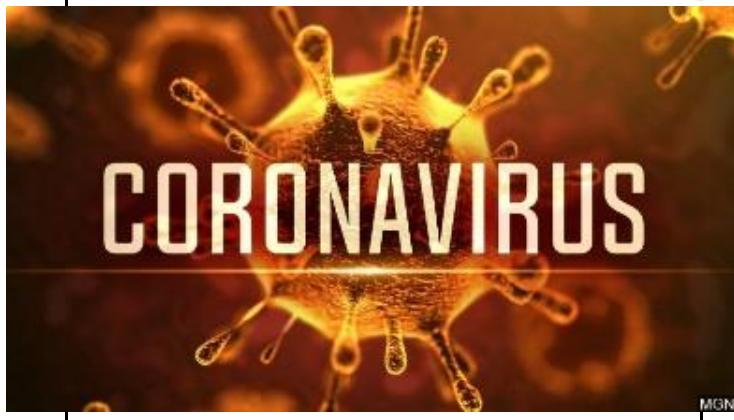


Charles County COVID-19

Incident Action Plan



Operational Period

From	To
4/1/20	4/3/20
8:00	8:00

Changes in Yellow

This document is not Confidential but some of the information may be SENSITIVE

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name Charles County COVID-19	2. Operational Period	Date From: 4/1/20 Date To: 4/3/20 Time From: 8:00 Time To: 8:00															
3. Objectives																	
<p>A. Ensure the safety and overall health and well-being, including mental health of the residents, county employees, and responders, throughout this incident.</p> <p>B. Conduct surveillance of COVID-19 cases in collaboration with the health department, hospital, physicians, and other health care providers.</p> <p>C. Maintain timely, accurate and uniform communications with residents, employees and first responders as well as partners in the tri-County and National Capital Region and the state of Maryland.</p> <p>D. Prepare for and handle the human reaction crisis contingencies in long terms.</p> <p>E. Prepare for long term order maintenance.</p> <p>F. Prepare for and sustain our communities' hierarchy of needs throughout this incident.</p> <p>G. Determine trigger points for Continuity of Operations for all agencies, including government, public safety, schools, hospital, and other critical infrastructure systems.</p> <p>H. Ensure all practical steps to "Slow the Spread" of transmission of COVID-19.</p>																	
4. Operational Period Command Emphasis																	
<p>Branch Directors- Every policy needs to be in writing and vetted, tested and then communicated. The EOC NEEDS a copy of your written Policy if it crosses over into another Branch or Group.</p>																	
<p>General Situational Awareness</p> <p>Wash your dirty cell phone often.</p>																	
<p>5. Site Safety Plan Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Approved Site Safety Plan(s) Located at:</p>																	
<p>6. Attachments (check if attached)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;"><input checked="" type="checkbox"/> ICS 203</td> <td style="width: 33%; padding: 2px;"><input type="checkbox"/> ICS 207</td> <td style="width: 33%; padding: 2px; text-align: right;">ICS 214</td> </tr> <tr> <td><input type="checkbox"/> ICS 204</td> <td><input checked="" type="checkbox"/> ICS 208</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> ICS 205</td> <td><input type="checkbox"/> Map/Chart</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> ICS 205A</td> <td><input type="checkbox"/> Weather</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> ICS 206</td> <td><input type="checkbox"/> Forcast/Tides/Currents</td> <td><input type="checkbox"/></td> </tr> </table>			<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	ICS 214	<input type="checkbox"/> ICS 204	<input checked="" type="checkbox"/> ICS 208	<input type="checkbox"/>	<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/>	<input checked="" type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather	<input type="checkbox"/>	<input type="checkbox"/> ICS 206	<input type="checkbox"/> Forcast/Tides/Currents	<input type="checkbox"/>
<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	ICS 214															
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<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/>															
<input checked="" type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather	<input type="checkbox"/>															
<input type="checkbox"/> ICS 206	<input type="checkbox"/> Forcast/Tides/Currents	<input type="checkbox"/>															
<p>7. Prepared by: Name: <u>Joe Hoffmaster</u> Position>Title: <u>PSC</u> Signature: _____</p>																	
<p>8. Approved by Incident Commander: Name: <u>Michelle Lilly</u> Signature: _____</p>																	
ICS 202	IAP Page <u>2</u>	Date/Time: <u>April 1, 2020 @ 09:45</u>															

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name Charles County COVID-19		2. Operational Period Date From: 4/1/20 Time From: 8:00		
3. Incident Commander and Staff		7. Operations Section		
UC	Dr. Lowry	Chief		
UC	Michelle Lilly	Deputy		
Deputy	Melanie Gardner			
Deputy	Tony Rose			
Safety Officer	John Filer	a. Branch I	Public Health	
Public Information Office	Jennifer Harris	Branch Director	Ranston Harvey	
Intell Officer	Donna Fuqua	Deputy	Mary Lilly	
4. Agency Representative		DSS		
		Liaison Officer	Raena Barnes	Robbie Jones
Agency	Name	Hospital	Bill Grimes	John Filer
Intell officer Deputy	Mike Meiser	Nursing Homes	need to fill	
Lifestyles	Sandy Washington	Health Care Providers	need to fill	
Public Schools	Mike Meiser	Rehab Centers	need to fill	
		Assisted Living	need to fill	
		b. Branch II	Public Safety	
		Branch Director	Mark Kaufmann Jr.	
		Deputy	Scott Herbert	D J Mills
		DES EMS	Steve Finch	
		Vol EMS	Andrew Spalding	Mitchell Lewis
		Vol Fire	Scott Herbert	
		Logistics	Scott Herbert	
5. Planning Section		c. Branch III	Law Enforcement	
Chief	Joe Hoffmaster	Branch Director	Chris Schmidt	
Deputy	Bill Smith	Deputy	Cari Baker	
Resource Unit		La Plata Police	Chris Becker	
Situation Unit	need to fill	MD State Police	Thomas Quade	
Documentation Unit	need to fill	DNR	Catherine Meddelin	
Demobilization Unit		MdTA	Brian Lawrence	
Human Resources				
Technical Specialists (name / specialty)		d. Branch IV	Infrastructure	
		Branch Director		
		Deputy		
		SMECO	Jennifer Raley	
		Grocery		
6. Logistics Section		Propane		
Chief	Nick Ellis	Natural Gas		
Deputy	Lori Cherry			
Support Branch				
Donations	Ed Tucker			
Supply Unit				
Facilities Unit	Nick Ellis	10. Finance Section		
Ground Support Unit		Chief	Jennifer Adams	
Service Branch		Deputy		
Service Branch Dir.		Time Unit		
Communications Unit		Procurement Unit		
Medical Unit		Comp/Claims Unit		
Security Unit		Cost Unit		
Food Unit				
9. Prepared by: Name: <u>Joe Hoffmaster</u>		Position/Title: <u>PSC</u>	Signature	

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name Charles County COVID-19		2. Operational Period Date From: 4/1/20 Date to: 4/3/20 Time From: 8:00 Time to: 8:00		
3. Incident Commander and Staff		7. Operations Section		
UC	Dr. Lowry	Chief		
UC	Michelle Lilly	Deputy		
Deputy	Melanie Gardner			
Deputy	Tony Rose			
Safety Officer	John Filer	a. Branch V	Governance	
Public Information Office	Jennifer Harris	Donna Fuqua		
Intell Officer	Jason Stoddard			
4. Agency Representative		Charles County Govern.	Michele Lilly	
Agency	Name	Town of LaPlata	Chris Becker	
Intell officer Deputy	Mike Meiser	Town of Indian Head	Ryan Hicks	
Lifestyles	Sandy Washington			
CC Public Schools	Michael Meiser			
		b. Branch VI	Business	
		Branch Director	Darre'll Brown	
		Deputy	Marcia Keeth	
		Economic Development	Darre'll Brown	
		Chamber of Commerce	Bonnie Grady	
5. Planning Section		c. Branch VII		
Chief	Joe Hoffmaster	Branch Director		
Deputy	Bill Smith	Deputy		
Resource Unit				
Situation Unit	need to fill			
Documentation Unit	need to fill			
Demobilization Unit				
Human Resources				
Technical Specialists	(name / specialty)	d. Branch VIII		
		Branch Director		
		Deputy		
6. Logistics Section				
Chief	Nick Ellis			
Deputy	Lori Cherry	e. Branch IX		
Support Branch				
Donations	Ed Tucker			
Supply Unit				
Facilities Unit	Nick Ellis	10. Finance Section		
Ground Support Unit		Chief	Jen Adams	
Service Branch		Deputy	need to fill	
Service Branch Dir.		Time Unit		
Communications Unit		Procurement Unit		
Medical Unit		Comp/Claims Unit		
Security Unit		Cost Unit		
Food Unit				
9. Prepared by: Name: Joe Hoffmaster		Position/Title: PSC	Signature _____	
ICS 203	IAP Page 4	Date/Time: April 1, 2020 @ 13:45		

COMMUNICATIONS LIST (ICS 205A)

1. Incident Name Charles County	2. Operational Period: COVID-19	Date From: Time From:	3/30/20 8:00	Date to: Time to:	4/1/2020 8:00
3. Basic Local Communications Information:					
Name - Last	Name-First	Representing	Email	Phone	
Adams	Jennifer	DES FSC	AdamsJen@Charlescountymd.gov	301-609-3430	
Baker	Cari	CCSO	bakerce@ccso.us	240-444-2564	
Becker	Chris	La Plata Police	cbecker@townoflaplata.org	301-399-1395	
Brown	Darrell	Business Director Econ Dev	Brownd@charlescountymd.gov	301-885-1346	
Cress	Lauri	Charles Regional Medical Center	lauri.cress@umm.edu		
Ellis	Nick	DES- Logistics	DESLogistics@charlescountymd.gov	240-416-8955	
Filer	John	DES- Liaison	FilerJ@charlescountymd.gov	301-399-1143	
Finch	Stephen	DES	FinchS@charlescountymd.gov	240-507-3113	
Fuqua	Donna	PIO	Fuquad@CharlesCountyMD.gov	301-752-1497	
Harris	Jennifer	PIO	HarrisJ@CharlesCountyMD.gov	240-435-0169	
Hoffmaster	Joe	Planning Section	DESPlanning@charlescountymd.gov HoffmasJ@CharlesCountyMD.gov	301-399-2600	
Kaufmann	Mark Jr	PS Branch Dir. Vol Fire Chief	markeng1trk@hotmail.com	240-299-1017	
Konschak	Matt	NSWC IHD	matthew.konschak@navy.mil	301-774-6504	
Lilly	Michelle	CCDES Director, Unified Command	LillyM@charlescountymd.gov	301-481-3485	
Lilly	Mary	C C Dept. of Health	Mary.Lilly@maryland.gov	240-435-0274, 301-609-6762	
Lowry	Susan	MDH	suzan.lowry@maryland.gov		
Mills	D.J.	Vol Fire- Special Operations Chief	djm31_9@hotmail.com		
O'Malley Simpson	Katie	CCBOE PIO	Komalley@ccboe.com		
Proctor	Destiny	DES	proctord@charlescountymd.gov		
Quade	Thomas	MSP	Thomas.Quade@maryland.gov	301-536-1742	
Rose	Tony	DES Deputy Director, Unified	RoseT@charlescountymd.gov	301-399-5068	
Russell	Cindy	DSS	cindy.russell@maryland.gov	301-392-6415	
Schmidt	Louis Chris III	CCSO	schmidtlo@ccso.us	240-419-1612	
Seaman	Kevin	CCEMS	seamank@charlescountymd.gov	240-776-2606	
Smith	Bill	CCVFA/CCAEMS	Smithb@ccvfireems.org	301-934-3581	
Spalding	Andrew	Volunteer EMS Chief	chiefems@ccvfireems.org	301-751-6154	
6. Prepared by: Name: <u>Joe Hoffmaster</u> Title: <u>PSC</u> Signature: _____					
ICS 205A	IAP Page <u>5</u>	Date/Time: <u>April 1, 2020 @ 12:45</u>			

COMMUNICATIONS LIST (ICS 205A)

1. Incident Name Charles County	2. Operational Period: COVID-19	Date From: Time From:	3/30/20 8:00	Date to: Time to:	4/1/2020 8:00
3. Basic Local Communications Information:					
Name - Last	Name-First	Representing	Email	Phone	
Stoddard	Jason	Intell	jstoddard@ccboe.com	301-399-7725	
Ranston	Harvey	CCDOH	Ranston.harvey@maryland.gov	443-905-1907	
Laschatt	Lisa	CCDOH	lisa.laschatt@maryland.gov	301-751-6758	
Meiser	Michael	CCPS	mlmeiser@ccboe.com	301-751-8798	
EOC- CC		CCEOCC	DESEOC@charlescountymd.gov	301-609-3435	
Cherry	Lori	LOGS- Deputy	Cherry@charlescountymd.gov	301-399-8157	
Herbert	Scott	PS LOGS	sherbert@hvfcdems.org	301-399-1789	
GoToMeeting		Global.gotomeeting.com/join/129605189			
Raley	Jennifer	SMECO	Jennifer.Raley@SMECO.Coop	240-434-2532	
Farr	Courtney	SMECO	Courtney.Farr@SMECO.Coop	301-643-0089	
Law	Natasha	SMECO	Natsha.Law@SMECO.Coop	240-299-2218	
Teleconference #			1-872-240-3212	129605189#	
Tucker	Ed	Donations	DESDonations@Charlescountymd.gov Etucker@Charlescountymd.gov	301-399-5062	
Barnes	Raena	DH-Liaison	raena.barnes@maryland.gov		
Wolf	Theresa	PH-DSS	Therese.Wolf@maryland.gov	301-392-6601	
Higgins	David	Safety Officer-Assistant	HigginsD@charlescountymd.gov	540-903-3681	
Jones	Robbie	HD-Liaison	JonesRob@Charlescountymd.gov	240-419-7706	
Hicks	Ryan	Indian Head	ryan@townofindianhead.org	240-375-4220	
Lewis	Mitchell	Volunteer EMS Chief, Assistant	mlewis@WaldorfVFD.com	301-535-0542	

3. Time Prepared

↳
that, When)

ACTIVITY LOG (ICS 214)

ACTIVITY LOG (ICS 214)

April 1, 2020

DAILY REPORT TO DES FROM CHARLES REGIONAL MEDICAL CENTER

- The trigger point for starting up the tent operations outside of the hospital has not yet been activated. Activation will be determined by both staffing levels and patient census presenting to the ED.
- The hospital census for today 4/1/2020 = 75
- Confirmed positive cases of COVID-19 patient admissions in-house 4/1/2020 = 14
- PUI's in-house 4/1/2020 = 5
- There was 1 patient that tested Positive for COVID-19 that was brought in by EMS on 3/31/2020
- There was 1 PUI brought in by EMS 3/31/2020 of which the test result has not yet been received
- There was a communication problem with the CRMC ED night shift related to the change in process of ED staff coming out to get the patient from EMS upon arrival.

Meetings were conducted again this morning with Leadership and ED Director and it was approved to continue to move forward with the new process of ED staff meeting EMS and patient on arrival so that EMS does not have to come into the hospital. But also acknowledging that there may be extenuating circumstances, such as a working code, or such.

ED Director did ask for understanding as she is putting the new process in place and making sure all ED staff are informed. Director also asked for any feedback on noticed potential areas of improvement on the process as we work through this change.

Intelligence Briefing 4-1-2020
COVID Charles County

Updated Infection Numbers: As of 1051 hrs.

Total worldwide: 885,687 **+76,079** since the 3-31-20 brief.

Worldwide increase of confirmed cases by 24hour period over the last 6 days

3-23/24	3-24/25	3-25/26	3-26/27	3-27/28	3-28/29	3-29/30	3-30/31	3-30/4-1
+43,916	+43,102	+56,337	+119753	+59,541	126,150	56,378	68,578	76,079

Analysis note: While number continue to rise, positive tests being recorded today were sampled up to 10 days ago. In essence, the data we are recording today could be as much as 10 days old. This must be kept in mind as we determine the scope and magnitude of the today's situation.

Further, communication and reporting channel throughout the world are not consistent. This too must be considered prior to utilizing or relying solely on the daily increases of confirmed cases to make decisions.

Total fatalities worldwide: 44,216 **+5,183** since the 3-31-20 brief

Total confirmed cases in the US: 190,089 **+24,215** since the 3-31-20 brief

US increase of confirmed cases by 24 hours period over the last 6 days

3-23/24	3-24/25	3-25/26	3-26/27	3-27/28	3-28/29	3-29/30	3-30/31	3-31/4-1
11244	8758	14,441	30,769	18,853	19,898	18,769	41,111	24,215

Analysis note: See above note re: relying solely on the daily increase to determine scope and magnitude of the situation today.

Total fatalities in US: 4,102 **+924** since the 3-31-20 brief (largest one day total thus far)

Maryland Numbers: As of 1000 hrs. via <https://coronavirus.maryland.gov/>

Total confirmed cases in State in of MD: 1985 **+571** since the 3-31-20 brief

Total tested in the State of MD: **17,233**

Percent of those test that test positive: **11.5%**

Total Fatalities in State of MD: 31 **+18** change since the 3-31-20 brief

Total Hospitalizations: 522 **Increase of 93** from 3-31-2020

First Responder Numbers in Charles County:

39 responders in isolation (pre-positive test)

5 responders in quarantine (Post-positive test)

Weather:

Thursday 60-42 sun, Friday 60-44 sun, Sat, 62-46 Sun

Analysis note: Warm weather will likely mean more people outside, increasing the probability of gatherings. Rainy weather will drive people into their residences. The potential for increased calls for police service exists.

Local:

Testing center opened today at the VEIP Center

Several stores were visited this am. Lines were reported at several stores. The shortage of paper products, combined with some stores limited access is dramatically increasing fear, anxiety, and stress of citizens.

Analyst note: Law enforcement and the EOC needs to be aware when “big box” and other appropriate “essential” stores are opening. Presence will likely be needed moving forward. Responders should be cautioned against conducting personal business (family shopping) while in uniform due to the increasing threat level. POCs are needed as soon as possible so incident management can remain informed of food and supply shortages.

Maryland Update:

3 more residents have passed away from the Carroll County nursing home

The Gov. latest order is not a travel ban and “travel authorization letters” are not need at this point

New outbreak reports at Clifton T. Perkins Medical Center. 8 patients and 1 staff member have tested positive

Region:

Over 2155 cases in the NCR as of 0511 3-31-2020

4,055 cases in Maryland, DC, and Virginia as of 1100

DCFD report 21 positive cases and 171 in quarantine

DC reports 45 inmates have tested positive

National:

NYPD reports roughly 15% of its force is out sick. This climbs every day.

Models predict a death toll of 83 to 214,000 in the US.

Federal government recommends social distancing continues until at least 4-30-2020

Local critical infrastructure:

No outages or disruptions are reported or are appear to be likely as of today.

Predications/ Analysis:

- As enter into the reported peak of this situation communication along with sharing of individual branch capability and capacity is becoming more important. "We don't know what we are going to need to know until we need to know it."
- First responder organizations should begin surveying members for pre-existing conditions and other complicating medical conditions. Responders found to have pre-existing conditions should be placed in limited citizen contact roles.
- A review of the 179 countries that report COVID-19 cases, only two (South Korea and China) have somewhat "flattened the curve" of NEW infections. Both showed flattening roughly 30 to 45 days after the initial spikes. The initial spike in the US began around 3-18-2020.
- Reduced stability in the supply chain along with increased fear and anxiety can be expected with today's "stay at home order."
- After 3 weeks of social distancing and schools being closed non-english speaking communities within Charles County are likely feeling further isolated due to a lack of language specific communications. Direct and increased messaging to Spanish speakers is likely necessary.
- As mass transit continues to shrink in availability, plans should be made to ensure those who rely on it for essential supplies and trips have delivery resources.
- LE and EMS screening protocols should include questions about recent travel to NY, NJ, CT, and FL.
- Immediate attention is needed to direct companies and organization on the proper processes and appropriate contact to use (Donation Manager at the EOC) to donate PPE and cleaning materials to essential personnel
- The next 7 days will likely see a stabilization of a majority of the grocery supply chain. However, the potential for disruption moving forward continues to remain high.
- FOIA and PIA request from media and citizens groups will likely begin to increase the longer this event lasts. "New normal" processes need to be established as soon as possible.
- Lack of child care options will likely add to family stress. Additional resources, activity and options are needed.
- JIC staff should substantially amplify community resource communications

- As we enter the 2nd week of social distancing stress, anxiety, and fear will likely increase. Continuous reminders of patience and focusing on kindness will become increasingly important.
- Many stores restock overnight. Seniors and the vulnerable populations should be strongly encouraged to shop during the early morning hours when supplies are likely to be at their highest.
- As testing increased the confirmed cases in MD will increase. This will likely cause additional life restrictions.
- Supply chain issues will continue and likely increase as further life interruptions and travel restrictions are ordered. The possibility of violence increases as stress increases, especially at grocery stores.
- Commanders of responders and essential staff should have robust plans for potential quarantines and updated continuity of operations including plans for diminished manpower. Further, responder organizations should begin reviewing existing integration plans with the National Guard.
- Obtaining medical supplies and PPE will continue to be an issue for the foreseeable future. All services should use the command ordering process so orders can be tracked.
- The community of Charles County is showing increased signs of pulling together and assisting one another. The JIC should continue to encourage civility and increase positive press of good news stories occurring throughout our community.

Respectfully submitted by Jason Stoddard

Law Enforcement Branch Briefing

COVID-19 Charles County IMT

April 1st, 2020

Buildings:

Charles County Sheriff's Office: District 1 Lobby is closed for scheduled remolding. The District 1 clerks have moved the CCDC Annex building in the same parking area and that lobby is open as normal. All other buildings have normal public access.

Maryland State Police: Restricted to public Maryland Transportation Authority: Restricted to public La Plata Police Department: Closed to the public Natural Resources Police: Building Closed

Operations:

Charles County Sheriff's Office: Operations have gone to emergency schedule in accordance with a CCSO level 3 All-Hazards activation. Patrol operational periods are 12 hours from 0700-1900 and 1900-0700. All other operations sections running with normal services being provided from modified locations. Services provided have not been reduced or augmented as of now.

Maryland State Police: Operations as normal Maryland Transportation Authority: Operations as normal

La Plata Police Department: Operations as normal Natural Resources Police: Operations as normal

PUI:

Charles County Sheriff's Office: • 1 officer quarantined (positive test) • 7 officers isolated (no test pending) • 4 civilians isolated (2 test pending) • 17 Recruits isolated (one out of county test pending)

Maryland State Police: None local

Maryland Transportation Authority: None local

La Plata Police Department: None local Natural Resources Police: None local

Crime Stats:

All crime trends are down.

TRU:

Charles County Sheriff's Office: Open and working; triage site for COVID-19 calls for service.

Maryland State Police: Open and working

Maryland Transportation Authority: Open and working

La Plata Police Department: Open and working

Natural Resources Police: Open and working

Call Restrictions:

Charles County Sheriff's Office: None

Maryland State Police: None

Maryland Transportation Authority: None

La Plata Police Department: None

Natural Resources Police: None

Governor's Order Violations

Violation sustained calls for service: 15 Warnings: 14 Charges later: 0 On-scene arrest: 1 PUI Intake at CCDC: 1

Submitted by: Chris Schmidt

Motorola Solutions Technical Notification (MTN)

TITLE: Recommended general Motorola Solutions base station, repeater, gateway, dispatch and other fixed infrastructure cleaning and disinfecting guidelines in response to the coronavirus (COVID-19) pandemic

TECHNOLOGY: Motorola Solutions base station, repeater, gateway, dispatch and other fixed infrastructure

SUMMARY:

In response to the coronavirus (COVID-19) pandemic, Motorola Solutions is providing recommended cleaning and disinfecting guidelines for our base station, repeater, gateway, dispatch and other fixed infrastructure products based on our current and best understanding of infrastructure equipment hygiene. Per global health authorities, removing germs, dirt and impurities from surfaces lowers the risk of spreading infection. Using chemical disinfectants may kill germs that remain on surfaces after cleaning, which further lowers the risk of spreading infection.

Information from the WHO website: [Getting your workplace ready for COVID-19](#)

Information from the US CDC website: [Coronavirus Disease 2019 \(COVID-19\)](#)

General Cleaning:

Caution – Motorola Solutions systems may contain third-party hardware and other equipment. Refer to the OEM websites and guidelines provided by these third-parties for specific instructions and restrictions for cleaning and disinfecting procedures for their hardware and equipment.

Warning – Base stations, repeaters, gateways, dispatch and other infrastructure products may be connected to hazardous voltage and/or energy sources. Disconnect all products from energy sources prior to cleaning. Only trained service personnel should clean and disinfect infrastructure products.

- Disconnect all infrastructure equipment prior to cleaning. Only trained service personnel should clean and disinfect infrastructure products.
- Some equipment components can become hot during operation; wait until sufficiently cool before touching.
- Caution must be used when cleaning equipment. Not all equipment is hermetically sealed. Take care that liquids and dirt are not pushed into the equipment fan grills, vents, speakers, connectors and other openings. Equipment can be damaged if liquid enters the enclosure, and dust, dirt and debris may contain conductive materials that could create a failure. If possible, use only deionized or distilled water to clean equipment.
- Apply **0.5%** detergent-water solution with a lightly damp cloth to outside equipment surfaces, handles, knobs, buttons and controls to remove surface dirt, dust and debris. Wring out excess solution before cleaning to prevent pooling or entry of liquid into the electronics enclosure. Remove any remaining detergent solution or residue with a second lightly damp cloth wetted with clean deionized or distilled water.
- Use a soft, absorbent, lint free cloth or tissue to dry the device. Make sure that no solution or water remains or is entrapped in any vents, connectors, cracks or crevices. Equipment must be fully dry and free of all liquids before returning to service.

Disinfecting:

- Equipment may be disinfected by wiping it down with over-the-counter isopropyl alcohol (rubbing alcohol) with at least **70%** alcohol concentration.
- When cleaning with isopropyl alcohol, **the alcohol should never be applied directly to the device.** It should be applied to a cloth, which is then used to wipe down the device.
- The effects of certain chemicals and their vapors can have detrimental effects on plastics and the metal platings.

Do not use bleach, solvents or cleaning sprays to cleanse or disinfect your equipment.

ANY USE NOT APPROVED BY MOTOROLA SOLUTIONS IS PROHIBITED. This Motorola Technical Notification (MTN) is issued pursuant to Motorola's ongoing review of the quality, effectiveness, and performance of its products. The information provided in this bulletin is intended for use by trained, professional technicians only, who have the expertise to perform the service described in the MTN. Motorola disclaims any and all liability for product quality or performance if the recommendations in this MTN are not implemented, or not implemented in compliance with the instructions provided here. Implementation of these recommendations may be necessary for the product to remain compliant with applicable laws or regulations. Please be advised, that failure to implement these recommendations in the manner instructed may also invalidate applicable warranties, or otherwise impact any potential contractual rights or obligations. MOTOROLA, MOTO, MOTOROLA SOLUTIONS, and the Stylized M Logo are trademarks or registered trademarks of Motorola Trademark Holdings, LLC and are used under license. All other trademarks are the property of their respective owners. ©2020 Motorola Solutions, Inc. All rights reserved."

IMPORTANT:

Motorola Solutions, Inc. is unable to, and did not; determine whether any particular cleaning product is effective in removing specific foreign substances (including viruses) from the equipment, nor whether any disinfectant will remove all germs or viruses. However, the above cleaners, disinfectants and processes have been approved for use by Motorola Solutions, Inc. related to their less degrading effect on the physical equipment. Please consult the chemical manufacturers' documentation for specifics on cleaning product efficacy with regards to foreign substances (such as viruses).

For assistance with this bulletin please contact your MSI Technical Support Center:

In NALA https://www.motorolasolutions.com/en_us/support.html

In EMEA https://www.motorolasolutions.com/en_xu/support.html

In Asia http://www.motorolasolutions.com/en_xp/support.html

Charles County Public Schools Briefing 4-1-2020
COVID Charles County

48-hour Priorities:

- Establishing instructional continuity
- Expanding and maintaining food service
- Maintaining tech support for digital learning

Meals:

On 3/31/20 CCPS served 5412 meals. This total is down -489 from 3/30/20. Most likely the community has misinterpreted the Governor's Stay-At-Home Order, and hopefully with some awareness, this number will go back up. Westlake High School and St. Charles High School still to be producing the highest volume of meal distribution.

Closure:

School closure through at least 4-24-20.

On 3-31-20, MSDE announced, that in light of the current challenges of the COVID-19 pandemic emergency, the Maryland Board of Education has asked Dr. Salmon to accept a new contract which will continue her service through June 30, 2021. Her contract was due to expire June 30, 2020. Additionally, with the unprecedented business conditions nationwide, the Board is ending the search for a new Superintendent. A decision for a date to renew the search will be made as the Board receives additional information regarding the COVID-19 pandemic.

Instruction:

Today and tomorrow all teachers are begin reaching out to their class rosters with communications if they have not as of yet. Today CCPS and parents were initially having difficulty logging onto distance learning tool, CLEVER. This has been resolved by CCPS Technology Dept and is fully functional.

Community Wifi:

Working as planned with signal strength strong and fast. Students have been seen utilizing service.

Misc:

CCPS has donated digital temporal thermometers to the DES for distribution according to need.

Respectfully submitted by Jason Stoddard and Michael Meiser