



May 20, 2020

TO: Local Health Departments/Regional Coordinators

FROM: Emily Valencia, Compliance Coordinator

RE: Work Plan Deliverables for 2019/2020

A question was asked if any of the deliverable for the 2019/2020 were going to be waived because of the COVID-19 Pandemic. I have spoken to Denise Kelly, Preparedness Program Director, and following are the changes on the **LHD** and the **Regional** work plan items:

Item 1 & 2 – The HCC meetings still need to be attended each quarter and an LEPC meeting. These meetings will be beneficial to coordinate actions and relay operational awareness between counties.

Item 3 – Training was waived (if it has not been completed).

Item 4 – ICS mandated class are still required. Knowledge from these classes are critical during this time a letter or certificates for 100, 200 & 700 classes for staff will need to be turned in by June 30, 2020.

Item 5 – KS-HAN needs to be updated throughout the pandemic.

Item 6 – Quarter 3 & 4 drills are waived should be receiving KSHAN announcements on a regular basis because of the pandemic.

Item 7 – IMATS Training has been waived if you have not taken it, **IMATS does need to be updated.**

Item 8 – Providing training or acquiring resources for first responders. Training still needs to happen, it can be training your first responders on PPE or a class to help with recovery. The LHD can purchase PPE equipment for first responders.

Item 9 – Volunteer strategy is waived for BP1. This pandemic has shown a light on our volunteer recruitment and retention, this issue will be discussed in BP2. Any lessons learned or ideas from your experience recruiting and maintaining volunteers during this pandemic will be essential in moving forward.

Item 10 – LHD to continue involvement with the community partners. Posting on your website, Facebook, or Twitter to show working with the community for preparedness, throughout the COVID-19 response and how to stay well.

Item 11 – EPI Hotline needs to be updated anytime a change happens during this pandemic.

Item 12 – Full scale exercise was replaced with the COVID-19 pandemic event. The AAR/IP will be due in BP2. The due date will be announced later.

Item 13 – The priority communications attestation still needs to be sent in by June 30, 2020.

Item 14 – Website updates are still required.

Item 15 – FIT test of masks; if you have not done this yet it has been waived for BP1.

Item 16 – Packaging & Shipping Specimens and KHEL collecting specimens training: current certificates are still required for BP1 in both trainings. At least one person needs to be certified in each LHD for both.

Items 17 – Mass Dispensing COOP plan – The COVID-19 pandemic has brought this plan into review and a letter with changes or no changes needs to be sent in by June 30, 2020.

Items 18 – COOP SOG plan – The COVID-19 pandemic has brought this plan into review and a letter with changes or no changes needs to be sent in by June 30, 2020.

Items 19 – Point of Dispensing (POD) – The POD locations and inventory needs to be placed into IMATS by June 30, 2020 and a letter or email sent attesting to the update being completed should be sent in by June 30, 2020.

Regional Work Plan

Item 1 – Helping LHD with plans and procedures with a TA still needs to be completed. It is critical during this pandemic to be of assistance to the LHD's.

Item 2 – LHD quarterly meetings in your regions are important for the situation awareness especially during a pandemic, but the 10-day requirement for minutes has been waived.

Item 3 – HCC meetings should still be attended, and the information passed back to the LHDs.

Item 4 – Your information needs to be reviewed and updated as needed and sent to the RCCs.

Item 5 – Attending the TEPW. Already completed

Item 6 – KDHE meetings with the regional coordinators has been waive for quarter 3 & 4 in BP1.

Item 7 – Full Scale Exercise was replaced with the COVID-19 Pandemic Event. Your assistance is needed with the LHD to help mitigate issues during the COVID-19 pandemic.

Item 8 – Full Scale Exercise was replaced with the COVID-19 Pandemic Event. Your assistance will be needed to help the LHD in your region to determine gaps and help write and review the AAR/IP in BP2. The due date to be announced. Waive Q3 & 4 in BP1.

Item 9 – Training development has been waived.

Item 10 – Communication information to be updated as often as needed. Share the Homeland Security Council meetings with your group for situational awareness.

KDHE appreciates all your tireless efforts during this pandemic. If there is anything, we can do to help your LHD or community please call. We are here to assist you.