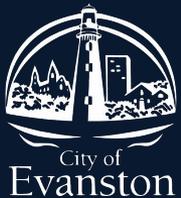


COVID-19 Response Framework

City of Evanston

March 26, 2020



City's #1 Priority

- Eliminate an immediate threat to health, life, and safety presented by COVID-19 emergency.
- Follow all guidance provided by public health authorities (e.g., CDC, IDPH, City Health Department)

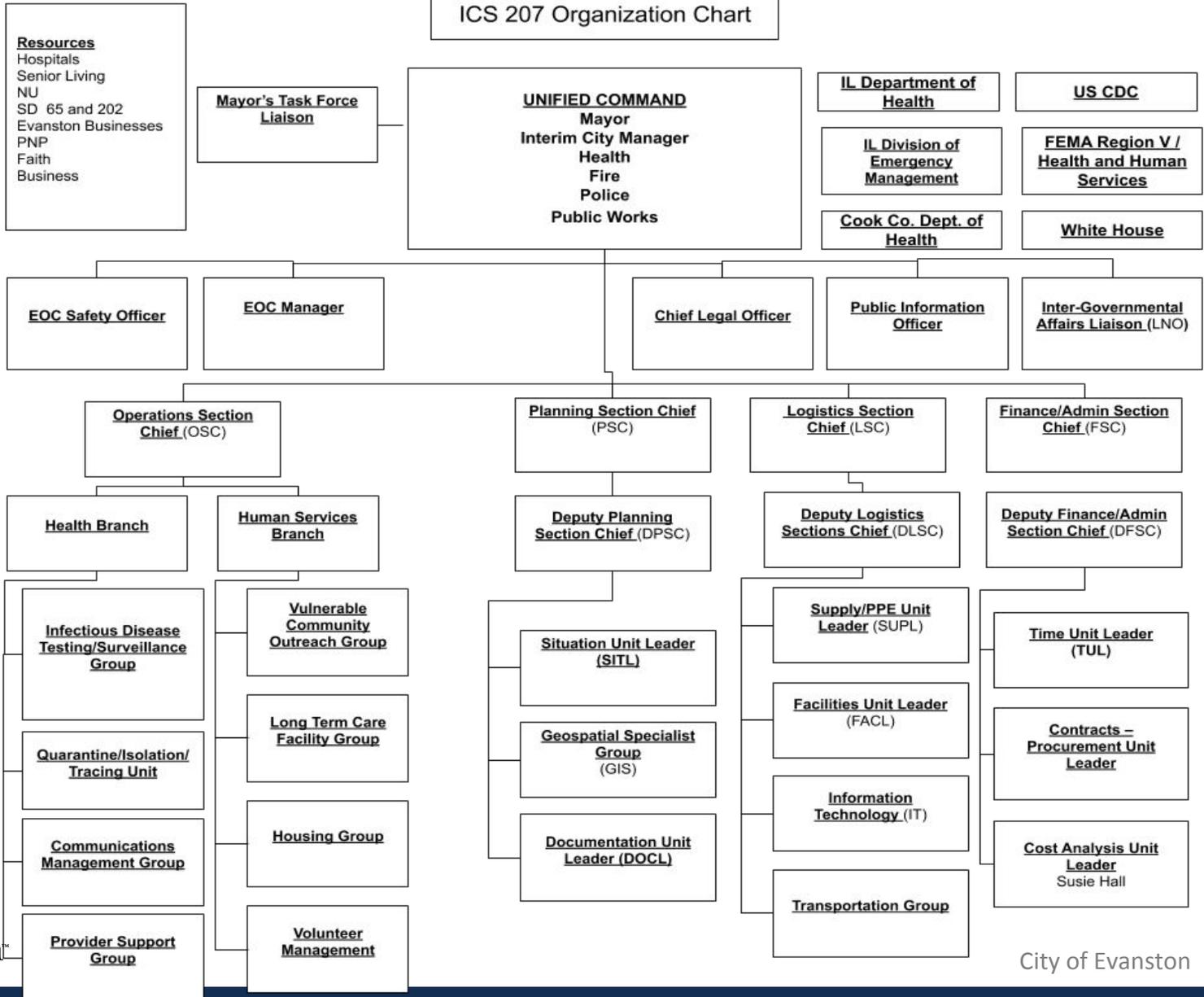


Organizing to Respond

Organizing to Respond

- Adopting the **National Incident Management System** (NIMS) and **Incident Command System** (ICS), per City's Emergency Management Plan
- This is a best practice to help government's manage large, unwieldy events
- Creates a command and control environment to allow for effective management during a crisis
- Implement a Whole of Community Response

ICS 207 Organization Chart



Key Elements of ICS Structure

- Unified Command: Comprised of the Mayor, Interim City Manager, Public Health Director, Fire Chief, Police Chief, and Public Works Director
- Set and rank the emergency objectives every 24-48 hours, depending upon the operational period.
- Each day at the Emergency Operations Center (EOC) the Crisis Management Team (CMT) formulates a new/revised Incident Action Plan (IAP) for the next operational period.
- **The Goal** - provide the direction, organization and resources to accomplish mission objectives.

Current COVID-19 Objectives

1. Assist Long-Term Care facilities and other organizations to serve the most vulnerable and at-risk populations.
2. Develop and implement housing and transportation services for those in need of self-isolation.
3. Coordinate with hospitals to expand capacity/services.
4. Maintain the supply chain of personal protective equipment (PPE). Prioritize health care, first responders, and those confirmed cases in self-isolation
5. Protect our city staff and residents by providing timely, specific, and consistent COVID-19 information

Current COVID-19 Objectives

6. Track the spread of COVID-19 and identify those at risk in Evanston in order to slow the spread of the virus
7. Develop a volunteer management plan to better manage COVID-19 response and recovery
8. Understand and address food accessibility/insecurity by collaborating with community partners
9. Formulate a data analytics group to better identify future projections of incident needs.

Section Chiefs & Responsibilities

There are four sections (i.e., Groups) – Operations, Logistics, Planning, and Finance

- **Operations** - responsible for effectively managing the public health growth of COVID-19
- **Logistics** - obtaining PPEs, equipment, and other materials and resources needed by Operations
- **Planning** - situational awareness, data analysis
- **Finance** - funding the operation, monitoring expenses, procurement and federal reimbursements.



Operations



Primary Work Assignments

- Conduct surveillance of spread of COVID-19 in Evanston
- Conduct contact tracing and issue quarantine notices (self-isolation orders)
- Monitor confirmed cases and those in self-isolation who have been issued quarantine notice
- Issue educational guidance to vulnerable populations and organizations

Primary Work Assignments (Con't)

- Coordinate with congregate living centers to share latest public health information, confirm infectious disease plans and mitigation measures being undertaken. Understand and relay to Unified Command any concerns regarding PPEs or staff shortages.
- Communicate and coordinate regularly with IL Dept of Public Health
- Manage Medical Reserve Corps

Primary Work Assignments (Con't 2)

- Identify and put in place alternative housing for those unable to self-isolate, including the homeless, and all wrap around procedures and services to effectively manage it.
- Identify needs and establish programs to assist vulnerable groups with essential needs, such as food
- Develop and implement a volunteer management program with assigned projects and mechanism for volunteers to sign-up

PPE

PPE is inventoried and secured at a City facility

- City Staff managing existing supply and working to procure additional PPE
- Guidelines for use of PPE prepared
- PPE is monitored and distributed by logistics team
- PPE donations being accepted



Logistics



Primary Work Assignments

- Obtain necessary supplies, including PPEs
- Maintain secure inventory
- Manage and track all donated supplies and materials
- Allocate supplies as directed by Operations
- Establish and maintain lines with key suppliers
- Procure other resources such as facilities, labor, technology needed for creating emergency medical or other type of sites
- Maintain Emergency Operations Center and any other temporary facilities
- Identify and maintain transportation for those in need of self-isolation

Volunteer Resources

Volunteer needs and resources being consolidated on **cityofevanston.org/covidvolunteers**

- Team of City staff assigned to volunteer management
- City staff are identifying opportunities for volunteer support
- Communicating and assisting partner organizations with promoting their volunteer needs



Planning

Primary Work Assignments

- Collect info from local, county, state, and federal resources
- Identify current and future needs related to hospital capacity, rate of community spread, mortality rates, and current and future needs
- Interpret data to identify current trends to help forecast future projections of equipment, material, housing, and staffing needs
- Produce situation report



Finance

Primary Work Assignments

- Identify financing for the emergency operation
- Track and monitor emergency related expenses
- Ensure compliance with emergency and normal procurement procedures
- Understand federal programs for reimbursement
- Ensure compliance for federal reimbursement of expenses

Emergency Operations Center

EOC began operations on March 18, 2020

- Daily operations briefing
- All operations are tracked and recorded in compliance with FEMA regulations and forms
- Unified command identifies new priorities, reviews existing and prioritizes accordingly
- Section Chiefs assign tasks to team and do continuous check-ins with staff and Unified Command



Whole of Community Response

Whole of Community Response

- Given enormity of this event, a coordinated whole of community response and recovery is needed
- This means to problems solve and repair our community all sectors will have to work collaboratively together. No one sector can save us.
- A whole of community response and recovery will make us stronger; it will help us return to a new normal

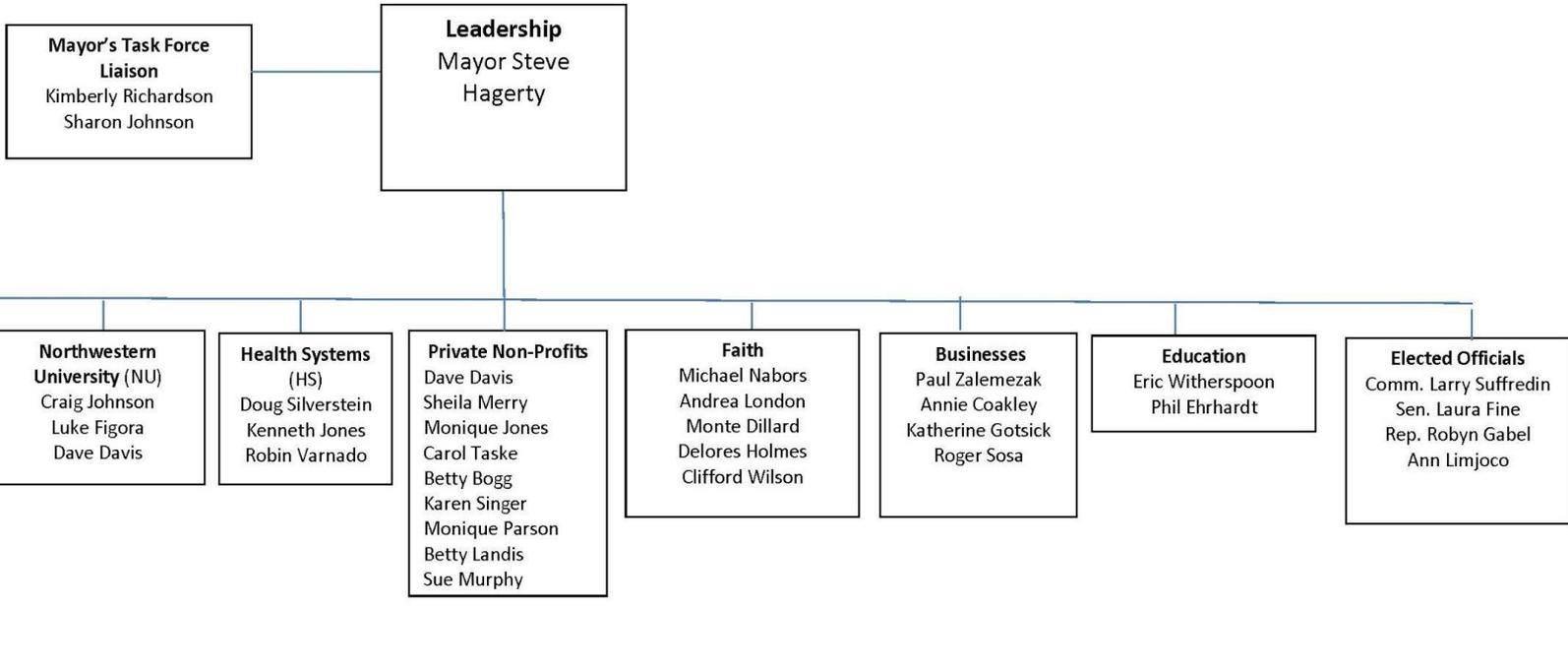


Mayor's COVID-19 Task Force

Mayor's COVID-19 Task Force

- Provide info to share with COVID-19 Working Groups and the community at-large
- Provide updates on COVID-19 in Evanston and the City's response and priorities
- Spotlight at each briefing one particular project or effort
- Get a legislative update from our Federal, State, and County elected officials
- Learn about any pressing issues, concerns, or info that needs to be shared by each sector

**MAYOR'S COVID-19
Community Taskforce & Working Group**



Business Working Group

Areas of Focus:

- **Communication** - distributing updates from Small Business Administration, State, and Federal Government
- **Advocacy** - connecting with local businesses to determine greatest immediate needs (i.e. taxes, rent, fees, insurance, employee pay/healthcare, etc.) report to elected officials
- **Recovery** - begin planning to assist with deployment of federal resources, listening/roundtables, and intensive shop local campaigns.

Faith Community Working Group

Areas of Focus

- **Volunteer Recruitment:** Working closely with volunteer management groups for distribution of food
- **Communication:** Sharing and learning best practices among Houses of Worship for virtual networking and online worship
- **Support:** Some houses of worship need technical support and assistance to implement online giving and video based services to continue to support members and community.

Education Working Group

Areas of Focus

- **Meals for Students:** School District 65 & School District 202 working in collaboration with City on food distribution for school children.
 - Significant increase in number of meals provided this week.
 - Anticipating even larger increase next week; will prepare accordingly.
- **e-Learning:** Both districts have also provided hundreds of laptops and wifi hotspots for eLearning

Non-Profit Working Group

Areas of Focus

- Working closely with legislators to learn more about available funding for the displaced population.
- Early child care providers are working to address strategies for immediate child care needs for essential workers.
- A survey has gone out to residents to better understand additional needs within the community.

Elected Officials

- Ongoing communication & coordination between Federal, State & County elected officials & Agencies
- Illinois Emergency Management Agency (IEMA)
- Illinois Department of Public Health (IDPH)

Hospital

- Staff working closely with both Hospitals to understand needs & surge capacity
- Blood donations continue to be needed; St. Francis Hospital hosted blood drive at Levy Center last week
- For now, hospitals are able to meet current demands on system
- Overflow options being explored and collaborated on

Long Term Care / Congregate Living Facilities

Resources dedicated to assisting with special needs of long term care & congregate living facilities

- Add'l medical staff contracted by City to work directly with these providers
- Education and outreach
- Planning assistance
- Displacement services



Economic Impact



Economic Impact

- Staff tracking all COVID-19 response related expenses starting March 12, 2020
- Expect partial FEMA reimbursement for additional expenses tied to response
- Estimated additional spending (materials, supplies, overtime) as of March 25: **\$64,270**
- Estimated regular pay to COVID-19 response as of March 25: **\$72,848**
- Total response cost as of March 25: **\$137,118**

Economic Impact

- Revenues on delayed disbursement schedule:
 - Income tax, sales tax - delayed 60 days
 - Property tax - no delay currently announced
- State-disbursed revenues expected to decline:
 - Income tax, sales tax, use tax
- Home-rule revenues impacted:
 - Athletic tax, amusement tax, liquor taxes, real estate transfer, recreation charges for services, motor fuel tax
- **Currently working on projections for revenue loss; expect significant hits to General Fund, Parking Fund, Water Fund, Sewer Fund**

Economic Impact

- Federal Stimulus Package in process - will help bridge gap for small businesses & families
 - no substantial \$\$ allocation for cities under 500,000 population
- Safety net will be challenged along with City Budget

COVID-19 Pandemic

- Rapidly evolving situation
- Unknown duration
- Preparation/planning at home and across the City will help mitigate threat
- **Stay Home to Save Lives**

Questions?