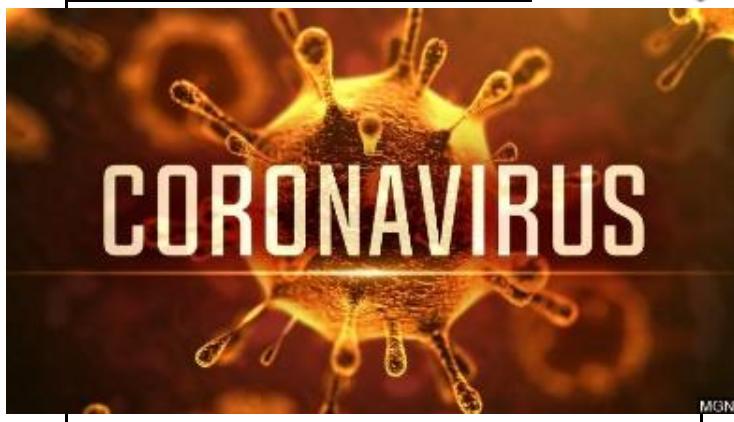


# Charles County COVID-19

## Incident Action Plan



### Operational Period

From  
3/28/20  
8:00

To  
3/30/2020  
8:00

Changes in Yellow

## INCIDENT OBJECTIVES (ICS 202)

<b>1. Incident Name</b> Charles County COVID-19	<b>2. Operational Period</b>	Date From: 3/28/20	Date To: 3/30/2020
		Time From: 8:00	Time To: 8:00
<b>3. Objectives</b>			
Ensure the safety and overall health and well-being, including mental health of the residents, county employees, and responders, throughout this incident.			
Conduct surveillance of COVID-19 cases in collaboration with the health department, hospital, physicians, and other health care providers.			
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.			
Prepare for and handle the human reaction crisis contingencies in long terms.			
Prepare for long term order maintenance.			
Prepare for and sustain our communities hierarchy of needs throughout this incident.			
Determine trigger points for Continuity of Operations for all agencies, including government, public safety, schools, hospital, and other critical infrastructure systems.			
Ensure all practical steps to "Slow the Spread" of transmission of COVID-19.			
<b>4. Operational Period Command Emphasis</b>			
Personnel with facial hair should be aware of the NIOSH requirements for properly fitting filtering facepiece respirators in relation to their specific facial hairstyles. A CDC infographic was disseminated to staff with compliance guidance. Those with facial hair not in compliance drastically increase their risk of exposure even when using an N95 mask.			
<b>General Situational Awareness</b>			
Meeting Rules- Please silence all radios, telephones and private conversations. Please keep information to a brief. Tactical information should take place at tactical meetings.			
Emails- Emails addressed to DESPlanning should have formated subjects- ex. VolFire- Morning Brief 3/23/2020. All briefs should consist of fact and limited opinion.			
<b>5. Site Safety Plan Required?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Approved Site Safety Plan(s) Located at:			
<b>6. Attachments (check if attached)</b>			
<input checked="" type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 204 <input checked="" type="checkbox"/> ICS 208 <input type="checkbox"/> ICS 205 <input type="checkbox"/> Map/Chart <input checked="" type="checkbox"/> ICS 205A <input type="checkbox"/> Weather <input type="checkbox"/> ICS 206 <input type="checkbox"/> Forcast/Tides/Currents	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>ICS 214</b> <hr/> <hr/> <hr/> <hr/>	
<b>7. Prepared by:</b> Name: <u>Joe Hoffmaster</u> Position/Title: <u>PSC</u> Signature: _____			
<b>8. Approved by Incident Commander:</b> Name: <u>Michelle Lilly</u> Signature: _____			
ICS 202	IAP Page <u>2</u>	Date/Time: <u>March 28, 2020 @13:45</u>	

## ORGANIZATION ASSIGNMENT LIST (ICS 203)

<b>1. Incident Name</b> Charles County COVID-19		<b>2. Operational Period</b> Date From: 3/28/20 Date to: 3/30/2020 Time From: 8:00 Time to: 8:00		
<b>3. Incident Commander and Staff</b>		<b>7. Operations Section</b>		
UC	Dr. Lowry	Chief		
UC	Michelle Lilly	Deputy		
Deputy	Melanie Gardner			
Deputy	Tony Rose			
Safety Officer	John Filer	<b>a. Branch I</b>	Public Health	
Public Information Office	Jennifer Harris	Branch Director	Ranston Harvey	
Intell Officer	Jason Stoddard	Deputy	Mary Lilly	
<b>4. Agency Representative</b>		DSS		
		Liaison Officer	Raena Barnes	Robbie Jones
<b>Agency</b>	<b>Name</b>	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>b. Branch II</b>	Public Safety	
		Branch Director	Mark Kaufmann Jr.	
		Deputy	Scott Herbert	D J Mills
		Vol Fire	Mark Kaufmann Jr.	
		Vol EMS	Andrew Spalding	
		Logistics	Scott Herbert	
<b>5. Planning Section</b>		<b>c. Branch III</b>	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				
<b>Technical Specialists</b>	<b>(name / specialty)</b>	<b>d. Branch IV</b>	Infrastructure	
		Branch Director		
		Deputy		
		SMECO	Jennifer Raley	
		Grocery		
		Fuel		
<b>6. Logistics Section</b>		Propane		
Chief	Nick Ellis	Natural Gas		
Deputy	Lori Cherry			
<b>Support Branch</b>				
Donations	Ed Tucker			
Supply Unit				
Facilities Unit	Nick Ellis	<b>10. Finance Section</b>		
Ground Support Unit		Chief	Jennifer Adams	
<b>Service Branch</b>		Deputy		
Service Branch Dir.		Time Unit		
Communications Unit		Procurement Unit		
Medical Unit		Comp/Claims Unit		
Security Unit		Cost Unit		
Food Unit				
<b>9. Prepared by: Name: Joe Hoffmaster</b>		<b>Position/Title: PSC Signature</b>		
ICS 203	IAP Page 3	Date/Time: March 27, 2020 @ 13:45		

## ORGANIZATION ASSIGNMENT LIST (ICS 203)

<b>1. Incident Name</b> Charles County COVID-19		<b>2. Operational Period</b> Date From: 3/28/20 Date to: 3/30/2020 Time From: 8:00 Time to: 8:00		
<b>3. Incident Commander and Staff</b>		<b>7. Operations Section</b>		
UC	Dr. Lowry	Chief		
UC	Michelle Lilly	Deputy		
Deputy	Melanie Gardner			
Deputy	Tony Rose			
Safety Officer	John Filer	<b>a. Branch V</b>	<b>Governance</b>	
Public Information Office	Jennifer Harris	Donna Fuqua	need to fill	
Intell Officer	Jason Stoddard		need to fill	
<b>4. Agency Representative</b>		Charles County Govern.	Michele Lilly	
Agency	<b>Name</b>	Town of LaPlata	Chris Becker	
Intell officer Deputy	Mike Meiser	Town of Indian Head	Ryan	
Lifestyles	Sandy Washington			
CC Public Schools	Michael Meiser			
		<b>b. Branch VI</b>	<b>Business</b>	
		Branch Director	Darre'l Brown	
		Deputy	Marcia Keeth	
		Economic Development	Darre'l Brown	
		Chamber of Commerce	Bonnie Grady	
<b>5. Planning Section</b>		<b>c. Branch VII</b>		
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)	<b>d. Branch VIII</b>		
		Branch Director		
		Deputy		
<b>6. Logistics Section</b>				
Chief	Nick Ellis			
Deputy	Lori Cherry	<b>e. Branch IX</b>		
<b>Support Branch</b>				
Donations	Ed Tucker			
Supply Unit				
Facilities Unit	Nick Ellis	<b>10. Finance Section</b>		
Ground Support Unit		Chief	Jen Adams	
<b>Service Branch</b>		Deputy	need to fill	
Service Branch Dir.		Time Unit		
Communications Unit		Procurement Unit		
Medical Unit		Comp/Claims Unit		
Security Unit		Cost Unit		
Food Unit				
<b>9. Prepared by:</b> Name: Joe Hoffmaster		Position/Title: PSC	Signature _____	
ICS 203	IAP Page 4	Date/Time: March 27, 2020 @ 13:45		

## COMMUNICATIONS LIST (ICS 205A)

1. Incident Name Charles County	2. Operational Period: COVID-19	Date From: Time From:	3/28/20 8:00	Date to: Time to:	3/30/2020 8:00
<b>3. Basic Local Communications Information:</b>					
Name - Last	Name-First	Representing	Email	Phone	
Adams	Jennifer	DES FSC	<a href="mailto:AdamsJen@Charlescountymd.gov">AdamsJen@Charlescountymd.gov</a>	301-609-3430	
Baker	Cari	CCSO	bakerce@ccso.us	240-444-2564	
Becker	Chris	La Plata Police	<a href="mailto:cbecker@townoflaplata.org">cbecker@townoflaplata.org</a>	301-399-1395	
Brown	Darrell	Business Director Econ Dev	Brownd@charlescountymd.gov	301-885-1346	
Cress	Lauri	Charles Regional Medical Center	<a href="mailto:lauri.cress@umm.edu">lauri.cress@umm.edu</a>		
Ellis	Nick	DES- Logistics	<a href="mailto:DESLogistics@charlescountymd.gov">DESLogistics@charlescountymd.gov</a>	240-416-8955	
Filer	John	DES- Liaison	<a href="mailto:FilerJ@charlescountymd.gov">FilerJ@charlescountymd.gov</a>	301-399-1143	
Finch	Stephen	DES	<a href="mailto:FinchS@charlescountymd.gov">FinchS@charlescountymd.gov</a>	240-507-3113	
Fuqua	Donna	PIO	<a href="mailto:Fuquad@CharlesCountyMD.gov">Fuquad@CharlesCountyMD.gov</a>	301-752-1497	
Harris	Jennifer	PIO	<a href="mailto:HarrisJ@CharlesCountyMD.gov">HarrisJ@CharlesCountyMD.gov</a>		
Hoffmaster	Joe	Planning Section	<a href="mailto:DESPlanning@charlescountymd.gov">DESPlanning@charlescountymd.gov</a> <a href="mailto:HoffmasterLLC@gmail.com">HoffmasterLLC@gmail.com</a>	301-399-2600	
Kaufmann	Mark Jr	PS Branch Dir. Vol Fire Chief	<a href="mailto:markeng1trk@hotmail.com">markeng1trk@hotmail.com</a>	240-299-1017	
Konschak	Matt	NSWC IHD	<a href="mailto:matthew.konschak@navy.mil">matthew.konschak@navy.mil</a>	301-774-6504	
Lilly	Michelle	CCDES Director, Unified Command	<a href="mailto:LillyM@charlescountymd.gov">LillyM@charlescountymd.gov</a>		
Lilly	Mary	C C Dept. of Health	<a href="mailto:Mary.Lilly@maryland.gov">Mary.Lilly@maryland.gov</a>	240-435-0274, 301-609-6762	
Lowry	Susan	MDH	<a href="mailto:suzan.lowry@maryland.gov">suzan.lowry@maryland.gov</a>		
Mills	D.J.	Vol Fire- Special Operations Chief	<a href="mailto:djm31_9@hotmail.com">djm31_9@hotmail.com</a>		
O'Malley Simpson	Katie	CCBOE PIO	<a href="mailto:Komalley@ccboe.com">Komalley@ccboe.com</a>		
Proctor	Destiny	DES	<a href="mailto:proctord@charlescountymd.gov">proctord@charlescountymd.gov</a>		
Quade	Thomas	MSP	<a href="mailto:Thomas.Quade@maryland.gov">Thomas.Quade@maryland.gov</a>	301-536-1742	
Rose	Tony	DES Deputy Director, Unified	<a href="mailto:RoseT@charlescountymd.gov">RoseT@charlescountymd.gov</a>	301-399-5068	
Russell	Cindy	DSS	<a href="mailto:cindy.russell@maryland.gov">cindy.russell@maryland.gov</a>	301-392-6415	
Schmidt	Louis Chris III	CCSO	<a href="mailto:schmidtlo@ccso.us">schmidtlo@ccso.us</a>	240-419-1612	
Seaman	Kevin	CCEMS	<a href="mailto:seamank@charlescountymd.gov">seamank@charlescountymd.gov</a>	240-776-2606	
Smith	Bill	CCVFA/CCAEMS	<a href="mailto:Smithb@ccvfireems.org">Smithb@ccvfireems.org</a>	301-934-3581	
Spalding	Andrew	Volunteer EMS Chief	<a href="mailto:chiefems@ccvfireems.org">chiefems@ccvfireems.org</a>	301-751-6154	
<b>6. Prepared by:</b> Name: <u>Joe Hoffmaster</u> Title: <u>PSC</u> Signature: _____					
ICS 205A	IAP Page	5	Date/Time:	March 26, 2020	@ 08:45

## COMMUNICATIONS LIST (ICS 205A)

## SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name Charles County COVID-19	2. Operational Period	Date From: Time From:	3/28/20 8:00	Date To: Time To:	3/30/2020 8:00
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### 3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:

1. Total identified PUI's transported to date: 30
2. PPE stockpiles remain stable with an estimated supply range of 9 days based on current call volumes.
3. Revision to EMSOP Special Order 2020-01 Version 3.0 has been completed and awaits final signature.
4. As this is a rapidly changing landscape, leaders should review any changes with their personnel each morning
5. With the implementation of the most recent update of special Order 2020-01 V 3.0, personnel should perform wellness checks twice a day as prescribed in the SO.
6. Personnel who report having a fever, sore throat, cough or other respiratory related symptoms should stay at home and self-isolate until they are symptom free for a period of 72 hours.
7. Personnel who have recently travelled to a suspected COVID-19 country or have taken a cruise which ported at a COVID-19 infected region should not report to work. Those personnel are being asked to self-isolate at home for a period of 14 days.
8. Personnel with facial hair should be aware of the NIOSH requirements for properly fitting filtering facepiece respirators in relation to their specific facial hairstyles. A CDC infographic was disseminated to staff with compliance guidance. Those with facial hair not in compliance drastically increase their risk of exposure even when using an N95 mask.

4. Site Safety Plan Required?  Yes  No

Approved Site Safety Plan(s) Located At:

5. Prepared by: Name: John Filer Title: Safety Officer Signature: \_\_\_\_\_

# ACTIVITY LOG (ICS 214)

# ACTIVITY LOG (ICS 214)

# *Animal Control Services*

The animal services staff has reported that the preparations thus far for the pets, if needed, are:

1. Contact has been made with the 11 licensed boarding kennels in the County. 10 of these facilities have agreed to accept pets from COVID-19 PUIs or positives. The max capacity of these facilities is around 420 +/- pets. (depends on at what capacity they are at when asked)
2. Contact has been made with the local pet sitting community. These 9+ businesses have affirmed that they will service the COVID-19 PUIs or positives but would require that the pet be brought out to them – no in home pick up or care.
3. The County's animal shelter facility has made the following adjustments to accommodate the community's needs:
  - a. One wing of the facility has been cleared to make room. This includes 14 standard kennels, a free roaming cat room that can be fitted with a large amount of individual crates/cages for cats, a critter room, a restroom and a break room.
  - b. Emergency supplies have been inventoried in the event that an emergency pet shelter needs to be set up – either at the Hughesville facility or in another location.
    - i. 171 portable crates/cages
    - ii. 43 portable critter cages
    - iii. Various feeding, watering and cleaning supplies needed
  - c. Also available for deployment if an offsite location is used would be:
    - i. the 30-foot travel trailer that has been retrofitted as a portable emergency animal shelter (generated), and
    - ii. the 24-foot cargo trailer that is retrofitted as the rescue response trailer. This trailer is designed so that racked supply containers can be switched out and replaced with medium pet crates for additional housing space. This trailer is also generated.

Ed

*C. Edward Tucker, Chief*

*Animal Control Services*

## *Charles County Government Media Services*

All,

As you know, we launched a daily podcast/YouTube update to keep the public informed about what's happening locally. Today's COVID-19 Updates for March 27 are ready with the links listed below! Please follow/subscribe to receive them every weekday, and encourage those you are able to reach on other communication platforms to do the same. Thank you!

ON YOUTUBE: <https://youtu.be/ZCd1aGayDyU>

CHARLES COUNTY'S PODCAST: <https://www.buzzsprout.com/209287/3145432>

Jennifer L. Harris, APR  
Chief of Media Services  
Charles County Government

# ***Intelligence Briefing 3-27-2020***

## ***COVID Charles County***

**Updated Infection Numbers:** As of 1113 (US has the most worldwide confirmed cases)

Total worldwide: 558,502 +119,753 since the 3-26-20 brief.

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

3-21/22	3-22/23	3-23/24	3-24/25	3-25/26	3-26/27
+27,423	+39,742	+43,916	+43,102	+56,337	+119753

**Analysis note:** While the U.S. and worldwide numbers continue to rise, so does the availability of testing. It is highly likely the US has tested more citizens than any other country. Sensational “confirmed case numbers” should be placed in context before relying upon them solely to determine the scope and magnitude of the situation.

Total fatalities worldwide: 25,251 +5,576 since the 3-26-20 brief

Total in US: 86,012 +30,769 since the 3-26-20 brief (largest one day increase so far)

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

3-21/22	3-22/23	3-23/24	3-24/25	3-25/26	3-26/27
7123	8494	11244	8758	14441	30769

Total fatalities in US: 1301 +4,997 since the 3-26-20 brief

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

Total in State in of MD: 774 +351 since the 3-26-20 brief (largest one day increase thus far)

Total Fatalities in State of MD: 5 +1 change since the 3-26-20 brief

Total Hospitalizations: 173 Newly reported stat

**Weather:**

Nice Thursday 60-48, Friday 71-48, Sat 55-51 Rain, Sunday 78-53 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:**

Grocery stores and pharmacies continue to struggle to keep shelves stocked of staples. CVS, Safeway and Target were visited this AM. Shelves are thin. CVS non-RX meds are running low. Target received some cleaning supplies today. Target and Safeway shared the same inventory communications issues that Sam's Club reported. Both reported receiving daily trucks but they have no indication of what is going to be on them. Retailer reported 12 times the normal sales of paper products when the surge hit. Unfortunately, there is no way to speed up production of most paper products. Produce inventories are staying near normal levels at all stores. Meat shipments are steady however, inventory is reduced.

**Analyst note:** This will likely continue and increase until things stabilize. It will likely take weeks for stabilization to occur and for the supply chain to balance. Law enforcement should be aware of the volatility of people during a crisis. The distribution of facts based messaging and positive stories by the JIC could prove helpful in reducing fear and anxiety. POCs are needed as soon as possible so incident management can remain informed of food and supply shortages.

With the closure of non-essential stores and the governors demand to reduce interaction there is little traffic on the roads.

Commercial burglaries have seen a marked rise.

Charles County closed all building. Employees will be teleworking.

**Maryland Update:**

MD receive its Federal Major Disaster Declaration

Schools closed at least until 4-24-2020.

**All regulated child care centers must close by Friday by close of business.** Exception is for authorized facilities caring for essential personnel. The provider must complete an application and submit it to MSDE. Essential personnel will also need to complete a form.

**Region:**

Over 751 cases in the NCR as of 0500

1645 cases in Maryland, DC, and Virginia as of 1200

Montgomery county is reporting they have 167 ventilators for 1.1 million people

**Analysis note:** This will likely be a FOIA request soon. It would also seem to critical be critical information the EOC to keep tabs on.

**National:**

DOD reporting a major increase in positive test for service members. At least one Navy warship is reporting positive cases and has been order to port in Guam.

FBI Advisory: Due to school closings as a result of COVID-19, children will potentially have an increased online presence and/or be in a position that puts them at an inadvertent risk. Due to this newly developing environment, the FBI is seeking to warn parents, educators, caregivers, and children about the dangers of online sexual exploitation and signs of child abuse.

**Analysis note: CCPS is working on a “Situational Awareness Bulletin.”**

New LE COVID-19 tracking site: <https://www.policefoundation.org/covid-19/>

**Local critical infrastructure:**

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

**Predications/ Analysis:**

- 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 2<sup>nd</sup> 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

### March 27<sup>th</sup>, 2020

#### **Buildings:**

Charles County Sheriff's Office: Building open to public  
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 as normal  
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: 4 officers quarantined – 1 officer tested; 11 Recruits quarantined – none from CCSO tested but one from St. Mary's has been.  
Maryland State Police: None local  
Maryland Transportation Authority: None local  
La Plata Police Department: None local  
Natural Resources Police: None local

#### **Crime Stats:**

Commercial Burglaries Up for all agencies; otherwise all other crime numbers are down

#### **TRU:**

Charles County Sheriff's Office: Open and working  
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

**Items of Note: (Not for redistribution)**

We do not expect any changes in reference to our response to assisting with Safe Nights activities at this time.

Emergency Scheduling coming for CCSO on Monday at 0700hrs.

## ***Charles County Public Schools Briefing 3-27-2020***

### ***COVID Charles County***

#### **48-hour Priorities:**

- Establishing instructional continuity
- Expanding and maintaining food service
- Situational bulletin re: online learning

#### **Meals:**

On 3-26 CCPS served 6078 meals an **increase of 554 meals over 3-25**. Westlake High School and St Charles continues to be the busiest sites, for example on 3-25 they served over 1,000 meals at each of those sites.

**NO MEAL DISTRIBUTION SAT and SUN**

#### **Closure:**

School closure through at least 4-24-20.

MSDE closed all regulated child care centers as of today at 1700.

#### **Instruction:**

Distribution of computers for teachers and students in need of technology are being looked into as a way to help support our distant learning.

Plan as of 3-26-2020. Excerpt from a memo sent to all CCPS Staff:

#### **Monday, March 30**

Teachers should finish and post grades for the third quarter.

Directions will be sent out how to finish grading since the quarter ended early.

#### **Tuesday, March 31**

Elementary teachers preview materials on SharePoint.

Secondary teachers watch the APEX training video and prepare to set up rosters.

Special education teachers review all student IEPs on their caseload and watch the Goalbook training videos. Additional webinars will be planned later in the week.

**Wednesday, April 1**

Continue to prepare for instruction and complete roster assignments.

**Thursday, April 2**

Send your first communication to students via Synergy Mail. Your communication should reestablish your relationship with your students and explain what the instruction will look like in the future.

Secondary teachers will ensure that all students know how to log into their APEX account.

**Friday, April 3**

Instruction begins and all teachers are available during "office hours" to communicate with students and to answer questions. Office hours will be established by level.

Elementary staff must be available from 9:00 a.m.-12:00 p.m., middle school staff from 11:00 a.m.-2:00 p.m. and high school from 1:00-4:00 p.m.

COMAR defines an academic day as three hours; hence, the designated office hours.

### **Community Wifi:**

4 sites are up and broadcasting. Picco, Mt Hope, Henson, and TC Martin. Press release was delayed should go out 3-27-2020. We continue to work with AT&T FirstNet to increase signal strength.

Comcast and Verizon are taking different approach to assist the Covid-19 demands. Both of them are sending self-installation kits (routers and starter packets) free to non-customers and offering the basic internet plan for free (2 months). Comcast opened up all public Wi-Fi (hotspots) to everyone for the next 60 days. On top of this all mobile carriers (Verizon, AT&T, T Mobile, Sprint) have decided to give unlimited bandwidth to all subscribers and there won't be any data over charges. You can read the Sun newspaper article about this here

[Comcast and Verizon broadband changes - Sun Paper](#)

### **Misc:**

FBI has posted a warning re: the increased potential of child exploitation and predator interaction due to on-line learning and additional unsupervised screen time. The Office of School Safety and Security is building a "Situational Awareness" Bulletin for the community.

Respectfully submitted by Jason Stoddard and Michael Meiser

