidance on facemasks and respirators.
- Added new EMS workforce maintenance language based on 3/24/2020 guidance provided by the California EMS Authority.

**Dispatch Call Screening**

Dispatch centers who choose to utilize a modified caller query, continue to be directed to ask callers/patients the following two (2) questions:

1. "Are you or someone in your household currently on home isolation or quarantine for coronavirus?"
2. "Do you currently have any respiratory symptoms such as cough, fever, or shortness of breath?"

For any caller/patient who answers affirmatively to either question, this information shall be communicated to EMS personnel before arrival on scene in order to allow for use of appropriate personal protective equipment (PPE). Dispatch centers are advised against using phrasing such as "no PPE required", "call screen negative", or other similar wording. It is recommended that EMS personnel are only advised when a caller/patient answers affirmatively to one of the above call screening questions. Regardless of whether or not a dispatch center is utilizing a modified caller query, EMS personnel should remain vigilant. Patients should be evaluated for risk factors as soon as possible

WP/MS

upon initial contact, and appropriate precautions should be immediately taken if necessary.

### **CDC Criteria to Guide Evaluation of PUI for COVID-19**

EMS personnel should use their judgment to determine if a patient has signs and symptoms compatible with COVID-19. According to recent studies COVID-19 symptoms include cough (68%), fever (44%), fatigue (38%), sputum production (34%), shortness of breath (19%), sore throat (14%), headache (14%), and other upper respiratory symptoms.

### **EMS Patient Assessment & Treatment**

- EMS personnel should exercise adequate precautions when responding to any patient with signs or symptoms of a respiratory infection. The following procedures should be utilized to minimize possible exposures:
  - If possible, the patient should be instructed (either by dispatch or initial arriving responders) to meet EMS personnel outside the building or in an area that will allow for adequate distancing (living room, etc.).
  - If possible, initial assessment should occur by a single EMS caregiver, and from a distance of at least six (6) feet from the patient. Patient contact should be minimized to the extent possible until a facemask is placed on the patient.
  - If possible, a facemask should be worn by any patient with signs/symptoms of a respiratory infection for source control. If a nasal cannula is in place, a facemask should be worn over the nasal cannula. Alternatively, an oxygen mask can be used if clinically indicated. If none of these options are possible, have the patient cover their mouth/nose with tissue when coughing.
- If COVID-19 is not suspected, EMS personnel shall follow standard procedures and use appropriate PPE for routine evaluation of patients with a potential respiratory infection.
- **If COVID-19 is Suspected:**
  - Continue to involve the fewest EMS personnel required for the duration of the call, to minimize possible exposures.
  - EMS personnel providing direct patient care, or who will be in the ambulance patient care compartment with the patient, shall follow contact and airborne precautions. Recommended PPE includes:
    - N-95 or higher-level respirator or facemask (if a respirator is not available).
      - N95 respirators or respirators that offer a higher level of protection should be used instead of a facemask when performing or present for an aerosol-generating procedure.
      - When the supply chain is restored, fit-tested EMS clinicians should return to use of respirators for patients with known or suspected COVID-19.

WD/SS

- Eye protection (i.e., goggles or disposable face shield that fully covers the front and sides of the face). Personal eyeglasses and contact lenses are NOT considered adequate eye protection.
- A single pair of disposable patient examination gloves. Change gloves if they become torn or heavily contaminated.
- An isolation gown.
  - If there are shortages of gowns, they should be prioritized for aerosol-generating procedures, care activities where splashes and sprays are anticipated, and high-contact patient care activities that provide opportunities for transfer of pathogens to the hands and clothing of EMS clinicians (e.g., moving patient onto a stretcher).
- AEMT & paramedic personnel may temporarily utilize albuterol metered dose inhalers (MDI's), in place of nebulized breathing treatments, for patients suffering from bronchospasm. Use of MDI's is optional for those EMS providers who wish to purchase/utilize them. A patient's own MDI may also be utilized by prehospital personnel when available and clinically appropriate. A just in time training document related to the use of MDI's is attached to this bulletin.
- Precautions for Aerosol-Generating Procedures:
  - If possible, consult with the base/modified base hospital for specific guidance before performing aerosol-generating procedures.
  - An N-95 or higher-level respirator, instead of a facemask, should be worn in addition to the other PPE described above, for EMS personnel present for or performing aerosol-generating procedures.
  - EMS personnel should exercise caution if an aerosol-generating procedure (BVM ventilation, oropharyngeal suctioning, endotracheal intubation, nebulizer treatment, CPAP, etc.) is necessary. If possible, BVMs, and other ventilatory equipment, should be equipped with HEPA filtration to filter expired air.
  - If possible (i.e., while still on scene), the rear doors of the ambulance should be opened, and the HVAC system should be activated during aerosol-generating procedures. This should be done away from pedestrian traffic.
  - If EMS personnel are treating/transporting a patient with an aerosol-generating procedure, they shall notify the receiving facility during their pre-arrival report of the type of procedure being utilized and provide a clear picture of the patient's condition. They shall also obtain further guidance from the receiving hospital on whether to continue, discontinue, or complete the procedure. Prehospital personnel shall adequately document, on the electronic patient care report, any hospital order to stop an aerosol-generating procedure.

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## **EMS Personnel Monitoring & Surveillance**

- In the setting of community transmission, all health care providers are at some risk for exposure to COVID-19, whether in the workplace or in the community. Continuing work exclusions and home quarantining guidance in the setting of community transmission would quickly result in a deficit of EMS personnel to treat the growing number of COVID-19 patients, and all other patients. Therefore, EMS provider agencies should do the following:
  - Develop a plan for how they will screen for symptoms and evaluate ill employees.
    - This plan could include having employees report absence of fever and symptoms prior to starting work each day.
  - Ask employees to report recognized exposures.
  - In consultation with their occupational health program (or local public health department where applicable), consider allowing asymptomatic employees who have had an exposure to a COVID-19 patient to continue to work.
    - These employees should report temperature and absence of symptoms each day prior to starting work.
    - If there is a sufficient supply of facemasks, consider having exposed employees wear a facemask while at work for 14 days after the exposure event.
  - If employees develop even mild symptoms consistent with COVID-19, they must cease patient care activities immediately, don a facemask (if not already wearing one), and notify their supervisor or occupational health services prior to leaving work.

## **Ambulance Rider Restrictions**

Effective immediately, and for the duration of the COVID-19 pandemic response, the following ambulance rider restrictions are being implemented for all Nor-Cal EMS transport providers:

- Due to COVID-19 concerns, many emergency departments are restricting family member visits. EMS personnel should not transport anyone but the patient except in the following circumstances:
  - A family member/representative of a minor patient, patient without capacity, or patient in extremis.
- All ride-alongs for non-essential personnel should be cancelled.
- If provider agency policies allow, paramedic internships may continue under the following conditions:
  - The paramedic intern has been properly fit-tested by their training program and/or the provider agency they are assigned to.
  - There are sufficient quantities of PPE for the paramedic intern, supplied by the training program and/or the provider agency they are assigned to.

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## Guidance on Facemasks and N95 Respirators

- Mounting evidence shows that infected persons can transmit COVID-19 during the pre- symptomatic phase. EMS personnel are strongly advised to wear a facemask during all patient care activities, when the use of an N-95 or higher-level respirator is not indicated. A single facemask can be worn for the entire day. This will provide some protection to EMS personnel and will help to prevent inadvertent transmission from presymptomatic healthcare workers to patients and co-workers.
- To extend the supply of N95 respirators, CDC has issued guidance on decontamination processes for N95s using vaporous hydrogen peroxide, ultraviolet germicidal irradiation, or moist steam. N95s may be decontaminated 3-5 times, depending on the process, thereby greatly extending N95 supplies (<https://www.cdc.gov/coronavirus/2019ncov/hcp/ppe-strategy/decontamination-reuse-respirators.html>).

## EMS Workforce Maintenance

In order to implement the Governor's order and consistent with the recommendations of the U.S. Center for Disease Control and Prevention (CDC) and the California Department of Public Health, the California EMS Authority is recommending prehospital care service providers to implement the following actions:

- Encourage employees to call in prior to their shift if they are experiencing an illness or COVID-19 or influenza like symptoms. Direct employees to be evaluated by employee wellness or primary care physician before reporting for work.
- Employers should screen all prehospital care personnel at the beginning of their shift for fever and respiratory symptoms. Actively take their temperature and document absence of shortness of breath, new or change in cough, and sore throat. If the employee is ill or has a fever above 100.4 degrees Fahrenheit, the employee should be asked to leave the workplace and referred to employee wellness or primary care physician for evaluation before returning to work.
- Employees who become ill or exhibit COVID-19 or influenza like symptoms while working should be removed from the healthcare setting and referred to an appropriate healthcare provider for evaluation and treatment.
- Consistent with CDC recommendations prehospital care personnel that have experienced a low, medium, or high-risk exposure to a COVID-19 positive patient and are asymptomatic should be allowed to work. These personnel should still report temperature and absence of symptoms each day prior to starting work and should wear a facemask (surgical or N95) while at work for 14 days after the exposure. If these personnel develop even mild symptoms consistent with COVID-19, they must cease patient care activities, don a facemask (if not already wearing), and notify their supervisor or occupational health services prior to leaving work.

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**This guidance does not preclude an individual EMS provider agency or local public health department that wishes to implement stricter guidance from doing so. EMS provider agencies should continue to consult with their local public health department as necessary on any additional guidance for EMS personnel monitoring and surveillance.**

Wb/MS



## REOPENING MODOC COUNTY STRATEGIC PLAN

Supported by Modoc County Health Officer, Modoc County Board of Supervisors, Modoc County Health Services, Modoc County Office of Emergency Services and Modoc County Sheriff's Office

Modoc County has coordinated with partners to strategically plan a staged reopening of the County. Support from our communities, social obligation and personal responsibility is critical for the success of the reopening plan. The safety and health of Modoc County residents is the most important decision-making guide during the MODOC COVID-19 Incident and remains our number one objective.

As of May 1, 2020, Modoc County will implement the following guidelines and steps to reopen to a pre-COVID 19 state. Modoc County has zero confirmed cases.

All residents must adhere to:

- Proper social distancing with 6 feet of space between one another in public.
- Washing hands frequently and thoroughly.
- Staying home if sick or not feeling well.
- Proper sanitation practices and protocols are followed at all facilities.
- All residents 65 or older or having underlying health conditions should continue to self-isolate.
- No large gatherings where proper social distancing cannot be maintained.

Beginning May 1, 2020,

- All businesses non-essential and essential may open but must be able to adhere to the above guidelines.
- Schools, churches and private and government sectors may also return if above guidelines can be followed.
- Public transit companies may return to operations if social distancing guidelines above can be followed.
- Restaurants and bars may open inside dining but may only be at half-capacity of their maximum occupancy with frequent cleaning and proper sanitation.
- Dental services and routine medical may resume services under the advised PPE guidelines.

Residents currently living in the County equal to or older than 65 years of age or residents with underlying health conditions are being asked to stay in their place of residence and must at all times follow the above guidelines to the greatest extent feasible. Such residents may leave for essential business only.

wo/m

Non-essential travel is strongly discouraged. Residents traveling out of county should do so for essential purposes only. Extra preventative measures should be practiced. Similarly, travel from out of County residents into Modoc County is strongly discouraged.

Residents are encouraged to participate in outdoor recreation activities daily. Travel for these activities should be kept to a minimum and within Modoc County.

The CDC is recommending that residents wear cloth face masks in public in an effort to prevent transmission of COVID-19. Wearing a mask does not reduce your risk of exposure to the virus. Wearing a mask reduces the transmission of COVID-19.

Modoc County has resources to perform contact investigations on all confirmed COVID-19 cases, capabilities to handle medical surge as needed and adequate supplies to test for COVID-19.

The Modoc County Health Officer along with Modoc County Health Services, Modoc County Office of Emergency Services and the Modoc County Sheriff have set up determined trigger points and appropriate actions to those points.

As we move through this staged approach to reopen our County we will include reasoning where we may need to reinstate previous measures. Guidelines will be assessed and rescinded as necessary, but businesses will remain open at the discretion of the County Health Officer.

Examples of reasons to revert to previous measures may be:

- Confirmation of 2+ confirmed cases of COVID-19 in County.
  - Number of positive cases will be based on findings of contact investigation and the amount of exposure risk to residents.
- Medical surge that overloads County medical facilities and resources.
- Substantially increased death rate within County.

Residents in that vulnerable population should stay at home until May 15<sup>th</sup>. If on May 15, 2020, Modoc County remains with zero confirmed cases of COVID-19 the stay at home order for the vulnerable population will be reevaluated. If after two weeks of continued zero or minimal exposure of a positive case, social distancing guidelines in place would be reevaluated June 1, 2020. The County Health Officer will reassess and have new guidelines to abide by as necessary by May 15, 2020 and June 1, 2020.

The health and safety of Modoc County residents is and continues to be our number one priority. This Reopening plan was made in the best interest of residents physical, mental and economic health. If you have questions about preventative measures or proper steps to follow the guidelines within your business, organization or office, please call 233-1350.

*All County guidance will follow orders directed at the state and federal level at all times. This plan may be subject to change as direction from state and federal levels are updated.*

wd/M



Dr. Edward P. Richert  
Modoc County Health Officer



William Dowdy  
Modoc County Sheriff-Coroner



Heather Hadwick, Deputy Director  
Modoc County Office of Emergency Services



Elizabeth Cavasso, Chair  
Modoc County Board of Supervisors



Stacy Spahr  
Modoc County Interim Public Health Director

STATE OF CALIFORNIA  
COUNTY OF MODOC  
CLERK OF THE BOARD OF SUPERVISORS  
DO HEREBY CERTIFY THAT THIS IS A FULL  
TRUE AND CORRECT COPY OF THE ORIGINAL  
DOCUMENT ON FILE IN MY OFFICE. WITNESS  
MY HAND AND OFFICIAL SEAL THIS



Reopening Modoc County Strategic Plan  
Dated: April 28, 2020

wo/M



**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.



Follow us on  
Facebook!

Modoc County Sheriff's Office  
Modoc County Public Health

*Handwritten signatures and initials*





**MCPH**  
Modoc County  
Public Health



# CONDADO DE MODOC COVID-19

Para obtener la información más actualizada sobre el incidente Covid-19 del Condado de Modoc, enfoque el icono de su cámara en el código QR a continuación y conéctese al enlace o visite [www.modocsheriff.us](http://www.modocsheriff.us)

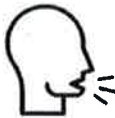


## Cómo puedo ayudar a prevenir?

Aquí hay 4 medidas que te pueden ayudar a prevenir el COVID-19 o de propagarlo a otros. Las medidas deben ser paracticadas por todos, en todos los lugares y a todo tiempo.



Lave su manos frecuentemente, usando jabón y agua o use gel antibacterial. Evite tocarse la cara, a menos que sus manos estén bien limpias.



Cubrirse la boca y nariz cuando tosa o estornude. Tire a la basura cualquier pañuelo de papel que use inmediatamente y lávese sus manos.



Evite contacto cercano con cualquier persona que tenga tos o fiebre. Mantenga por lo menos 3 pies de distancia.



Quédese en casa si se siente enfermo con tos o fiebre. Siga las instrucciones de las autoridades locales.



Síguenos en  
Facebook!

Modoc County Sheriff's Office  
Modoc County Public Health

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# MODOC MASK CHALLENGE

Are you looking for a way to help during COVID-19?

**GOAL: MAKE 1900 MASKS FOR COVID-19**

**HERE'S HOW YOU CAN HELP:**

1. Find a pleated face mask pattern.
2. Sew as many masks as you can
3. Call the EOC at 233-1350 (M-F, 8am-5pm) to arrange pick up from your residence.

4. Get the greatest feeling knowing that you helped your community when they needed you most!

*Please do NOT take masks to either hospital or medical facilities. We don't want to create more traffic for them. We are happy to pick them up and thank you in person!*

We are looking for local sewers!  
We are collecting pleated fabric masks to be distributed to local hospitals, first responders and community members that may need extra protection.

**Are you up for the challenge?**



We will rally together.  
We will help one another.  
We will get through this.  
We are MODOC.  
#MODOCSTRONG



# MODOC COUNTY CAN DO CHALLENGE

- ☐ Walk to the Modoc Wildlife Refuge, or drive there and go for a walk.
- ☐ Finish a puzzle.
- ☐ Get your kayaks or canoe out and head to Blue Lake or one of our reservoirs.
- ☐ Grab your pole and go Fishing.
- ☐ Go for a drive through the country.
- ☐ Read a book or a magazine.
- ☐ Clean out your closet.
- ☐ Write a story.
- ☐ Find an open space and fly a kite.
- ☐ Call your favorite Senior and interview them, learn 5 new things about them.
- ☐ Facetime with someone that might need to see a smile today.
- ☐ Play Monopoly all the way to the end.
- ☐ Learn a new skill (how to knit, draw, calligraphy, scrapbook, rope or a dance)
- ☐ Find a Geocache. Hide a Geocache.
- ☐ Ride your bike, your horse or walk your dog.
- ☐ Binge watch an entire series - there are lists of binge-worthy shows to choose
- ☐ Have a picnic- inside or outside!
- ☐ Find a good open spot and do some old-fashioned cloud watching.
- ☐ Listen to an audible book or podcast.
- ☐ Go on a rock hunt!
- ☐ Throw a virtual party with some friends, pick a theme and dress up.
- ☐ Go Birdwatching! Look up local birds, see if you can find them.
- ☐ Research constellations and see if you can spot any at night! (Modoc is top 10 in the world for darkest skies!)
- ☐ Go on a hike in the mountains.
- ☐ Write a letter to 5 friends or loved ones.
- ☐ Make something and give it to a friend.
- ☐ Try out a new recipe! Challenge yourself.
- ☐ Send a card or draw a picture for your local healthcare workers, law enforcement or first responders. They are working so hard for you! Show them how much we appreciate them!

**CHECK AS MANY AS YOU CAN OFF OF YOUR LIST!**

**TAKE PHOTOS AND POST WITH #MODOCSTRONG AND #MODOCCANCHALLENGE  
SO THAT WE CAN FOLLOW YOUR ADVENTURES!**



**MODOC COUNTY  
SHERIFF'S OFFICE  
EMERGENCY SERVICES**

Please remember:  
All activities should be done with  
proper social distancing precautions  
and only with your own household.



*WD MD M*

## ICS 214 Activity Log

**Purpose.** The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

**Preparation.** An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

**Distribution.** Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

### Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Name</b>	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	<b>ICS Position</b>	Enter the name and ICS position of the individual in charge of the Unit.
5	<b>Home Agency (and Unit)</b>	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	<b>Resources Assigned</b>	Enter the following information for resources assigned:
	<ul style="list-style-type: none"> <li>• Name</li> </ul>	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"> <li>• ICS Position</li> </ul>	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	<ul style="list-style-type: none"> <li>• Home Agency (and Unit)</li> </ul>	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	<b>Activity Log</b> <ul style="list-style-type: none"> <li>• Date/Time</li> <li>• Notable Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day.</li> <li>• Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc.</li> <li>• This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.</li> </ul>
8	<b>Prepared by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

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## ACTIVITY LOG (ICS 214)

[illegible]

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